## **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

Marilyn Buck, Associate Provost Office of Associate Provost November 7, 2007

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

31 January, 2008

[on or before]

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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]

Go	Governance and Administration		
Y		Goal  1	. The unit has standing committees to address issues of sustainability.
<b>Y</b>	N X	Goal 2.	The unit gives assigned load and/or a staff position dedicated to sustainability initiatives.
Y		Goal 3.	The unit has established policies that encourage sustainability initiatives.
<b>Y</b>		Goal 4.	The unit has sustainability integrated into its mission statement.
Y		Goal 5.	The unit maintains active membership in organizations engaged in promoting sustainability.
<b>Y</b>		Goal 6.	The unit encourages and rewards research related to sustainability.
Y	N X	Goal	The unit encourages and rewards the integration of sustainability issues into course material.

Unit Name: Office of Associate Provost Date: 10/25/07

Operations			
Y	N X	Goal  1.	The unit purchases/uses Energy Star Office and Telecommunications Equipment.
Y X	N	Goal 2. •	The unit has policies to restrict paper use.  Send program announcements electronically  Send invitations electronically  Send professional development brochure electronically
Y	N X	Goal  3.	The unit uses recycled paper.  Have not been using recycled papers because it is more expensive per ream from Central Stores – Recycled \$2.80/rm, Multi-Purpose \$2.65/rm.
Y X	N	Goal 4.	The unit recycles all materials accepted by the university system.  Toner cartridges Shredded paper Reuse file folders Reuse binders
Y Y	N	Goal 5	. The unit has appropriate recycling bins throughout its offices.
Y X	N	Goal 6	The unit has policies that encourage the use of teleconferencing capabilities to limit travel.  Associate Provost has video conferencing capabilities to facilitate communication with domestic and international partners.
<b>Y</b>	N X	Goal	The unit specifies hybrid electric vehicles for travel. We could do this—I really like the hybrid vehicles.
Y	N X		The unit shows preference for sustainable lodging for professional travel.

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Y X	N	•	The unit uses washable dinner/service ware for its meetings/receptions.  New Faculty Orientation  New Faculty/Mentor Reception  New Administrator Meetings
Y	N X	Goal	. The unit purchases/uses remanufactured office furniture. When ordering new office furniture, will check pricing on remanufactured office furniture.
Y	N X	Goal	. The unit purchases/uses sustainable materials for office furnishings. When purchasing office furnishings, will look at pricing and quality which uses sustainable materials vs. non-sustainable materials
<b>Y</b>	r	Goal	The unit discourages the use of single-occupant automobile travel.
Y	N X	Goal	. Classroom, Office and/or Restroom lighting for the unit is controlled by occupancy sensors.
Y X	N	Goal	The unit's thermostats are set to minimize energy use for heating and cooling. The thermostats have been calibrated and locked down by Facilities Planning and Management.
<u>Cu</u> Y □		eulum Goal 1.	The unit has courses dedicated to issues related to sustainability.
Y	N X	Goal 2.	The unit has courses with sustainability content.
Y	N X	Goal 3.	The unit has courses in which students are encouraged to address sustainability issues in their assignments.

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

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Research			
Y I		Goal  1. Members of the unit have conducted research on issues of sustainability in their discipline.	
Y .		Goal  2. Members of the unit have published on issues of sustainability in their discipline.	
	N X	Goal  3. Members of the unit attend conferences that address issues of sustainability.	
		Goal  4. Members of the unit belong to associations dedicated to sustainability issues.	
		Goal  5. The unit has hosted workshops on issues of sustainability.	
	N K	Goal  6. The unit has hosted conferences on issues of sustainability.	

Community Service and Outreach			
Y	N X	Goal  1. The unit engages in public and/or outreach activities that address issues of sustainability.	
Y	N X	Goal  2. The unit is in partnership with others in the community in the pursuit of sustainability.	
		Goal  3. The unit participates in community events that address issues of sustainability.	
Y	N X	Goal  4. The unit has initiated community endeavors in pursuit of sustainability.	

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### **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

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# 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
Dicyching
Carpooling
MITS Bio-Diesel Bus Use
Conference Travel; Carbon Offset Purchases (and others)

Unit Name: Office of Associate Provost Date: 10/25/07

### 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** 

Lamps

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

Recycle all of the above

Food Use/Recycling: Local Sourcing, Washable Dinnerware

Use washable dinnerware at events

Unit Name: Office of Associate Provost Date: 10/25/07

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### Goals

Given our assessment of where things stand, we have identified the following goals for our unit.
Governance and Administration
Encourage home and office recycling
Operations
Order recycled paper if cost effective When ordering office furniture, will look at remanufactured furniture Encourage more teleconferencing and less travel
Curriculum
N/A
Research
N/A
Community Service and Outreach

Unit Name: Office of Associate Provost

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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.

Unit Name: Office of Associate Provost Date: 10/25/07

2008	Action Items	Resource Needs
Governance	and Administration	
None		
Operations		
Evaluate cos Recycle tone Continue to Encourage h Encourage to	paper if cost effective t of recycled furniture when appropriate r cartridges, paper, file folders, binders use washable service ware for events ome recycling eleconferencing instead of travel	May need additional funding May need additional funding Current staff Current staff Current staff Current direct reports
	send information electronically	Current staff
Curriculum		
None		
Research		
None		
Community	Service and Outreach	
None		

2009 Action Items	Resource Needs
Governance and Administration	
None	
0	
Operations	
Same	Same
Same	Same
Curriculum	
None	
Research	
None	
None	
Community Service and Outreach	
None	

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2010 Action Items	Resource Needs
Governance and Administration	
Operations	
Same	
Curriculum	
Research	
Community Service and Outreach	

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2011 Action Items		Resource Needs
Governance and Administr	ation	
Operations		
Same		
Curriculum		
Research		
Community Service and O	utreach	
Community Service and Of	uci CuCII	

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2012 Action Items	Resource Needs
Governance and Administration	
Operations	
Sperutions .	
Same	
Curriculum	
Curriculum	
Danasak	
Research	
Community Service and Outreach	
Community Service and Oddieach	

Unit Name: Office of Associate Provost

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