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

A Sustainability Plan

for the

Directorship of Joseph R. McKinney Department of Educational Leadership Teachers College

Submitted to
Dr. Terry King
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.

	and Administration
Y N Goal X 1	1. The unit has standing committees to address issues of sustainability.
	Our department faculty has agreed to create a standing sustainability committee appointed by chairperson of the department. The committee will include one (1) staff representative appointed by the chair and one (1) student representative appointed by the chair.
Y N Goal X 2.	The unit gives assigned load and/or a staff position dedicated to sustainability initiatives.
	We do not provide assigned load for faculty, but have asked that our administrative coordinator and/or graduate assistant to serve as our defacto sustainability coordinator; this person brings to the faculty for discussion, requests received from students, staff and/or faculty that have implications for governance or administration.
Y N Goal  X 3.	The unit has established policies that encourage sustainability initiatives.
	The department faculty and staff are aware of university's adopted statement on sustainability ( <a href="www.bsu.edu/sustainability">www.bsu.edu/sustainability</a> ) and will encourage sustainability initiatives among the faculty, staff and students.
Y N Goal  X 4.	The unit has sustainability integrated into its mission statement.
	The department will <u>consider</u> the possibility of integrating a statement on sustainability into its mission statement during its next revision.
Y N Goal  X 5.	The unit maintains active membership in organizations engaged in promoting sustainability.
	Since Ball State holds membership in the Association for the Advancement of Sustainability in Higher Education, the department faculty, staff and students will be encouraged to logon to the AASHE Website ( <a href="www.aashe.org">www.aashe.org</a> ) to make sure use of resources posted for member schools.
Unit Nama	Dell State University Unit level Systemability Diaming

Y		Goal 6.	The unit encourages and rewards research related to sustainability.
Y		Goal 7.	The unit encourages and rewards the integration of sustainability issues into course material
Or Y	N	ntions Goal 1.	The unit purchases/uses Energy Star Office and Telecommunications Equipment.
			The unit purchases/uses Guy Brown, appointed by BSU as campus main supplier for supplies, but we will request information on Energy Star rated equipment through university purchasing.
Y X	N	Goal  2.	The unit has policies to restrict paper use.
			We encourage duplex copying, emailing instead of using paper copies, and using blackboard for class projects instead of paper material.
		Goal 3.	The unit uses recycled paper.
			We use the 30% recycled copy paper. In the past we have used jammed paper and old copies to make notepads for department use.
Y X	N	Goal  4.	The unit recycles all materials accepted by the university system.
			The Department uses the university's recycling waste system.
Y X	<b>N</b>	Goal  5.	The unit has appropriate recycling bins throughout its offices.
			Department offices have dual waste receptacles, including faculty, staff and student areas. The Department provides a recycling space for used printer cartridges
Y X	N	Goal 6.	The unit has policies that encourage the use of teleconferencing capabilities to limit travel.
			The Department practices the use of teleconferencing to limit travel. Several faculty use teleconferencing for meetings. Our advisors often use telephone and

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Date \_\_\_\_\_

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Y N Goal X	. The unit's thermostats are set to minimize energy use for heating and cooling.
	We will request that all restrooms and classrooms be outfitted with occupancy sensors, if without cost to the Department.
Y N Goal  X 13	. Classroom, Office and/or Restroom lighting for the unit is controlled by occupancy sensors.
	Faculty is encouraged to carpool when attending the same conferences. Our faculty and staff do not live in close proximity to be able to carpool to campus.
Y N Goal X	. The unit discourages the use of single-occupant automobile travel.
	Yes, if the recycled furniture is considered sustainable.
Y N Goal X [] [] 11.	. The unit purchases/uses sustainable materials for office furnishings.
	The Department uses excess furniture from Services and Stores. All of the Department furniture is approximately 20 years old or older.
Y N Goal X	. The unit purchases/uses remanufactured office furniture.
	The Department uses BSU Catering at the Alumni Center and they have used washable dinnerware for our meetings.
Y N Goal X	The unit uses washable dinner/service ware for its meetings/receptions.
	Lodging is often not negotiable when presenting or traveling to professional meetings. We need to be informed about sustainable lodging options.
Y N Goal X 8.	The unit shows preference for sustainable lodging for professional travel.
	Faculty, staff and students will be <u>encouraged</u> to request hybrid electric vehicles when using the university fleet.
Y N Goal  X 7.	The unit specifies hybrid electric vehicles for travel.
	emails instead of traveling to recruit potential students. The Department's limited travel budget makes infrequent travel necessary.

Our thermostats are set by university heating and cooling. They are rarely adjusted unless they are too cold or too hot at the beginning of season.

	culum Goal  ☐ 1. The unit has courses dedicated to issues related to sustainability.
Y N X	Goal  2. The unit has courses with sustainability content.
	EDAD 688, School Buildings and Grounds. Since this course deals with planning and building schools in Indiana it has segments on sustainability. Roles and responsibilities of the educational administration and procedures that contribute to effective planning of new or remodeled educational facilities. Gives special attention to such maters as school surveys, development of educational specifications, standards and guidelines, site requirements, financing, construction patterns, equipment needs, and community development.
Y N X	Goal  3. The unit has courses in which students are encouraged to address sustainability issues in their assignments.
	Recycling projects for some principal and superintendent interns.
	Goal  4. The unit recognizes sustainability courses from other departments as legitimate electives for credit in its programs.
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.

Res	eai	rch	
Y	N	Goal	Members of the unit have conducted research on issues of sustainability in their discipline.
Y	N X	Goal  2.	Members of the unit have published on issues of sustainability in their discipline.
Y	N X	Goal 3.	Members of the unit attend conferences that address issues of sustainability.
XX [	N	Goal 4.	Members of the unit belong to associations dedicated to sustainability issues.  We only have five faculty members, 2 staff positions and 4 Graduate Assistant Positions.  One (1) member organized Gardner Magazine One (1) member (student) is on Committee to Stop Landfills One (1) member (staff) is on Whitewater River Cleanup Projects Two (2) members (students) participate with cleaning of the Cardinal Greenway.
Y		Goal  5.	The unit has hosted workshops on issues of sustainability.
Y	N X	Goal	The unit has hosted conferences on issues of sustainability.

<b>Community</b> S	Service and Outreach
Y N Goal X	The unit engages in public and/or outreach activities that address issues of sustainability.
	Several students and staff members use public transportation, bicycling or walking to work instead of taking their own separate vehicles. Faculty, staff and most students use community recycling facilities.
Y N Goal X	The unit is in partnership with others in the community in the pursuit of sustainability.
	One (1) faculty, one (1) staff and four (4) students participate in cleaning of the Cardinal Greenway and using the facility.
Y N Goal X	The unit participates in community events that address issues of sustainability.
	One (1) graduate student participates in efforts to Stop Landfill Project
Y N Goal X	The unit has initiated community endeavors in pursuit of sustainability.
	One (1) graduate assistant participates in planting tree projects.

# **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) Department.

# A List of Academic Offerings

## **Topical Sustainability Lectures**

Periodic speakers at Residential Leadership Series class will mention sustainability. Faculty will mention these issues in a class session.

Topical Sustainability Modules
No
Sustainability Courses
No
Sustainability Programs
No
Sustainability Concentrations
No
Sustainability Degree Offerings
No
Sustainability Immersive On-and Off-Campus Experiences
Some faculty will mention sustainability in some class sessions.

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# Existing conditions as baseline (data as available)

# A List of Faculty, Staff and Student Activities

### **Professional Academic Organizations**

IAPSS Indiana Association of Public School Superintendents IASP Indiana Association of School Principals

### **Professional Staff Organizations**

#### **Student Associations and Clubs**

BGSA Black Graduate Student Association – Chair of Professional Development (1 Graduate Assistant PSI CHI – Psychology Honors Program (1 Graduate Assistant)
Organic Gardner Compost (uses no fertilizer and recycles) (2 faculty member)

#### **Hybrid Fleet Vehicle Use**

Department will use the hybrid fleet vehicle when feasible

#### **Hybrid Electric Shuttle Bus Use**

Students use the electric shuttle bus when feasible.

### **Bicycling**

Three (3) students in Department bicycle to work. The unsafe conditions of riding bicycles on-campus is a reason that two more do not ride bicycles to work.

#### Carpooling

Carpooling is encouraged with Department faculty are attending the same conferences.

#### **MITS Bio-Diesel Bus Use**

Three (3) students use MITS.

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

One (1) faculty member drives person hybrid vehicle and has not considered purchasing carbon credits.

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# **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**

- Occupancy sensors in restrooms and classrooms, but not in main Department office.
- Sensor activated water faucets
- Sensor activated hand-dryers

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

- Use jammed and recycled paper for notepads and telephone message pads.
- Recycle toner cartridges

### Food Use/Recycling: Local Sourcing, Washable Dinnerware

• All dining facilities including Arts and Journalism should use washable dinnerware except glasses. Glasses should be paper, not Styrofoam.

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### Goals

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

#### **Governance and Administration**

Create a standing sustainability committee appointed by the chair. The Department will <u>consider</u> the possibility of integrating a statement on sustainability into its mission statement during its next revision.

# **Operations**

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

• Study Council Meetings held at Alumni Center

Publish Department minutes and other Department communication through emails and any other communication and still maintain reliability and confidentiality of data.

#### Curriculum

Sustainability issues are discussed EDAD 688, School Building and Grounds, class. Sustainability issues have been addressed in EDAD 694, The School Principal. In some projects submitted by students they address Collaboration with Families and Communities e.g., "initiate a community service and outreach project to foster recycling, going "green" or sustainability of natural resources by involving students, staff, and community leaders"

a community service and outreach project to foster recycling, going "green" or sustainability natural resources by involving students, staff, and community leaders"	of
Research	
None	
Community Service and Outreach	
None	

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# **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**

Create a standing sustainability committee appointed by the Have part-time secretary position chair. Department administrative coordinator and one (1) reinstated to fulltime secretary graduate assistant serve as defacto sustainability coordinator.

position.

### **Operations**

Request information on Energy Star rated equipment Through university purchasing.

Faculty, staff and students will be encouraged to request Hybrid electric vehicles when using the university fleet.

Will encourage sustainability initiatives among the faculty, staff and students.

Encourage faculty, staff and students to logon to the AASHE Website (www.aashe.org) to make sure use of Resources posted for member schools.

Request washable dinner/service ware for the following Meetings:

• Study Council at the Alumni Center

Ask facilities personnel to check thermostat settings

### Curriculum

Possible student project in internship, EDAD 694, class

### Research

None

#### **Community Service and Outreach**

Possible graduate assistant project

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2009 Action Items	Resource Needs
Governance and Administration	
Integrate a statement on sustainability into its mission states during its next review.	
Operations	
Will request that all restrooms and classrooms be outfitted with occupancy sensors, but not Department main office.	
Faculty, staff and students encouraged to use recycled paper and other products, such as notepads, sticky pads, Etc.	
Curriculum	
Possible inclusion of speaker at Residential Leadership Class regarding sustainability issues in schools.	
Research	
Request a faculty member to attend a conference that Addresses issues of sustainability	\$2,000
Community Service and Outreach	
Discuss how Department can expand community outreach through participation in community projects.	

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2010 Action Items	Resource Needs
Governance and Administration	
Ask faculty to purchase carbon offsets for conference travel	Department pays \$20 per trip
Operations	
Request washable dinner/service ware for all meetings or conferences.	
Curriculum	
Continue to encourage sustainability issues in existing courses.	
Research	
Request that one faculty attend a conference that addresses issues of sustainability	\$2,000
Community Service and Outreach	
Department decision on participation on a community outreach program	\$500

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#### 2011 **Action Items**

# **Resource Needs**

2011 Action Items	Resource Needs
Governance and Administration	
Ask faculty to purchase carbon offsets for conference travel	\$20. per trip
Operations	
Request washable dinner/service ware for all conferences and meetings.	
Curriculum	
Encourage course content regarding sustainability Issues in more classes.	
Research	
Request 1 faculty member to attend conference that Addresses issues of sustainability.	\$2,000
Community Service and Outreach	
Expand community outreach through broader participation in community program. Perhaps assign a Graduate Assistant to this project.	\$500
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2012 Action Items	<b>Resource Needs</b>
Governance and Administration	
Ask faculty to purchase carbon offsets for conference travel	\$20. per trip
Operations	
When purchasing new equipment consider the best Equipment that will use the least amount of energy.	
Continue to find sources for recycling and usage of office material and encourage faculty and staff to recycle outside of the office as well as on-campus	
Curriculum	
Encourage faculty to address the sustainability in all classes	
Research	
Ask I faculty member to attend a meeting or conference that addresses issues of sustainability.	
Encourage participation by faculty in research related to sustainability.	\$2,000
Community Service and Outreach	
Encourage and expand university-community outreach program for project of choice. Assign Graduate Assistant to this project.	
	\$500

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