

**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

TELEPLEX

Submitted to
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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]

Governance and Administration

Y N Goal

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

The Teleplex will create a standing sustainability committee no later than May 1, 2008. It will consist of three staff members within the Teleplex organization.

Y N Goal

2. The unit gives assigned load and/or a staff position dedicated to sustainability initiatives.

The Teleplex does not provide an assigned load, but will ask a representative from the Teleplex Sustainability committee to be the de facto sustainability coordinator each year.

Y N Goal

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

The Teleplex will make employees of the unit aware of the university's adopted statement on sustainability and will work to put practices together through the Teleplex Sustainability committee.

Y N Goal

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

The department will attempt to integrate a statement on sustainability into its mission statement during the next revision. The administration in the Teleplex will work with the Teleplex Sustainability Committee to investigate terminology.

Y N Goal

5. The unit maintains active membership in organizations engaged in promoting sustainability.

Not applicable as the teleplex is not an academic unit.

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.

Not applicable as teleplex is not an academic unit.

Operations

Y N Goal

1. The unit purchases/uses Energy Star Office and Telecommunications Equipment.
The Teleplex will request information on Energy Star rated equipment through University Purchasing and when economically feasible and meets required specifications for purpose will consider.

Y N Goal

2. The unit has policies to restrict paper use.
Through the Teleplex Sustainability Committee, we will disperse information to employees about restricting paper use through duplex photocopying and printing, use of electronic distribution of documents, and electronic filing.

Y N Goal

3. The unit uses recycled paper.
Through the Teleplex Sustainability Committee, we will explore the purchase of recycled paper for different uses.

Y N Goal

4. The unit recycles all materials accepted by the university system.
The Teleplex uses the university's co-mingled recycling waste system. Recycling containers are located prominently in all offices and hallways.

Y N Goal

5. The unit has appropriate recycling bins throughout its offices.
Unit offices have a dual waste receptacle for staff to separate garbage from co-mingled recyclable materials.

Y N Goal

6. The unit has policies that encourage the use of teleconferencing capabilities to limit travel.
Through the Video Network Information Center (Teleplex unit in charge of videoconferencing on campus) a statement will be formulated and presented to the Teleplex Sustainability Committee outlining procedures for videoconferencing (VC). When applicable provide technical support to those internal staff who find that VC can indeed be an alternative to travel.

Y N Goal

7. The unit specifies hybrid electric vehicles for travel.
Staff will be encouraged to request hybrid electric vehicles from the university fleet when not using the two Teleplex vans.

Y N Goal

8. The unit shows preference for sustainable lodging for professional travel.
If the cost for such lodging falls within the budget of the university and the project that is providing financial support the Teleplex will show preference. The TSC will need to request learning materials from COTE to explain what is considered appropriate sustainable lodging.

Y N Goal

 9. The unit uses washable dinner/service ware for its meetings/receptions.

The TSC will look into the feasibility of such dinner/service when considering university and community events.

Y N Goal

 10. The unit purchases/uses remanufactured office furniture.

The Teleplex will look into purchasing remanufactured office equipment only when it is economically feasible to do so. Currently, the part of the Teleplex housed in the Letterman Communications Building is outfitted with remanufactured office equipment.

Y N Goal

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

Unknown---TSC will conduct a baseline survey to determine what already has been purchased and what maybe purchased in the future.

Y N Goal

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

In the past, we have not made a point of encouraging carpooling. Through the Teleplex sustainability committee, we will start to promote carpooling.

Y N Goal

 13. Classroom, Office and/or Restroom lighting for the unit is controlled by occupancy sensors.

The Teleplex will request that all restrooms, offices and other meeting rooms be outfitted with occupancy sensors. This will be done if it is economically feasible to do so.

Y N Goal

 14. The unit's thermostats are set to minimize energy use for heating and cooling.

The Teleplex will ask facilities personnel to check our thermostat settings to assure efficient energy use within .

Curriculum

Y N Goal

 1. The unit has courses dedicated to issues related to sustainability.

Not Applicable. The Teleplex is not an academic department.

Y N Goal

 2. The unit has courses with sustainability content.

Not Applicable

Y N Goal

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

Not Applicable

Y N Goal

Unit Name _____

Date _____

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

Not Applicable

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.

Not Applicable

Research

Y N Goal

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

Not Applicable

Y N Goal

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

Not Applicable

Y N Goal

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

Unknown

Y N Goal

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

Unknown

Y N Goal

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

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.

The Teleplex has engaged in outreach activities that address the issues of sustainability. The Teleplex Sustainability committee will explore avenues to expand outreach activities.

Y N Goal

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

Parts of the unit (IPR and WIPB) are in partnership with others in the community in the pursuit of sustainability. The committee will explore ways to foster these relationships and create new ones.

Y N Goal

3. The unit participates in community events that address issues of sustainability.

One of the duties of the Teleplex Sustainability committee will be to promote sustainability initiatives and groups to employees and encourage participation in events.

Y N Goal

4. The unit has initiated community endeavors in pursuit of sustainability.

The Teleplex Sustainability committee will explore ways to initiate community endeavors 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

Not Applicable. The Teleplex is not an academic unit.

Topical Sustainability Modules

Sustainability Courses

Sustainability Programs

Sustainability Concentrations

Sustainability Degree Offerings

Not Applicable. Teleplex is not an academic unit.

Sustainability Immersive On-and Off-Campus Experiences

Existing conditions as baseline (data as available)

A List of Faculty, Staff and Student Activities

Professional Academic Organizations

Not applicable

Professional Staff Organizations

Student Associations and Clubs

Not applicable

Hybrid Fleet Vehicle Use

Hybrid Electric Shuttle Bus Use

Bicycling

Carpooling

MITS Bio-Diesel Bus Use

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
No baseline available

Material Use/Recycling: Paper, Water, Cartridges, Cans, Glass, Wet Garbage
No baseline available

Food Use/Recycling: Local Sourcing, Washable Dinnerware
No baseline available

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 by May 1, 2008

Integrate a statement on sustainability into the unit's mission statement after review by the Teleplex Sustainability Committee and integrate said statement at next revision.

Operations

The Teleplex will request information on Energy Star rated equipment through university purchasing for any new equipment purchase when it is efficient and economically feasible..

Through the Teleplex Sustainability Committee, we will explore how sustainability issues can be integrated into daily activities with in the operations of the Teleplex unit.

Curriculum

Research

Community Service and Outreach

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</p> <p><i>Create a standing sustainability committee by May 1, 2008</i></p> <p>Operations</p> <p><i>Committee will be responsible for surveying all levels of baseline sustainability items within the Teleplex. This will begin as soon as the committee has been formed.</i></p> <p><i>Collect all sustainability materials from COTE and send out e-mails to Teleplex employees identifying where they can acquire information on sustainability.</i></p> <p>Curriculum</p> <p>Research</p> <p>Community Service and Outreach</p> <p><i>Investigate possible community outreach through Indiana Public Radio and WIPB-TV, utilizing existing outreach activities developed by each broadcast organization.</i></p>	<p><i>Three staff members will be elected/volunteer to be on the Teleplex Sustainability Committee</i></p> <p><i>Solicitations for members will begin March 1, 2008</i></p>

2009

Action Items

Resource Needs

Governance and Administration

The Teleplex will look into purchasing remanufactured office equipment only when it is economically feasible to do so.

The department will attempt to integrate a statement on sustainability into its mission statement during the next revision. The administration in the Teleplex will work with the Teleplex Sustainability Committee to investigate terminology.

Operations

The Teleplex will request information on Energy Star rated equipment through University Purchasing and when economically feasible, does not cause delays in purchasing and meets required specifications for purpose will consider.

Through the Video Network Information Center (Teleplex unit in charge of videoconferencing on campus) a statement will be formulated and presented to the Teleplex Sustainability Committee outlining procedures for videoconferencing (VC). When applicable VNIC will provide technical support to those internal staff who find that VC can indeed be an alternative to travel.

Curriculum**Research****Community Service and Outreach**

2010

Action Items

Resource Needs

Governance and Administration

Teleplex Sustainability Committee will establish goals for upcoming years by November 2009.

Operations

Curriculum

Research

Community Service and Outreach

2011

Action Items

Resource Needs

<p>Governance and Administration</p> <p>Operations</p> <p>Curriculum</p> <p>Research</p> <p>Community Service and Outreach</p>	
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