

**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
Dr. Terry King
Provost and Vice-President for Academic Affairs

17 December, 2010

Table of Contents

Achievements to Date	3
Existing conditions as baseline (data as available)	8
A List of Academic Offerings.....	8
A List of Faculty, Staff and Student Activities.....	9
A List of Operational Commitments in the Building(s) We Occupy	10
Goals.....	11
Implementation	12

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 reconstruct 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.

Goal: At least one member of the unit will serve as a representative on the BSU Council on the Environment.

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.

N/A

Operations**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 by the end of 2012.

Y N Goal **4.** The unit recycles all materials accepted by the university system.

Goal: Purchase permanent recycling cans to be placed throughout the Alumni Center for guest access.

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: 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.

N/A

Y N Goal

2. The unit has courses with sustainability content.

N/A

Y N Goal

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

N/A

Y N Goal

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

N/A

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.

N/A

Research**Y N Goal**

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

N/A

Y N Goal

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

N/A

Y N Goal

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

Goal: Encourage employees to attend conferences addressing sustainability and report back to the University Advancement sustainability committee.

Y N Goal

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

Goal: Encourage employees to join associations dedicated to sustainability issues. These employees could then be used as references for the University Advancement sustainability committee.

Y N Goal

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

Goal: Sustainability Planning Group will continue to host informative, applicable sessions once a year for University Advancement.

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 pickup 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**

N/A

Topical Sustainability Modules

N/A

Sustainability Courses

N/A

Sustainability Programs

N/A

Sustainability Concentrations

N/A

Sustainability Degree Offerings

N/A

Sustainability Immersive On- and Off-Campus Experiences

N/A

Existing conditions as baseline (data as available)

A List of Faculty, Staff and Student Activities

Professional Academic Organizations

N/A

Professional Staff Organizations

N/A

Student Associations and Clubs

N/A

Hybrid Fleet Vehicle Use

Conduct survey of University Advancement employees.

Hybrid Electric Shuttle Bus Use

Conduct survey of University Advancement employees.

Bicycling

Conduct survey of University Advancement employees.

Carpooling

Conduct survey of University Advancement employees.

MITS Bio-Diesel Bus Use

Conduct survey of University Advancement employees.

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 unable to gather specified/isolated time and place energy use information. We can, however, gather total energy use (Kwh) and the efficiency of energy use for the Alumni Center per month.

Automatic light sensors were installed in Main Restrooms and Employee Lounge in 2008.

Automatic faucets were installed in the Main Restrooms in 2007.

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

Alumni Center Operations Paper Towel Use

2005	61 cases of Selfold	23 cases of Teri
2006	59 cases of Selfold	24 cases of Teri
2007	76 cases of Selfold	24 cases of Teri
2008	67 cases of Selfold	18 cases of Teri
2009	*no history- cleaned out filing cabinets	
2010	53 cases of Selfold	24 cases of Teri

Gathering base line data for other paper use within University Advancement departments.

Food Use/Recycling: Local Sourcing, Washable Dinnerware

Reusable dinnerware is provided to all employees in the Alumni Center.

Goals

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

Governance and Administration

- University Advancement will recreate 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.
- University Advancement will have at least one employee (preferably from the sustainability committee) serve as a representative on the BSU Council on the Environment.

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.
- Provide Alumni Center employees and guests with recycling cans throughout public space.
- 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.)
- Encourage University Advancement departments to use washable dinnerware for departmental gatherings.
- Decrease energy consumption at the Alumni Center.

Curriculum

Not Applicable to University Advancement.

Research

- Sustainability Planning Group will host informative, applicable sessions once a year for University Advancement.
- Encourage University Advancement employees to attend conferences and join associations dedicated to sustainability and share knowledge with sustainability committee.

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
	<p>Governance and Administration Establish sustainability committee</p>	<p>Reallocation of staff time (two to three hours month)</p>
	<p>Operations Perform equipment inventory to categorize number of energy star rated pieces of equipment</p>	-
	Provide information to staff about green hotels	-
	Publish monthly newsletter to staff on applicable green initiatives to work and life	Currently done by Advancement Services Graduate Assistant
	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	-
	<p>Curriculum n/a</p>	
	<p>Research n/a</p>	
	<p>Community Service and Outreach n/a</p>	

2009

Action Items

Resource Needs

Governance and Administration	
Sustainability Committee will meet quarterly	Reallocation of staff time (two to three hours a month)
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 star 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	?\$375 to cover cost higher cost copy paper?
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	Reallocation of staff time (1 hour a month)
Community Service and Outreach	
Coordinate drive to donate excess supplies to programs like the back-to-school teacher store	+

2010**Action Items****Resource Needs**

<p>Governance and Administration Sustainability Committee will meet quarterly</p>	<p>Reallocation of staff time (two to three hours a month)</p>
<p>Operations Education plan for the year will focus attention on paper use and encouraging paper reduction methods in daily work</p>	
<p>Make scratch pads from back of printed paper</p>	+
<p>Ensure all staff are trained on use of campus wide imaging system to reduce amount of paper printed</p>	?
<p>Complete report inventory for printed reports to migrate to electronic delivery</p>	?
<p>Make recycling possible at events held in the Alumni Center, especially for the bar area</p>	+
<p>50% of University Advancement reams of paper purchased be 100% recycled content</p>	?\$375 to cover cost higher cost copy paper?
<p>Publish monthly newsletter to staff on applicable green initiatives to work and life</p>	-
<p>Survey Advancement staff for baseline data about interest and/or participation in biking to work, carpooling, and riding the shuttle</p>	-
<p>Curriculum n/a</p>	
<p>Research Host informative, applicable sustainability session for University Advancement staff</p>	<p>Reallocation of staff time (1 hour a month)</p>
<p>Community Service and Outreach Community Service endeavor to be determined</p>	
<p>Assess success of donation drive for the back-to-school store</p>	?

2011	Action Items	Resource Needs
Governance and Administration		
	Sustainability Committee will meet quarterly	Reallocation of staff time (two to three hours a month)
	University Advancement will have at least one employee serve on the BSU COTE	Dedicated volunteer
Operations		
	Calculate baseline data for paper usage	Departmental statistics (time?)
	75% of University Advancement reams of paper purchased be 100% recycled content	\$375 to cover cost higher cost copy paper
	Perform energy star v. non energy star equipment inventory	Reallocation of staff time
	Provide green travel information to employees of the Alumni Center	Research time for individual(s)
	Survey University Advancement employees for baseline data regarding commute/travel to and from work	Research time for individual
Curriculum		
	n/a	
Research		
	Host informative, applicable sustainability session for University Advancement staff	Reallocation of staff time (1 hour a month)
	Research opportunities for outside sustainability associations for employees to take part in	
Community Service and Outreach		
	University Advancement will work with teacher store on donations	Sustainability committee will have to organize
	Community Service endeavor to be determined	

2012**Action Items****Resource Needs**

<p>Governance and Administration Sustainability Committee will meet quarterly</p> <p>Approve policies for sustainability</p> <p>Operations Provide Alumni Center employees and guests with recycling cans throughout public space</p> <p>100% of University Advancement reams of paper purchased be 100% recycled content</p> <p>Curriculum n/a</p> <p>Research Host informative, applicable sustainability session for University Advancement staff</p> <p>Provide opportunities/leads for employees to take part in outside sustainability associations</p> <p>Community Service and Outreach University Advancement will work with teacher store on donations</p> <p>Community Service endeavor</p>	<p>Reallocation of staff time (two to three hours a month)</p> <p>~\$200 X 6 [estimate]</p> <p>\$375 to cover cost higher cost copy paper</p> <p>Reallocation of staff time (1 hour a month)</p> <p>Sustainability committee will have to organize</p> <p>Time, time, time</p>
---	--