

**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
Vice-Presidency of University Advancement

Submitted to
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Provost and Vice-President for Academic Affairs

31 January, 2008

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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.

Goal: University Advancement will create a sustainability committee. It will meet quarterly to address environmental topics that relate to lives and business of those in University Advancement. The group will plan and coordinate events to help further subsequent goals.

Y N Goal

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

Y N Goal

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

Goal: University Advancement will develop policies that encourage sustainable initiatives in regards to how it does business. This might include policies in green travel, promoting use of hybrid vehicles, recycling, more sustainable building operations, socially responsible investing, etc.

Y N Goal

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

Y N Goal

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

Y N Goal

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

Y N Goal

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

Not applicable to our area

Operations

Unit Name University Advancement

Date 1-31-08

Y N Goal

☐ ☒ ☒ 1. The unit purchases/uses Energy Star Office and Telecommunications Equipment.

Goal: University Advancement will purchase energy star equipment when available. Educate users about turning off equipment at night and using power save features during business hours.

Y N Goal

☐ ☒ ☒ 2. The unit has policies to restrict paper use.

Goal: We will educate on ways to reduce paper use through encouraging electronic communication, improved use of campus wide imaging system, and better tracking of needed supply to not over order special stationary, etc.

Y N Goal

☐ ☒ ☒ 3. The unit uses recycled paper.

Goal: Each department within University Advancement will purchase 100% recycled paper

Y N Goal

☐ ☒ ☒ 4. The unit recycles all materials accepted by the university system.

Goal: Offer recycling of bottles and cans at Alumni Center events

Y N Goal

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

Y N Goal

☐ ☒ ☐ 6. The unit has policies that encourage the use of teleconferencing capabilities to limit travel.

Y N Goal

☐ ☒ ☒ 7. The unit specifies hybrid electric vehicles for travel.

Goal: Any person traveling from University Advancement will specify preference for a hybrid electric vehicle if it is large enough for the party traveling together.

Y N Goal

☐ ☒ ☒ 8. The unit shows preference for sustainable lodging for professional travel.

Goal: University Advancement travelers will select hotel from supplied green hotels list when possible.

Y N Goal

☐ ☒ ☒ **9.** The unit uses washable dinner/service ware for its meetings/receptions.

Goal: Encourage the departments of University Advancement within the Alumni Center to use washable dinner service instead of paper products for office parties.

Y N Goal

☐ ☒ ☐ **10.** The unit purchases/uses remanufactured office furniture.

Y N Goal

☐ ☒ ☐ **11.** The unit purchases/uses sustainable materials for office furnishings.

Y N Goal

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

Y N Goal

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

Goal: Minimize use of lights by occupancy sensors where possible. Encourage employees to use natural light when possible and turn off lights when not in office.

Y N Goal

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

Goal: Work towards maximizing comfort and eliminating use of space heaters.

Curriculum**Y N Goal**

☐ ☒ ☐ **1.** The unit has courses dedicated to issues related to sustainability.

Not applicable to our area

Y N Goal

☐ ☒ ☐ **2.** The unit has courses with sustainability content.

Not applicable to our area

Y N Goal

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

Not applicable to our area

Y N Goal

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

Not applicable to our area

Y N Goal

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

Not applicable to our area

Research

Y N Goal

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

Not applicable to our area

Y N Goal

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

Not applicable to our area

Y N Goal

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

Y N Goal

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

Y N Goal

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

Goal: Sustainability Planning Group will host informative, applicable sessions once a year for University Advancement (starting 2009)

Y N Goal

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

Community Service and Outreach

Y N Goal

☐ ☒ ☐ **1.** The unit engages in public and/or outreach activities that address issues of sustainability.

Y N Goal

☐ ☒ ☒ **2.** The unit is in partnership with others in the community in the pursuit of sustainability.

Goal: University Advancement will work with programs like the back-to-school teacher store to donate excess supplies.

Y N Goal

☒ ☐ ☐ **3.** The unit participates in community events that address issues of sustainability.

Alumni groups plan and implement river clean up and trash pick up projects

Y N Goal

☐ ☒ ☒ **4.** The unit has initiated community endeavors in pursuit of sustainability.

Goal: University Advancement will undertake a community endeavor in pursuit of sustainability.

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 our (pick one) Center, Institute, Department, College, Vice-Presidency.

A List of Academic Offerings**Topical Sustainability Lectures****Topical Sustainability Modules****Sustainability Courses****Sustainability Programs****Sustainability Concentrations****Sustainability Degree Offerings****Sustainability Immersive On- and Off-Campus Experiences**

Existing conditions as baseline (data as available)

A List of Faculty, Staff and Student Activities

Professional Academic Organizations

Professional Staff Organizations

Student Associations and Clubs

Hybrid Fleet Vehicle Use

Hybrid Electric Shuttle Bus Use

Bicycling

Survey to find out number of times people ride a bicycle

Carpooling

Survey to find out number of times people carpool

MITS Bio-Diesel Bus Use

Conference Travel; Carbon Offset Purchases (and 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 are working on gathering information for energy use in past years.

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

Paper Towel Use:

Cases (12pkg/cs)	2005	2006	2007	2008
Selfold (brown)	61	59	76	
Teri (white)	23	24	24	

Gathering base line data for other paper use

Food Use/Recycling: Local Sourcing, Washable Dinnerware

Goals

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

Governance and Administration

- University Advancement will create a sustainability committee. It will meet quarterly to address environmental topics that relate to lives and business of those in University Advancement. The group will plan and coordinate events to help further subsequent goals.
- University Advancement will develop policies that encourage sustainable initiatives in regards to how it does business. This might include policies in green travel, promoting use of hybrid vehicles, recycling, more sustainable building operations, socially responsible investing, etc.

Operations

- University Advancement will purchase energy star equipment when available
- Reduce use of paper and paper products by 10% per department
- Each department within University Advancement will purchase 100% recycled paper
- Reduce amount of printed reports by 25%
- Travel will reflect more sustainable options when possible (ex. giving preference to the hybrid car when using the university fleet, choosing green hotels, using teleconferencing or videoconference instead of travel when possible, carpooling, etc.)
- Decrease energy consumption for the Alumni Center

Curriculum

Not Applicable to University Advancement

Research

- Sustainability Planning Group will host informative, applicable sessions once a year for University Advancement (starting 2009)
- Sustainability Planning Group will have targeted education theme for each year (electricity, paper use, etc.) to educate staff on ways to make a difference

Community Service and Outreach

- University Advancement will work with programs like the back-to-school teacher store to donate excess supplies.
- University Advancement will undertake a community endeavor in pursuit of sustainability.

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
Governance and Administration	Establish sustainability committee	Reallocation of staff time (two to three hours month)
Operations	Perform equipment inventory to categorize number of energy star rated pieces of equipment	
	Provide information to staff about green hotels	Currently done by Advancement Services Graduate Assistant
	Publish monthly newsletter to staff on applicable green initiatives to work and life	
	Make battery recycling available for Alumni Center employees for work related electronics	
	Make aluminum can recycling available in employee lunchroom	
	Calculate baseline data for paper and paper produce usage	
Curriculum	n/a	
Research	n/a	
Community Service and Outreach	n/a	

2009**Action Items****Resource Needs****Governance and Administration**

Sustainability Committee will meet quarterly

Conduct background research on other schools socially responsible investing policies

Operations

Education plan for year will focus attention on electricity and encourage innovative methods to cut energy consumption

Distribute purchasing information on energy start products to each department

Train computer users how to reduce energy consumption at night and business hours

Research cost/application of light occupancy sensors

Create tracking graph of building energy use for staff to see

25% of University Advancement reams of paper purchased be 100% recycled content

Specify preferences for hybrid university cars for travel

Publish monthly newsletter to staff on applicable green initiatives to work and life

Curriculum

n/a

Research

Host informative, applicable sustainability session for University Advancement staff

Community Service and Outreach

Coordinate drive to donate excess supplies to programs like the back-to-school teacher store

Reallocation of staff time (two to three hours a month)

\$375 to cover cost higher cost copy paper

Reallocation of staff time (1 hour a month)

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2011	Action Items	Resource Needs
Governance and Administration	Sustainability Committee will meet quarterly Draft policy document created for sustainability based on what has worked well since 2008	Reallocation of staff time (two to three hours a month)
Operations	Education plan for the year will focus attention on further environmental education and reducing footprint	
75% of University Advancement reams of paper purchased be 100% recycled content	Publish monthly newsletter to staff on applicable green initiatives to work and life	
Facilitate organization around interest from 2010 survey of staff	Curriculum	\$375 to cover cost higher cost copy paper
n/a	Research	
Host informative, applicable sustainability session for University Advancement staff	Community Service and Outreach	
Community Service endeavor to be determined		Reallocation of staff time (1 hour a month)

2012**Action Items****Resource Needs****Governance and Administration**

Sustainability Committee will meet quarterly

Approve policies for sustainability

Operations

Publish monthly newsletter to staff on applicable green initiatives to work and life

100% of University Advancement reams of paper purchased be 100% recycled content

Curriculum

n/a

Research

Host informative, applicable sustainability session for University Advancement staff

Community Service and Outreach

n/a

Reallocation of staff time (two to three hours a month)

\$375 to cover cost higher cost copy paper

Reallocation of staff time (1 hour a month)