HENDRIX COLLEGE
Campus Sustainability Fund Committee

Agenda for November 5, 2015 (11:10AM Campbell South)
Special Meeting Dedicated to the Composting Project

Members of the CSFC:
William O'Brochta '16, Chief Sustainability Officer, CSFC Chair,
ECC Campus Campaigns Chair
Abby Gatmaitan '17, Environmental Concerns Committee Chair (Absent)
Elizabeth Soo '17 and Cade Nelson '17, Garden Club Co-Presidents
Kaylee Davis '18, At-Large Student Member, ECC Galloway Representative
Annie Meek '18, At-Large Student Member, ECC Martin Representative
Faith Mullins '17, At-Large Student Member, Glass Recycling Student Worker
Dr. Courtney Hatch, Environmental Studies Department Chair (Absent)
Mr. Skip Harstell, Director of Facilities Management
Mr. Mike Flory, Executive Director of Culinary Services
Mr. Jim Wiltgen, Executive Vice President for Student Affairs and Dean of Students
Mr. Tom Siebenmorgen, Executive Vice President and Chief Financial Officer

Invited Guests:
Dr. Marjorie Swann, Professor of English
Dr. Joyce Hardin, Professor of Biology
Dr. Stella Čapek, Professor of Sociology

1. Progress Update:
    a. All questions about the system have been answered that the CSFC is responsible for. There are no further expenses for this project that the CSFC will be incurring.
    b. The stakeholder group of Mike Flory, Skip Hartsell, Jim Wiltgen, Tom Siebenmorgen, and William have continued to meet every week.
    c. The remaining question is whether the College wants to invest in a building to house the system. The building would have no sustainable benefit, so the CSFC would not be responsible for the costs of the building if it is to be built. The cost of constructing a 2000 square foot addition to a Facilities Management building is $100,000. The CSFC will contribute $18,000 toward grading the site and installing a concrete pad.
    d. To review: the system will be purchased with a CSFC vote, delivered in spring of 2016, and operational in fall of 2016. The system will be located in the Facilities Management yard. All cafeteria food waste as well as landscape waste will be loaded into the system along with wood chips donated from local companies and paper from the library. Local garden centers have expressed interest in purchasing the compost for a rate of $50 per cubic yard. We can expect to produce at least 500 cubic yards of product per year. Input about the project has been specifically solicited from faculty, students, and Ward Davis of the Village at Hendrix. Dining Services would be responsible for the additional labor involved in scraping waste into trash cans and taking them to the dock where Facilities will move the

material over to the system and operate it. The profits from the sale of the compost will be used to pay for the added Dining Services and Facilities Management labor costs. An optional building can be funded with College money and will go through the zoning process. Student involvement.

2. Timeline
    a. Today: vote to approve the Project Application, which includes the money we will spend.
    b. MOU and Checklist
    c. Sign contract to purchase the system. The CSFC vote will direct the contract to be signed. Initial payment.
    d. Continue working with Facilities and Conway Zoning to figure out the need for a zoning special use permit to produce the compost and for a building permit if a building is desired.
    e. The College will conduct a campaign to raise money for the building or will find that money from the general fund if a building is desired.
    f. Connect with garden centers that will be purchasing the compost and get them to agree to contracts regarding the amount of compost and price they will purchase. Get their input on how the management process will work. Also connect with tree service companies that will be providing the wood chips.
    g. Prepare the site for instillation of the system. This includes: grading, putting down a concrete pad, and preparing electrical.
    h. Complete notification of the system to the ADEQ.
    i. Spring 2016: system is delivered and installed to the concrete pad. Second payment.
    j. Conduct dry run tests of the operations of the system. Purchase bins to move the waste in.
    k. Fall 2016: begin operations of the system.
    l. February 2017: Third payment.
    m. October 2017: Final payment.
        i. Zoning permit
        ii. Senior Leadership Approval of MOU
        iii. Insurance Company
        iv. Student Money Committed
        v. Identifying sources for paying for expenses
        vi. Interview with the garden centers
        vii. Complete economic model
        viii. Verify student funds
        ix. Verify waste estimates.
3. Costs
    a. In-vessel Composter $138,283.60
    b. Delivery (est.) $6,000
    c. Installation Labor (est.) $480

   d. Site Preparation (including concrete pad, grading, electrical, rest of money toward an enclosure) $18,000
   e. Electrical Instillation $1,000
   f. Wheeled Cart $1,000
   g. Total: $164,763.60
4. Any questions to discuss?
5. Motion: Motion to approve the Project Application and proceed with purchasing the in-vessel composting system as outlined in the Project Application.