The Council of Commonwealth Student Governments

Sustainability Committee

1. What kinds of funds do you have to support the creation of a GHG inventory?
   * We currently find ourselves with the carry forward funds from the remote instruction period last year, gathering up-to one whole cycle of administration’s funds. The figure although for the entire project would be $40K is time sensitive with the proposal going forward on the coming Friday. However; upon your suggested amount we could create another proposal to set those necessary funds aside.
2. What kinds of funds does your organization have to devote to wiping its entire historical GHG footprint?
   * The hope here is going down the plugging the well route via a third party company that offer the service. The entire fund would however be resolved by then or simply given back to the commonwealth campuses.
3. What is your goal with a GHG inventory?
   * Our goal with a GHC inventory is to have a report of how unsustainable our organization has been in its existence and using it to set a standard amongst other sister governments and organizations in the PennState community to hopefully be inspired by. The next phase of this would be passing it down to the next Administration making their work easier in simply being able to set aside a fund to wiping it’s entire GHG footprint.
4. Do you have any preferences for the format or contents of your GHG inventory?
   * We would love to know more from the subject expert on the potential formats a GHG inventory could be performed in, and your personal recommendations once you capture the nature of our organization.
5. Do you have any constraints on the timeline for this GHG inventory?
   * We do not have any immediate constrains on the timeline however, having it done before our last council of the year in April 2022 would be optimal.
6. What kinds of events/operations of CCSG would potentially contribute to your emissions?
   1. Do you have a list of events that have happened throughout the existence of CCSG?
   * Yes, We typically have the same events every year. This includes 5 councils a year, one of which is at a commonwealth campus while the rest happen at University Park. We also have start of the year retreats where we take our staffers camping for a weekend before the Fall semesters pick up.
   1. Do you have lists of attendees from recent CCSG events?
   * Yes, we have a list of attendees from all the commonwealth campuses who attended our last two councils during Fall this year and a list for our retreat as well.
   1. What is the scope of "CCSG emissions”? Which events/people/operations are under the CCSG umbrella?
   * The scope of CCSG’s emissions include the operations and travel that occur during our 5 council weekends and retreat. The students leaders from all 19 campuses carpool in their personal vehicles to the destination and roughly about 200-400 students book hotels for the stay overnight at University Park depending on our attendance.
   * “Away Council” includes all our staffers who get into their personal fleets and carpool to a selected commonwealth campus where we host one of our 5 councils. The span of a council is over two days. From Friday afternoon at about 4PM-10PM and Saturday from 8AM-5PM. We operate our committees in 5 rooms and have a bigger auditorium for our General Sessions on these weekends. The other councils that happen at University Park follow the same operations.
   1. Our retreat includes only the CCSG staff, roughly about 20-40 students carpool to a camp site in PA where we spend a weekend.
   2. Is there any physical office space/storage space devoted to CCSG?
   * Yes, CCSG has had 2 rooms in the HUB-Robeson Centre at University Park for the past several years. The two rooms combine into a larger office space split between workings stations and a conference room.
7. Who would be a good point-of-contact between CCSG and this inventory going forward?
   * Our sustainability co-directors Charles and Lauren would be the best points of contact for the same. And I, Aakash am always available for anything you might need throughout this process.

**Questions I have for our first meeting:**

* That $40K: please break that down for me
* I’ve developed these resource:
  + Spreadsheets
  + Conventions
  + I am familiar with all of the standard practices at Penn State
  + People starting from scratch would take them much longer and give you a much less accurate figure.
  + Expertise and thorough job.

**Notes from the First Meeting**

~$40,000 spill-over to devote

10/15 people per campus go to each event, overnight stay (1 night)

Operations: 4-10pm, 2 bigger halls. CRC and a bigger council.

7-8 rooms, 6 hours Friday + 10 hours on Saturday

These are halls in the HUB (4 times a year). The other time is a different venue

Once per year (20-40 people) is the other event

They would prefer to *OVERESTIMATE* whenever in doubt

2-Step Process this whole project:

* + 1. Inventory
    2. Proposal

Idea for the offsets: the plugging of wells (Matt Long’s suggestion). Will PSU approve? I think so

Time sensitivity: proposal due by March 1

Other student governments could hop on board afterwards: GPSA, UPUA, World Campus

Aakash’s goals is to get inventory and proposal in + other sustainability initiatives.

Could also do the April 1st deadline too.

Exploring EV charging stations across campus as well.

HUB 312 and 313. How long have they had this for??

2 more events on top of the 5 council meetings. Retreat and Banquet (Banquet happens at the end of the 5th council meeting later in the night). It’s a bigger space, usually the President’s Hall in the Penn Stater.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| HUB Total | | | 282,469 ft | |
| 312 | | | 264.31 ft | |
| 313 | | | 284.6 ft | |
|  | | |  | |
|  | **Steam** | **Electric** | | **Chilled Water** | | **Water** | **Sewer** | **Natural Gas** |  |
|  | klb | kWh | | Ton Hr | | Kgal | Kgal | MMBtu |  |
| 2019 | 13693 | 2828499 | | 944424 | | 10075 | 10075 | 1702 |  |
| 2020 | 15929 | 2428225 | | 819958 | | 7773 | 8358 | 1591 |  |
| 2021 | 20028 | 2437562 | | 805567 | | 3384 | 3300 | 1073 |  |
| **Average** | 16550 | 2564762 | | 856649.667 | | 7077.33333 | 7244.33333 | 1455.33333 |  |
|  |  |  | |  | |  |  |  |  |

**FOLLOW UP EMAIL AFTER FIRST MEETING**

Hi Lauren, Charles-Antoine, and Aakash,

I included Aakash in this email for his own records, but I assume I should be directing most of these questions for Lauren and Charles.

**Previous Work**: I’ve included a few attachments. Two of them are the report and corresponding spreadsheet I made while completing a similar GHG inventory for the Eberly College of Science. The mock-up I showed you on Monday for CCSG was nothing important, but I included it just in case you’d like to envision what kind of information we might include in your final GHG inventory.

**Payment**: I went and asked my department & the ASA Office about how I might be able to receive compensation from CCSG, and they recommended that CCSG fill out a “Cash Award/Gift Payment” form, which can only be found in the ASA Office (not listed online). It would have to be filled out by whoever serves as the “Treasurer” of CCSG in the eyes of the ASA Office. This option involves making a direct deposit to the recipient’s Bursar account. That would be my preferred option if it’s possible. Please let me know your thoughts.

**Plugging Wells Idea**: I reached out to Matt Long about the third-party company offering offsets by plugging abandoned wells in PA. He responded……

**Outstanding Questions**: I’ve drafted a list of technical questions that would help me in the process of completing this inventory. The sooner we have this information, the more likely we will be to meet your March 1 deadline. I will surely have some more questions throughout the process, but this is my best guess at anticipating what I’d need. It might be that answering some of these questions is beyond CCSG’s records or knowledge. If this is the case, it would help to get any information you *can* find that would aid in making a rough estimate; or else, we will just have to make educated guesses. Below you will find the questions.

* Does CCSG pay Penn State to rent conference rooms for its events? Or does Penn State provide those rooms for free?
* Can I see an example itinerary from a typical retreat, a typical banquet, and a typical council meeting? It would just have to include things like approximate durations of room-use, any catering, and an estimate on number of people in attendance. I am most in the dark about what happens during CCSG retreats.
* How long has CCSG had its office space in the HUB?
* Which conference rooms are usually used in the HUB for a typical council meeting?
* Can you dig up any receipts/invoices from a typical retreat, banquet, or council meeting? This will help me try to convert the $$$ spent on catering to possible emissions.
* For how many years has CCSG existed? Which campuses were added in after the creation of CCSG? (I can probably figure out the answer to the second question if you can tell me the year that CCSG was started.)
* How is CCSG classified within Penn State? My understanding is that CCSG is considered as a student government; but perhaps there is a more formal label, like a student organization, or perhaps a unit within the Office of the President, etc.
* Can you please send me a list of official titles of the events that CCSG hosts? For instance, what is the formal name of your council meetings, retreat, or banquet? I want to make sure we keep the language in the inventory report precise.

Thank you very much for the great meeting on Monday, and I’m excited to work together this month. Are you all free to meet at the same time on Monday, February 14? If not, we can find another time.

Best,

Raymond