

**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

University Computing Services (UCS)

Submitted to
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[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

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

UCS will establish a Sustainability Committee by May 1, 2008. It will consist of four personnel members from UCS.

Y N Goal

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

UCS does not provide an assigned load, but will as a representative from UCS Sustainability Committee to be the de facto sustainability coordinator each year.

Y N Goal

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

Y N Goal

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

UCS will promote awareness of sustainability initiatives among UCS employees including the adopted statement on sustainability www.bsu.edu/sustainability . UCS will strive to keep personnel informed of practices recommended by our Sustainability Committee including integrating a statement of sustainability into our UCS employee guide and related literature.

Y N Goal

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

Not applicable as UCS is not an academic unit.

Y N Goal

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

Y N Goal

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

Not applicable as UCS is not an academic unit.

Operations

Y N Goal

 1. The unit purchases/uses Energy Star Office and Telecommunications Equipment.

UCS will request information on Energy Star rated equipment through University Purchasing and explore the options.

Y N Goal

 2. The unit has policies to restrict paper use.

Through the UCS Sustainability Committee, we will provide information to employees about restricting paper use through duplex photocopying and printing, use of electronic distribution of documents and electronic filing. UCS labs presently have duplex options available on printers and they encourage students to use duplex printing whenever possible.

Y N Goal

 3. The unit uses recycled paper.

Through the UCS Sustainability Committee, we will explore the purchase of recycled paper for use in offices and computer labs.

Y N Goal

 4. The unit recycles all materials accepted by the university system.

UCS uses the university's recycling waste system. We also recycle printer toner cartridges.

Y N Goal

 5. The unit has appropriate recycling bins throughout its offices.

UCS has recycle bins in the department and unit offices have dual waste receptacles 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.

UCS has equipments available for teleconferencing. Through the UCS Sustainability Committee, we will formulate and distribute procedures for videoconferencing and provide training where applicable.

Y N Goal

 7. The unit specifies hybrid electric vehicles for travel.

UCS travelers accept the vehicles provided to them by the University Transportation Office.

Y N Goal

 8. The unit shows preference for sustainable lodging for professional travel.

Through the UCS Sustainability Committee, we will the options and seek more information from from COTE to explain what is considered appropriate sustainable lodging.

Unit Name _____
Date _____

Y N Goal

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

Currently UCS uses materials provided by University Catering for UCS sponsored events. Through the UCS Sustainability Committee, we will seek more information and evaluate the feasibility of such dinner/service when considering university and community events.

Y N Goal

10. The unit purchases/uses remanufactured office furniture.

UCS purchases furniture recommended by the Interior Design office in Facilities Planning & Management.

Y N Goal

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

Unknown at this time. Through the UCS Sustainability Committee, we will determine what we have and what maybe purchased in the future.

Y N Goal

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

We have personnel who carpool, ride bikes and walk to work. Through the UCS Sustainability Committee, we will promote carpooling.

Y N Goal

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

Through the UCS Sustainability Committee, we will explore the economic feasibility of occupancy sensors throughout UCS.

Y N Goal

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

BSU Facilities Planning & Management set the thermostats throughout UCS including satellite offices and computer labs. Special settings are applicable to the computer operations room in RB.

Curriculum

Y N Goal

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

UCS does not offer course curriculum for students. We provide general and specialized computer labs and technical support services for student use. Through the UCS Sustainability Committee, we will determine if these areas may be able to provide opportunities to address sustainability information/issues.

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

 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

X 1. The unit engages in public and/or outreach activities that address issues of sustainability.

Through the UCS Sustainability Committee, we will explore public and/or outreach activities.

Y N Goal

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

Y N Goal

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

Through the UCS Sustainability Committee, we will explore partnership opportunities in the community.

Y N Goal

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

Through the UCS Sustainability Committee, we will explore 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. UCS is not an academic unit.

Topical Sustainability Modules

Not applicable. UCS is not an academic unit.

Sustainability Courses

Not applicable. UCS is not an academic unit.

Sustainability Programs

Not applicable. UCS is not an academic unit.

Sustainability Concentrations

Not applicable. UCS is not an academic unit.

Sustainability Degree Offerings

Not applicable. UCS is not an academic unit.

Sustainability Immersive On-and Off-Campus Experiences

Not applicable. UCS is not an academic unit.

Existing conditions as baseline (data as available)

A List of Faculty, Staff and Student Activities

Professional Academic Organizations

Not applicable.

Professional Staff Organizations

Not applicable.

Student Associations and Clubs

Not applicable.

Hybrid Fleet Vehicle Use

Currently uses vehicles assigned by University Transportation for university travel and business. We use hybrids when they become available or assigned.

Hybrid Electric Shuttle Bus Use

Not applicable.

Bicycling

Some UCS employees currently bike to work.

Carpooling

Some UCS employees currently carpool to work.

MITS Bio-Diesel Bus Use

Some UCS employees currently use MITS for transportation to and from work.

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

No information.

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 at this time.

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

UCS currently recycles paper and printer toner cartridges.

Food Use/Recycling: Local Sourcing, Washable Dinnerware

UCS uses University Catering services for sponsored events.

Goals

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

Governance and Administration

- Form a standing sustainability committee by May 1, 2008.
- Integrate a statement of sustainability into the UCS employee guide and related materials.
- Promote awareness of sustainability initiatives among UCS employees including the University's adopted statement on sustainability.
- Keep UCS employees informed of policies and practices recommended by the UCS Sustainability Committee.

Operations

- UCS will investigate the availability and economic feasibility of Energy Star equipment for future purchases.
- UCS will promote the use of teleconferencing and video conferencing equipment in the department and provide training as needed.
- Through the UCS Sustainability Committee, we will explore how sustainability issues can be integrated into daily activities within the operation of the UCS.

Curriculum

Not applicable.

Research

Not applicable.

Community Service and Outreach

Through the UCS Sustainability Committee, we will explore opportunities for 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>Create a UCS Sustainability Committee by 5/1/08.</p> <p>Committee will review existing conditions, baselines, and make recommendations for sustainability actions and initiatives within UCS.</p> <p>Operations</p> <p>Committee will be responsible for evaluating and determining baseline sustainability items within UCS.</p> <p>Request sustainability information/materials from COTE and keep UCS employees apprised of sustainability information – via email.</p> <p>Curriculum</p> <p>Not applicable.</p> <p>Research</p> <p>Committee will research green initiatives and other information promoting sustainability.</p> <p>Community Service and Outreach</p> <p>Investigate possible community outreach opportunities.</p>	<p>Four UCS personnel.</p>

2009	Action Items	Resource Needs
Governance and Administration		
<p>UCS will check into purchasing remanufactured office equipment or furniture when economically feasible.</p>		
Operations		
<p>UCS will request information on Energy Star rated equipment through University Purchasing for future purchase and use when economically feasible.</p>		
Curriculum		
<p>Not applicable.</p>		
Research		
<p>Not applicable.</p>		
Community Service and Outreach		

2010	Action Items	Resource Needs
Governance and Administration		
UCS Sustainability Committee will establish goals for upcoming years by August 2009.		
Operations		
Curriculum		
Research		
Community Service and Outreach		

2012 Action Items	Resource Needs
Governance and Administration	
Operations	
Curriculum	
Research	
Community Service and Outreach	