Business Affairs is primarily in the business of providing the financial and physical support to all other areas of the university. As such it should be somewhat expected for individuals and departments within Business Affairs to think primarily in those terms when the concept of sustainability is discussed. While the term sustainability has been used for a relatively short period of time, the intent has been part of Business Affairs for quite some time. Being sustainable makes good business sense.

Through the framework provided by the Council on the Environment, portions of Business Affairs were closely scrutinized for their sustainable practices, policies and procedures. Two of the largest departments within Business Affairs are Dining and Facilities Planning & Management. The actions of these departments impact everyone on campus each day. This is not to say the other areas of Business Affairs are not important or do not impact the campus community. Simply everyone is familiar with Dining and FP&M, and as such, actions taken within these two areas are highly visible and scrutinized.

The aforementioned framework is comprised of four content categories:

Governance & Administration Operations

Curriculum & Research Community Service & Outreach

Governance & Administration:

Ball State Dining is a charter member of the Indiana College and University Food Alliance. This group was formed in 2007 with the goal of maximizing sustainability efforts at member schools.

Dining is also a charter member of the National Association of College and University Food Services ( NACUFS ). This group was formed in 1957 and promotes sustainability through its educational events.

Dining has formed a Green Initiatives Committee for Dining whose mission is to advise on current practices in recycling, reusing resources, reducing waste and energy conservation.

BSU Dining does not have a specific mission statement for the department but they do have one for the Green Initiatives committee.

Facilities Planning & Management (FP&M) is a member of multiple organizations which are active in promoting sustainability. Some of these organizations are the American Institute of Architects, Association of Physical Plant Administrators, National Association of Colleges and Universities Business Officers, College and University Recycling Coalition, Central Indiana Clean City Alliance and the National Association of Fleet Administrators.

Currently there are three LEED accredited professionals working within FP&M

At the present time FP&M does not have a standing committee specific to dealing with sustainability issues. There is a Recycling Committee comprised of individuals from Purchasing, Dining, Housing, Athletics, Academics and Facilities.

Although Facilities does have a mission statement, it does not contain language specifically addressing the issue of sustainability.

# Operations:

Dining purchases pre-cleaned / cut produce and fruit to reduce campus food waste.

Promote sales of fountain or dispensed bulk beverages to reduce container disposal.

Recycle oil from fryers and other oils. This oil is sold for use in the production of biofuels.

Use paper wrappers rather than Styrofoam or plastic wherever feasible.

Utilize air hand dryers to reduce paper usage and improve sanitation.

Switched to more environmentally friendly chemicals and cleaning methods.

Purchase Energy Star equipment and administer preventive maintenance practices on equipment to extend equipment life.

Recycle cardboard, glass, paper, newspaper, computer cartridges, computers, cell phones, batteries, fluorescent bulbs, paints, metals, coffee grounds and mixed office paper through the BSU recycling program.

All Dining forms, policies and procedures were developed as e-forms to reduce paper waste and consumption.

In April of 2005 Facilities received the first diesel-fueled micro turbine hybrid electric bus to be used in the campus shuttle system. BSU is the only university in Indiana utilizing this technology.

In 2003 The Transportation Office began to purchase hybrid vehicles for the campus rental fleet. Currently eleven such vehicles are in service to the University community.

FP&M Transportation office converted all diesel fuel vehicles to B-20 Bio-Diesel blend in July 2003 to reduce particulate matter, carbon monoxide and hydro carbon emissions.

The Facilities garage purchased an oil filter crusher to completely evacuate oil from filters prior to recycling the filters. An average of 54 gallons of used oil has been collected annually with this procedure.

In 1997 FP&M Transportation Office constructed a combination storage / spill containment sump for the storage of used oil, anti-freeze and automatic transmission fluids for recycling.

The Planning office completed construction of two campus buildings, Park Hall and Letterman Building, to LEED Silver standards.

Facilities Management continues to replace and upgrade HVAC equipment with variable speed drives to reduce energy costs.

Standardization of light fixtures and lamps has been implemented to increase operating efficiency and energy savings.

The use of computer software has been installed to monitor electric use in campus buildings.

Standardize the use of low flow water systems for plumbing fixtures, showers and water closets; installed waterless urinals in the Energy Center, Letterman Building and Scheumann Stadium.

Facilities Engineering increased the campus building square footage while reducing the net density of energy consumption per square foot.

Maintain and expanded campus recycling program. Collected items include mixed office paper, cardboard, metals, plastics, newspapers, oil, anti-freeze, tires, computers, computer cartridges, concrete / brick, fluorescent bulbs, carpeting, drywall, batteries and cell phones.

Maintain compost operation for brush, leaves, grass clippings, coffee grounds and wood wastes. Compost operation generates approximately 3000-4000 cubic yards of compost annually for use on campus landscape beds.

Landscape Services increased the campus forest from 3500 trees to over 8000 with nearly 600 different species / cultivars. All trees are inventoried using a Geographical Information System.

### Curriculum / Research

Facilities Planning & Management has committed to obtaining LEED certification on all new buildings and major renovations.

The Transportation Office is the 2008 CICCA Achievement Award Recipient for Outstanding Accomplishments in Alternative Fuels Vehicle Implementation.

Landscape Services was the 2000 Governor's Award Recipient for Excellence in Recycling.

Community Service and Outreach

Dining donates empty containers to school and civic groups for reuse.

Wholesome leftovers and foods to be discounted as menu items are given to local organizations.

Offer attractive flyers, posters and labels to heighten environmental awareness and encourage patrons to use permanent dishware, healthy foods, and reduce food waste.

Dining promotes its sustainability programs at new student orientation.

Facilities, in partnership with Housing, collects reusable items during move-out and donates them to Habitat for Humanity and the Muncie Mission.

Landscape Services maintains the campus forest for use as a living laboratory for campus and community groups.

Facilities Planning& Construction completed reconstruction of its primary on-campus watershed system, known as the Duck Ponds.

In conjunction with federal, state, and local agencies, FP&M completed two phases of the McKinley Corridor increasing pedestrian and vehicular safety while improving storm water issues.

### Goals for the future:

## Dining plans to:

- Increase the amount of biodegradable disposable goods used within the next five years.
- Increase the volume and type of waste products that can composted.
- Increase the sizes and styles of reusable beverage containers available to patrons.
- Convert all staff vehicles to hybrid vehicles.

# Facilities plans to:

- Increase the volume of materials collected and recycled on campus.
- Expand the composting operation to include food wastes.
- Continue to reduce the quantity and number of hazardous chemicals used in operations.
- Utilize Best Management Practices for storm water management using bioretention swales, sediment traps and natural filter strips.
- Expand planting of short grass prairie plantings to reduce mowing, increase plant and animal diversity.
- Create a sustainability committee.

### Conclusion:

The concept of sustainability has been a part of Business Affairs for many years. A quick review of the information above indicates the various ways individuals and departments have attempted to work towards this goal, possibly without realizing it at the time. Having the concept of sustainability woven through the fabric of the organization has created somewhat of a sustainability plan without specifically stating it. This document obviously did not bring forth a comprehensive sustainability plan to check off each time something is accomplished. Rather by highlighting some of the various activities in just two of the 30 or so areas that comprise Business Affairs, it has shown the interest and commitment to such a lofty goal. What is needed is to refine the approach while broadening the effort.

January 30, 2008

Dr. Terry King Provost and Vice President for Academic Affairs Ball State University

Unit –Level Sustainability Report for Business Affairs

Dr. King,

Attached please find the unit level sustainability report for Business Affairs. This report was intentionally limited to include only two of the over thirty units within Business Affairs. Dining and Facilities Planning & Management are the largest groups within Business Affairs and arguably have the highest visibility.

This Sustainability Report reflects activities specific to these two areas at the departmental administrative-level. We include our achievements to date within the four content categories of Governance / Administration, Operations, Curriculum / Research, and Community Service / Outreach, as well as, goal items.

It is our understanding that this report will be integrated with those from other campus units to provide the University with a unified profile of those existing, and potential sustainability initiatives campus wide.

Please let us know if you have any questions or need additional information.

Sincerely,

Michael Planton COTE Representative for Business Affairs