

**Ball State University
Unit-level Sustainability Planning**

[as mandated in Goal IV_F of the 2007-2012 Ball State University Strategic Plan]

A Sustainability Plan
for the
The Office of the President

Submitted to
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Provost and Vice-President for Academic Affairs

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Achievements to Date

The following are our short-form question responses within the categories of Governance and Administration, Operations, Curriculum and Research, and Community Service and Outreach. In developing these short-form responses, we are pleased to report significant achievements in these areas and have identified opportunities for further development/transformation.

[Provide brief descriptions for each affirmative or goal response]

Governance and Administration

Y N Goal

1. The unit has standing committees to address issues of sustainability.

Our office relies on COTE as our standing sustainability committee.

Y N Goal

2. The unit gives assigned load and/or a staff position dedicated to sustainability initiatives.

Our Assistant to the President serves as our defacto sustainability coordinator for the office.

Y N Goal

3. The unit has established policies that encourage sustainability initiatives.

Our entire staff is aware of the university's adopted statement on sustainability (www.bsu.edu/sustainability) and that we encourage sustainability initiatives among faculty colleagues, staff and students.

Y N Goal

4. The unit has sustainability integrated into its mission statement.

Our university statement on sustainability continues to be integral to the work of this office.

Y N Goal

5. The unit maintains active membership in organizations engaged in promoting sustainability.

Our office staff are aware of the university's Membership in the Association for the Advancement of Sustainability in Higher Education and everyone has been encouraged to logon to the AASHE Website (www.aashe.org) to make use of resources for member schools.

Y N Goal

6. The unit encourages and rewards research related to sustainability.

As part of operational university policy, sustainability-related research will continue to be recognized through the promotion, tenure and merit review procedures.

Y N Goal

7. The unit encourages and rewards the integration of sustainability issues into course material.

This office encourages the inclusion of sustainability content in course offerings.

Operations

Y N Goal

- X** 1. The unit purchases/uses Energy Star Office and Telecommunications Equipment.

We will request information on Energy Star rated equipment through university purchasing.

Y **N** **Goal**

- X** 2. The unit has policies to restrict paper use.

We encourage duplex photocopying and printing, use of electronic distribution of meeting agendas, minutes and related documents.

Y **N** **Goal**

- X** 3. The unit uses recycled paper.

We use the 30% recycled content paper made available through central stores.

Y **N** **Goal**

- X** 4. The unit recycles all materials accepted by the university system.

We use the university's co-mingled recycling waste system; several recycling containers are located prominently in our administrative offices.

Y **N** **Goal**

5. The unit has appropriate recycling bins throughout its offices.

Our offices have a dual waste receptacle for staff to separate garbage from co-mingled recyclable materials (paper, glass, plastics).

Y **N** **Goal**

- X** 6. The unit has policies that encourage the use of teleconferencing capabilities to limit travel.

A number of our staff participate in service capacities with professional organizations using teleconferencing connection.

Y **N** **Goal**

- X** 7. The unit specifies hybrid electric vehicles for travel.

Our staff is encouraged to request hybrid electric vehicles when using the university fleet.

Y **N** **Goal**

- X** 8. The unit shows preference for sustainable lodging for professional travel.

We may elect to set this as a goal in the next several years. Largely, we need to become more informed about the options before we can take action.

Y **N** **Goal**

- X** 9. The unit uses washable dinner/service ware for its meetings/receptions.

We plan to request washable dinner/service ware for future meetings and receptions.

Y **N** **Goal**

- X** **10.** The unit purchases/uses remanufactured office furniture.

We do not purchase or use remanufactured office furniture.

Y **N** **Goal**

- X** **11.** The unit purchases/uses sustainable materials for office furnishings.

We do not purchase or use sustainable materials for office furnishings.

Y **N** **Goal**

- X** **12.** The unit discourages the use of single-occupant automobile travel.

We have held open discussions about the importance of sustainability and encourage carpooling when possible for travels to conferences; ___ staff currently carpool in their daily commute to campus.

Y **N** **Goal**

- X** **13.** Classroom, Office and/or Restroom lighting for the unit is controlled by occupancy sensors.

We will request that all restrooms, offices and classrooms be outfitted with occupancy sensors.

Y **N** **Goal**

- X** **14.** The unit's thermostats are set to minimize energy use for heating and cooling.

We will ask facilities personnel to check our thermostat settings to assure efficient energy use.

Curriculum

Y **N** **Goal**

- X** **1.** The unit has courses dedicated to issues related to sustainability.

NA

Y **N** **Goal**

- X** **2.** The unit has courses with sustainability content.

NA

Y **N** **Goal**

- X** **3.** The unit has courses in which students are encouraged to address sustainability issues in their assignments.

NA

Y **N** **Goal**

- X** **4.** The unit recognizes sustainability courses from other departments as legitimate electives for credit in its programs.

NA

Y N Goal

- X 5. The unit has dedicated sustainability courses that can be taken for credit as part of a major or minor outside of the unit.

NA

Research

Y N Goal

- X 1. Members of the unit have conducted research on issues of sustainability in their discipline.

NA

Y N Goal

- X 2. Members of the unit have published on issues of sustainability in their discipline.

NA

Y N Goal

- X 3. Members of the unit attend conferences that address issues of sustainability.

Our staff hold membership in organizations that engage sustainability; we recognize also that all BSU faculty and staff are de-facto individual members of the Association for the Advancement of Sustainability in Higher Education (AASHE) and encourage colleagues to register on the AASHE website (www.aashe.org) to obtain an individual password to use the members-only resources.

[note: the web site recognizes the e-mail extension bsu.edu as that of a member]

Y N Goal

- X 4. Members of the unit belong to associations dedicated to sustainability issues.

We actively participated in the recent Greening of the Campus Conference VII.

Y N Goal

- X 5. The unit has hosted workshops on issues of sustainability.

NA

Y N Goal

- X 6. The unit has hosted conferences on issues of sustainability.

NA

Community Service and Outreach

Y N Goal

- X 1. The unit engages in public and/or outreach activities that address issues of sustainability.

We support student involvement in outreach through the Business Fellows Program.

Y N Goal

X 2. The unit is in partnership with others in the community in the pursuit of sustainability.

We supported the recent East Central Indiana Muncie/Delaware County Living Lightly Fair.

Y N Goal

X 3. The unit participates in community events that address issues of sustainability.

___ of our staff have participated in tree planting efforts in cooperation with the Red-Tail Conservancy.

Y N Goal

X 4. The unit has initiated community endeavors in pursuit of sustainability.

___ of our staff have participated in the White River Corridor Reclamation Project; our office has actively supported Habitat for Humanity for several years.

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Existing conditions as baseline (data as available)

In preparing our short-form responses to the questions in the previous section, we accumulated the following data sets. These comprise the numerical underpinnings specific to the Office of the President.

A List of Academic Offerings

Topical Sustainability Lectures

NA

Topical Sustainability Modules

NA

Sustainability Courses

NA

Sustainability Programs

NA

Sustainability Concentration

NA

Sustainability Degree Offerings

NA

Sustainability Immersive On-and Off-Campus Experiences

NA

Existing conditions as baseline (data as available)

A List of Faculty, Staff and Student Activities

Professional Academic Organizations

As members of the BSU Academic Community, our staff members currently hold membership in:

<i>AASHE</i>	<i>Association for the Advancement of Sustainability in Higher Education</i>
<i>ULSF</i>	<i>University Leaders for Sustainable Future</i>
<i>USPESD</i>	<i>US Partnership for Education for Sustainable Development</i>
<i>HEASC</i>	<i>Higher Education Associations Sustainability Consortium</i>
<i>USGBC</i>	<i>US Green Building Council</i>

Professional Staff Organizations

Our staff members currently hold membership in:

<i>ACE</i>	<i>American Council on Education</i>	<i>SCUP</i>	<i>College and University Planners</i>
<i>AACU</i>	<i>Association of American Colleges and Universities</i>	<i>ACUI</i>	<i>Student Unions</i>
<i>AACC</i>	<i>American Association of Community Colleges</i>	<i>ACPA</i>	<i>Student Life</i>
<i>AASCU</i>	<i>American Assoc. State Colleges and Universities</i>	<i>NACUFS</i>	<i>Nat. Assoc of C and U Food Services</i>
<i>ACUHO</i>	<i>Housing Officers</i>	<i>ACEED-I</i>	<i>Events and Conference Directors</i>
<i>NAEB</i>	<i>Educational Buyers</i>	<i>NACS</i>	<i>Campus Stores</i>
<i>APPA</i>	<i>Facilities Directors</i>		
<i>NACUBO</i>	<i>Business Officers</i>		

Student Associations and Clubs

NA

Hybrid Fleet Vehicle Use

We have used ___ hybrid electric vehicles and ___ E85 vehicles this year.

Hybrid Electric Shuttle Bus Use

We encourage the consideration of adding a fully electric vehicle at some point in the future.

Bicycling

NA

Carpooling

Some staff carpool from the outskirts of Delaware County, and/or Indianapolis.

MITS Bio-Diesel Bus Use

Our staff is aware that we can ride the MITS bio-diesel bus service at no expense.

Conference Travel; Carbon Offset Purchases (and others...)

Our staff is aware that a technical advisory developed by Tufts University is available and describes carbon offset programs, some of which are more directly verifiable than others.

Existing conditions as baseline (data as available)**A List of Operational Commitments in the Building(s) We Occupy****Building Use: Lamps, Occupancy Sensors, Waterless Urinals**

We support installation of the following:

- *Compact fluorescent bulbs with highly reflective housings;*
- *T12 fluorescent lamps in buildings replaced with T8 and/or T5 lamp fixtures.*
- *Rooms in buildings outfitted with motion sensors to turn lights off when unoccupied.*
- *Waterless urinals installed in the Letterman building and the Energy Center.*

Material Use/Recycling: Paper, Water, Cartridges, Cans, Glass, Wet Garbage

We support use of the following initiatives:

- *Use of 30% post consumer content and 100% recycled content recycled paper.*
- *Use of recycled ink jet cartridges in their printers.*
- *Use of the co-mingled recycled waste system.*

Food Use/Recycling: Local Sourcing, Washable Dinnerware

We support the following:

- *The 100 Indiana farms interested in a “Farm to Campus” supply chain, as was used to feed attendees at the Greening of the Campus Confernces 6 and 7.*
- *Washable dinnerware used by departments in lieu of waste generating paper, plastic and Styrofoam materials.*

Goals

Given our assessment of where things stand, we have identified the following goals for our unit.

Governance and Administration

Continue to publicize the university statement on sustainability.

Operations

*Request information on Energy Star rated equipment through University purchasing.
Request washable dinner/service ware for the following meetings and receptions.*

*Request that all restrooms, offices and classrooms be outfitted with occupancy sensors.
Ask facilities personnel to check thermostat settings.*

Curriculum

NA

Research

NA

Community Service and Outreach

*Expand participation by faculty in the Business Fellows Program.
Expand community outreach through broader participation in the following programs:*

Implementation

We have aligned specific action items with the 5-year cycling of the Strategic Plan and anticipate being able to move forward in the respective categorical areas, as described below.

2008	Action Items	Resource Needs
	<p>Governance and Administration <i>Continue to publicize the university statement on sustainability.</i></p> <p>Operations <i>Request information on Energy Star rated equipment through University purchasing.</i></p> <p><i>Request washable dinner/service ware for the following meetings and receptions.</i></p> <p>_____.</p> <p>_____.</p> <p><i>Request that all restrooms, offices and classrooms be outfitted with occupancy sensors.</i> <i>Ask facilities personnel to check thermostat settings.</i></p> <p>Curriculum <i>NA</i></p> <p>Research <i>Host a departmental workshop on sustainability.</i></p> <p><i>Expand the number of faculty attending conferences that address issues of sustainability.</i></p> <p><i>Expand participation by faculty in research related to sustainability.</i></p> <p>Community Service and Outreach <i>Expand participation by faculty in the Business Fellows Program.</i> <i>Expand community outreach through broader participation in the following programs:</i></p> <p>_____.</p> <p>_____.</p>	<p>\$ 2000.</p>

2009	Action Items	Resource Needs
	<p>Governance and Administration <i>Integrate a statement on sustainability into the departmental mission statement.</i></p> <p><i>Ask faculty to purchase carbon offsets for conference travel.</i></p>	\$20. per trip
	<p>Operations <i>NA</i></p>	
	<p>Curriculum <i>NA</i></p>	
	<p>Research</p> <p><i>Expand the number of faculty attending conferences that address issues of sustainability.</i></p> <p><i>Expand participation by faculty in research related to sustainability.</i></p>	\$ 2000.
	<p>Community Service and Outreach <i>Expand participation by faculty in the Business Fellows Program.</i></p> <p><i>Expand community outreach through broader participation in the following programs:</i></p>	

2010 Action Items	Resource Needs
Governance and Administration	
<i>Ask faculty to purchase carbon offsets for conference travel.</i>	<i>\$20. per trip</i>
Operations	
<i>Request washable dinner/service ware for the following meetings and receptions.</i>	
_____.	
Curriculum	
<i>NA</i>	
Research	
<i>Expand the number of faculty attending conferences that address issues of sustainability.</i>	<i>\$2000.</i>
<i>Expand participation by faculty in research related to sustainability.</i>	
Community Service and Outreach	
<i>Expand participation by faculty in the Business Fellows Program.</i>	
<i>Expand community outreach through broader participation in the following programs:</i>	<i>\$500.</i>
_____.	

2011

Action Items

Resource Needs

<p>Governance and Administration</p>	
<p><i>Ask faculty to purchase carbon offsets for conference travel.</i></p>	<p><i>\$20. per trip</i></p>
<p>Operations</p>	
<p><i>Request washable dinner/service ware for the following meetings and receptions.</i></p> <p>_____.</p>	
<p>Curriculum</p>	
<p><i>NA</i></p>	
<p>Research</p>	
<p><i>Expand the number of faculty attending conferences that address issues of sustainability.</i></p>	<p><i>\$2000.</i></p>
<p><i>Expand participation by faculty in research related to sustainability.</i></p>	
<p>Community Service and Outreach</p>	
<p><i>Expand participation by faculty in the Business Fellows Program.</i></p>	
<p><i>Expand community outreach through broader participation in the following programs:</i></p> <p>_____.</p>	<p><i>\$500.</i></p>

2012	Action Items	Resource Needs
Governance and Administration		
	<i>Ask faculty to purchase carbon offsets for conference travel.</i>	<i>\$20. Per trip</i>
Operations		
	<i>NA</i>	
Curriculum		
	<i>NA</i>	
Research		
	<i>Expand the number of faculty attending conferences that address issues of sustainability.</i>	<i>\$2000.</i>
	<i>Expand participation by faculty in research related to sustainability.</i>	
Community Service and Outreach		
	<i>Expand participation by faculty in the Business Fellows Program.</i>	
	<i>Expand community outreach through broader participation in the following programs:</i>	<i>\$500.</i>
	_____.	<i>\$500.</i>
	_____.	