**1.22.2018**

**Transportation SWATeam Agenda**

*National Soybean Research Center Room 358, 1pm*

**ATTENDEES:** Pete, Lily, Ximing, Yanfeng, Julie, Rebecca

**Minutes from 12/14/17 were approved.**

*Regular meeting time changed to Tuesdays at 2 to accommodate everyone’s schedule.*

**UPDATES**

***Dock-less Bike Sharing***

* Had an anonymous survey sent to the companies over break and got a lot of good feedback. Most notably, they received negative feedback in response to the cap on bicycles. University has largest source of bike racks in community. None are evenly distributed. We need to talk about caps in order to avoid major glut issues.
* There are set hours during which companies must respond to complaint within 2 hours or company gets charged.
* Trying to get everything prepared by March 15th. MTD, campus police, and the Chancellor’s Office are informed about all of this.
* SWATeam members can review final draft of pilot program.
* Bikes can be pre-allocated geographically each day after studying surplus/deficit areas. The companies are tasked with managing this. Part of pilot license requires companies to pay to use student data available for this.

***Student Transportation Survey***

* No updates at this time. Waiting to schedule focus groups once everyone has their regular semester schedule set.
* Wanting to get about 100 focus group participants, 10x that many surveys, and 10x that many people asked.

**MODE SHARE STUDY**

* Just looking at local transportation. Air travel information can be obtained through OBFS.
* Need comments on the recommendation to go to the iCAP Working Group by the next meeting. ***Everyone on the team must submit a comment***. Please send these to Lily.
* Lily also sent around a list of questions for the survey. ***Please provide feedback*** on these as well.

**Next Steps**: Rebecca – resend the draft survey questions and recommendation proposal.

**GREEN FLEET CERTIFICATION EXPANSION**

***Background***

* Pete is member of NAFA (Fleet Management Association), which started the Green Fleet Certification program about 3 years ago. He was a member from the beginning and worked to certify the F&S fleet (tier 2 of 5).
* Morgan recommended working to get other campus units certified through this program (like Tech Services, Prairie Research Institute, and Public Safety)

***Process and Needs***

* The process of certification involves collecting a lot of data (submitted and vetted by NAFA) and to create a sustainable fleet plan for organization. Creating the plan will be relatively simple (can be based on the F&S model and will just require commitment from each department to stick with it). The data collection and organization will involve cost and work.
	+ Pete would have to assist departments with gathering information. He has data for all university-owned vehicles. It would be a matter of pulling it out and putting it into the appropriate form.
	+ Plans require significant commitment (decrease fuel used, not increase size of fleet, increase fuel efficiency). Data analysis would help us to prepare for these more long-term goals. Students could collect data and get that side of the application process sorted. We could then reach out to campus units it seems most feasible for.
* We would need to coordinate efforts between departments to get all of the submitted at one time to minimize cost to us.
* Cost estimate: $3-5000 range. Could potentially apply to SSC for this or use money we get for carbon credits. SSC funding applications are due very soon.

***Potential Next Steps***

* We could tell the University that this is what we’re doing for all vehicles or it could be opt-in by department.
* Hire student interns to sort data? Ximing will work to find students to work with Pete

 Backing to do that across campus?

 Data analysis would help us to prepare for that because those are more long-term goals.

 Student could collect data and get that side of application process sorted.

**NEXT MEETING:**

* Rebecca will ask Micah to come talk about air travel emissions and offsets
* Plan to discuss survey questions
* Ximing will update the team on finding a student to work with Pete