

**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
Enrollment, Marketing and Communications
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Submitted to
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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

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

Our staff has agreed to create a standing sustainability committee elected from colleagues representing the key operational areas in the Vice- Presidency. The committee will include one (1) staff representative appointed by the Associate Vice-President and one (1) student representative appointed by the Associate Vice-President.

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 but have asked our assistant to the Associate Vice-President to serve as our defacto sustainability coordinator; this person brings to the faculty for discussion, requests received from students, staff and/or faculty colleagues that have implications for governance or administration.

Y N Goal

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

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

Y N Goal

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

The department will consider 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.

Our staff is 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 posted for member schools.

Y N Goal

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

Staff engaged in sustainability-related research are recognized through the promotion, tenure and merit review procedures.

Y N Goal

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

Faculty are encouraged to include sustainability content in their course material; see page ___ for a list of current 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 departmental 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; our limited travel budget necessitates this consideration.

Y N Goal

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

Staff and students are encouraged to request hybrid electric vehicles when using the university fleet.

Y N Goal

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

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

10. The unit purchases/uses remanufactured office furniture.

We do not purchase or use remanufactured office furniture.

Y N Goal

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

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

Y N Goal

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

We have held open discussions about the importance of sustainability and faculty are encouraged to carpool when possible for travels to conferences; ___ faculty carpool in their daily commute to campus.

Y N Goal

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

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

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.

NA

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

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

_____ of our staff hold membership in organizations that engage sustainability; we recognize also that all BSU faculty are de-facto individual members of the Association for the Advancement of Sustainability in Higher Education (AASHE) and encourage our department 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.

Our staff hosted _____ workshop last spring addressing issues of sustainability and _____ of our staff actively participated in the recent Greening of the Campus Conference VII hosted by Ball State University.

Y N Goal

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

*_____ of our staff have attended workshops on sustainability.
We plan to host one of these soon.*

Y N Goal

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

_____ of our staff are actively engaged in the White River Corridor Reclamation Project and _____ faculty have actively participated in related sustainability outreach activities.

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, working with the following community Organization(s):

Y N Goal

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

_____ of our staff participated in 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.

Three (3) of our staff are actively engaged in the White River Corridor Reclamation Project; also, two (2) of our staff have been actively engaged with Habitat for Humanity for several years.

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 *University Marketing and Communication*.

A List of Academic Offerings

Topical Sustainability Lectures

N/A

Topical Sustainability Modules

N/A

Sustainability Courses

N/A

Sustainability Programs

N/A

Sustainability Concentration

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

As a sample...BSU faculty 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

As a sample...BSU staffs 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

As a sample...student clubs at BSU include:

<i>AIAS</i>	<i>American Institute of Architecture Students</i>
<i>ASLAS</i>	<i>American Society of Landscape Architecture Students</i>
<i>EGB</i>	<i>Emerging Green Builders</i>
<i>EAT</i>	<i>Environmental Action Team</i>
<i>NRC</i>	<i>Natural Resources Environmental Management Club</i>
<i>SSC</i>	<i>Students for Sustainable Campus</i>

Hybrid Fleet Vehicle Use

As a sample...The university now has eight(8) hybrid electric vehicles and sixty-five (65) E85 vehicles for use by faculty, staff and students

Hybrid Electric Shuttle Bus Use

As a sample...The university currently has half of its bio-diesel fleet as hybrid-electric shuttle buses and ideally may acquire a fully electric vehicle at some point in the future.

Bicycling

As a sample...Linkage of the university properties to the “Rails to Trails System” for bikeway access offers great promise.

Carpooling

As a sample...Some faculty carpool from the outskirts of Delaware County, and/or Indianapolis.

MITS Bio-Diesel Bus Use

As a sample...Faculty, students and staff can ride the MITS bio-diesel bus service at no expense.

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

As a sample...A technical advisory developed by Tufts University is available describing 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

As an advisory...

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

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

As an advisory...

- *The university stocks 30% post consumer content and 100% recycled content recycled paper.*
- *Many personnel on campus make use of recycled ink jet cartridges in their printers.*
- *The university maintains a co-mingled recycled waste system.*
- *Wet garbage in the dining service area could be targeted for composting.*

Food Use/Recycling: Local Sourcing, Washable Dinnerware

As an advisory...

- *The last two (2) Greening of the Campus Conferences sourced the breakfast, lunch and dinner menus from 100 Indiana farms participating in a “Farm to Campus” supply chain.*
- *Washable dinnerware is used by a number of departments on campus 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

Create a standing sustainability committee elected from colleagues and appointed by the Associate Vice-President.

Integrate a statement on sustainability into our mission statement.

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

N/A

Research

N/A

Community Service and Outreach

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>Create a standing sustainability committee elected from colleagues and appointed by the Associate Vice-President.</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>N/A</i></p> <p>Research</p> <p>Community Service and Outreach <i>Expand community outreach through broader participation in the following programs:</i></p> <p>_____.</p> <p>_____.</p>	

2009	Action Items	Resource Needs
	<p>Governance and Administration <i>Integrate a statement on sustainability into our mission statement.</i></p> <p><i>Ask faculty to purchase carbon offsets for conference travel.</i></p> <p>Operations</p> <p>Curriculum <i>N/A</i></p> <p>Research <i>N/A</i></p> <p>Community Service and Outreach <i>Expand community outreach through broader participation in the following programs:</i> _____.</p>	<p style="text-align: center;"><i>\$20. per trip</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>N/A</i>		
Research		
<i>N/A</i>		
Community Service and Outreach		
<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>Operations</p> <p><i>Request washable dinner/service ware for the following meetings and receptions.</i></p> <p>_____.</p> <p>Curriculum</p> <p><i>N/A</i></p> <p>Research</p> <p><i>N/A</i></p> <p>Community Service and Outreach</p> <p><i>Expand community outreach through broader participation in the following programs:</i></p> <p>_____.</p>	<p><i>\$20. per trip</i></p> <p><i>\$500.</i></p>

2012 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>Curriculum</p>	
<p><i>N/A</i></p>	
<p>Research</p>	
<p><i>N/A</i></p>	
<p>Community Service and Outreach</p>	
<p><i>Expand community outreach through broader participation in the following programs:</i></p>	
<p>_____.</p>	<p><i>\$500.</i></p>
<p>_____.</p>	<p><i>\$500.</i></p>