1. Week of September 26 to 30, three meetings related to SWATeam objectives happened:
* One with Jill Maxey and SWATeam members Fred, Karl and Marian on the zero net growth initiative. What is next for us on this?
* One with Paul Foote on developing a Green Labs initiative
* One with Dr. Yun Yi, new assistant professor who did work at U Penn in energy use modeling toward energy conservation
1. Meeting with Jill Maxey, Associate Director for Space Analysis, about Objective 1 of the ECBS SWATeam objectives: Maintain or reduce the campus gross square footage relative to the FY10 baseline. Summary of main points from the meeting.
	1. Provost Office has charged the Associate Director for Space Analysis, Jill Maxey, to track the Gross Square Footage of campus and the “space bank” amount
	2. The iCAP was established in 2010 with an objective related to zero net growth on campus. However, the policy for zero net growth was not passed until FY2015. In that 5 year gap, a number of projects that were on the books or had been approved to be completed were “grandfathered in” and were not considered as counting toward the zero net growth effort. Examples are the Chem Annex, Mechanical Lab, Talbot, ECE, MAB, projects in Freer hall and the Law building, State Farm Center, two new Eikenberry dorms
	3. Demolitions were occurring on campus, freeing up square footage and establishing a bank of square footage. Examples are two houses on West Oregon and some dorms.
	4. The way the zero net growth policy works is that for a new building to be built after 2015, the square footage for the building has to come out of the bank. If the bank is empty, then something has to be demolished to create square footage for the project. Credit is taken for a building when a project is approved.
	5. In FY16 and FY17, projects withdrew square footage from the Space Bank—60,000 sq feet for the Design Center and 170,000 sq feet for Memorial Stadium and several smaller projects
	6. Caution advised when using adjusted square footage numbers because the adjusted square footage numbers are going to change as more data are added. Not all the info is in the data base now. So, now we are reporting “adjusted square footage” that could change
	7. Buildings that are leased are included in our sq footage, but not all the buildings off campus, such as at Research Park. Example, the Enterprise Building is in our square footage, but not the Caterpillar building
	8. Some projections for additional research space and classroom space needs have been made. The policy for zero net growth will be tested then. A cultural shift needs to occur so that campus community members do not hoard their space. We also need to be more efficient with the space we have. Do professors and researchers need a second office?
2. The bullet points that came out of the meeting to be put on the SWATeam poster for Sustainability Day are these:
	1. In 2015, the Net Zero Space Growth Policy was approved and adopted into the Campus Administrative Manual. Effective July 1, 2015.
	2. Provost Office charged the Associate Director for Space Analysis, Jill Maxey, to track the Gross Square Footage of campus and the “space bank” amount.
	3. Space Bank has been used in FY16 and FY17 to approve the Design Center, a Memorial Stadium project, and some smaller-scale projects.
	4. We acknowledge that the overall process for keeping campus aligned with this important space reduction goal is still under discussion and will involve substantial changes in how we as a campus view and manage our space.
3. Big 10 and Friends Mechanical and Energy Conference occurred October 9 – 12. Three SWATeam members participated—Karl Helmink, Fred Hahn and Marian Huhman
	1. One system discussed at the conference that interested Karl was automatic fault detection diagnostic systems that are being used by Penn State.
4. Green Labs program
	1. Olivia Webb has two students working on interviewing workers inthe labs- Daniella Sanchez and Julia Chang
	2. Karl and Paul Foote are working in several buildings to explore what fume hoods are being used and how much.
	3. Karl will send email to Doug Walter and Darren Gensler asking about lists of fume hoods.
5. Illini Lights Out project is expected to be approved on Saturday, with $1000 funding by SSC
	1. Determined date for the project-November 17th
	2. Alex will ask Jessica Tran to help us
	3. Will request room in Illini Union for assembling and pizza afterwards.
6. Next meetings: November 9 at 4 pm and November 28 at 4 pm.