

GREENetwork

Minutes

Illinois Wesleyan University

Year 2009

Meeting Minutes, October 9, 2009

GREENetwork

AGENDA

1. Carl Teichman: Recycling containers for Memorial Center
2. Sandra Lindberg: a brief report on Dr. Wuebbles' talk at U of I on midwest global warming.
3. Sandra Lindberg: report on the 350.org tabling plans, which are developing nicely
4. Sara Schaller: Could we add "paper usage update" and also "SBPC meeting"? I wasn't a major part of either of these initiatives, but would like to learn more from those who worked on them. Also, a full schedule of "Eco-Week" could be added to share with others.

Minutes of October 9, 2009

Present: Erin Spear, Sara Schaller, Matthew Damschroder, Carl Teichman, Liz Kuehn, Kelly Peterson, Chris Sweet, Michael Gorman, Sarah Stumpf, Meg Miner (note taker)

1. Mike Walsh is planning to purchase recycling bins for Memorial Center and asked for our feedback. Carl brought an example of what they'll look like. They are blue and tall -- rectangular in shape and will have two types of tops: one (brown) with a long, narrow opening for paper and one (blue) with round openings for cans and plastic. Comments:
 - a. May not look nice enough for Turfler and Young Main Lounge [response – Dan Kloztbach has seen them and had no objections]
 - b. Will they go in other places besides rooms? [Suggestions include hallways and at exits; Carl will mention to Mike]
 - c. They should go anywhere there's a trash can.
 - d. Who pays for them? [Sodexho]
 - e. They could use signage. [Sara and Matt said ORL templates should work]
2. On paper usage conversation: Meg gave an overview of last meeting's discussion and mentioned our memo to the Provost's and the University Librarian's response to my request for clarification (both are appended to 9/25 meeting notes at http://digitalcommons.iwu.edu/green_mins/23/). New actions since then are notes from Matt Kurz, VP for Public Relations and the head of Publications, Printing and Mailing Services (PPMS) and a follow up note from the Provost (appended to these minutes).
 - a. What we haven't heard back on is the possibility of PPMS purchasing 100% recycled paper or whether anyone in the Administration will ask for more action from faculty (aside from the Provost's note to Chairs, attached).
 - b. A committee is being formed to look into costs and logistics of purchasing a print quota system for all public computers and to make recommendations for implementing that system and limiting desk top printers in individual offices (see attached note). Meg has been asked to represent the library and GN on that group and all present approved that appointment.
3. Kelly brought up some ideas generated by SSC:
 - a. Can stickers raising awareness about environmental impacts of paper towel usage be put on all paper towel dispensers in dorms? [response: Dave Shiers in Physical plant would be person to contact. May want to offer to

create the stickers and put them up so custodians won't be burdened. ORL offered use of ThinkGreen template as design basis]

- b. Can we get more bike racks on campus? There aren't enough around the Memorial Center. [response: installing more is on hold due to budget (the racks installed last year cost around \$2,000 each); Chris suggested Saris Cyclops might offer a deal on racks and is checking].
 - i. Is it possible to move some racks from low-use areas to high use? [Carl T will check].
 - ii. Matt offered that annual housing survey will begin asking questions about transportation.
4. Carl mentioned we moved from a D- to a D+ on our report card from the Sustainable Endowments Institute (his message is attached and the peer comparison report card is posted at <http://www.iwu.edu/greenetwork/resources>). The Cabinet has seen the report cards and they are being forwarded to SPBC in advance of our 10/23 meeting with them.
5. Sara reminded everyone about ORL's EcoWeek activities, October 18-24:
Monday 10/19
 - Potting Party 12-4 - Sheehan steps
 - SSC table @ Potting Party on cosmetics

Tuesday 10/20

-SE/ME Social Justice program 2-8 Davidson Room

Wednesday 10/21

- Carbon-lite Dinner and Talk with Laurine Brown--"SUV in kitchen" 5:30 Turfler Room

Thursday 10/22

Sustainable Games & Organic Snacks night 9pm-12am Dug Out, plus "350.org noon bake sale" Sandra knows more about this

Friday 10/23

-Clothing Swap 1-6 Hansen

-H2O Challenge 12-4 (? - I'm not sure on times but Lisa McLuckie knows)

Dug Out

-Table about water issues from Health Class @ H2O Challenge

Adjourned at 12:55PM

Date: **Wed, 30 Sep 2009 13:26:32 -0500**
From: "[Beth Cunningham](mailto:bcunning@iwu.edu)" <bcunning@iwu.edu> [Block Address](#)
To: mminer@iwu.edu slindber@iwu.edu
Subject: **Fwd: memo from GREENetwork**

Dear Meg and Sandra,

Thanks for sending me the memo on paper usage and photocopying/printing. I have forwarded your memo to President Wilson since your memo involves policies/guidelines at the university level. I have also asked that this topic be placed on the next Cabinet agenda. I can provide an update to you after Cabinet has discussed this issue.

Just so you know what I am doing regarding paper usage, etc, I recently sent a message to chairs/directors about the budget. Since paper usage and photocopying impacts departmental budgets, I included a section about reducing paper usage and photocopying in that memo. I am including a copy of the memo below for your review.

If you have any other suggestions or comments about paper usage/photocopying, etc., please let me know.

Cheers,
Beth

Sent to chairs/directors on September 29, 2009:

Dear Chairs and Directors,

In a recent email message to faculty and staff, the President outlined some of the efforts the university will need to take this fiscal year in order to balance the 2009-10 budget. The effort to balance the 2009-10 budget is an extremely important university-wide priority. As that goal has not been achieved to date, it is imperative that we find ways to save money. Every unit on campus, including Academic Affairs, is being asked to make sacrifices some of which will be easier to make than others.

The priority must be one of conserving funds whenever possible. You will need to be especially diligent in keeping within your budget this year or, if possible, return some funds to the university at the end of the fiscal year. Hence, I am asking all chairs and directors to be judicious in spending departmental funds on anything that is not essential to the functioning of your academic program. That is, please reduce equipment and office supplies purchases, do only essential travel, and do not hold any extravagant parties. I

strongly encourage you to find ways to reduce photocopying by members of your academic program since photocopying costs have increased in the last year. There are a number of ways to do this including: requiring your faculty to use Print Services for large copy jobs, using electronic means of distributing memos and other important information, and encouraging your faculty to use electronic distribution of class materials through e-reserves and myIWU. You can also ask your colleagues to decrease the size of margins in Word documents and print double sided copies in order to conserve paper and reduce costs.

Finally, in President Wilson's memo he mentions the objective of eliminating new equipment purchases except where absolutely necessary. If you submitted a request for capital equipment this past spring, Jeff Frick will be in contact with you to determine the urgency of your request. We will not be able to fill all requests. If you have a new faculty member who has startup funds, please assure those new faculty members that we will provide those funds to them.

Please share this information with colleagues in your department so that they know to spend only what is necessary. If you have questions about your budget and ways to conserve funds, please contact me.

Beth

>>Dear Beth,
>>Attached please find a note Sandra and I are submitting on behalf
>>of the GREENetowk.
>>
>>Thanks in advance for your time and attention on this matter!
>>Meg
>>
>

Beth A. Cunningham
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Professor of Physics

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On 10/7/09 2:25 PM, Beth Cunningham wrote:

> > Hi Meg,
> >
> > You should have received an email message to me about paper usage on
> > campus just a few moments ago. In that message I included a comment
> > about forming a team to look into placing limits on printing...
> >
> > "In addition to this, Cabinet asked that a team look into the costs
> > associated with putting limitations on printing when using public
> > printers. This team will also consider whether individual faculty or
> > staff should have their own printers."
> >
> > The team will consist of Trey Short (IT), Susan Sombeck (PPMS), and
a
> > Business Office representative (either Linda Tuttle or John
> > Bryant). Cabinet also wanted a representative from the Library
> > and/or the GREENetwork. I spoke to Karen and we thought that you
> > could fill both roles. Would you be willing to serve on this
> > committee? If you agree, I will need to be in touch with Joerg so
> > that CUPP can give approval of this faculty appointment to an
> > administratively formed committee!
> >
> > Thanks in advance.
> >
> > Cheers,
> > Beth
> >

➤ On 10/7/09 2:19 PM, Beth Cunningham wrote:

> Dear Sandra and Meg,
>
> I wanted to provide an update to you and the GREENetwork on the issue
> of paper usage on campus and whether we will continue to hold to our
> policy of using paper with 30% post consumer waste. Today in Cabinet
> we re-affirmed this policy. We also want everyone on campus to use
> PPMS for ordering paper products so that individual departments can
> get the best price. See information below that Matt Kurz sent to
> department chairs and program directors.
>
> In addition to this, Cabinet asked that a team look into the costs
> associated with putting limitations on printing when using public
> printers. This team will also consider whether individual faculty or
> staff should have their own printers.
>
> Please let me know if you or the GREENetwork have any other concerns
> about paper usage on campus.
>
> Cheers,
> Beth
>
>
> >As a follow-up to the communication below, this morning Cabinet
> >discussed the budget impact of the use of paper with post consumer
> >waste content and why it is in the institutions best interest for
> >purchases of paper and large quantities of related supplies to go

> >through PPMS instead of Corporate Express/Staples. The Cabinet
> >endorsed the following:
> >
> > * All paper used by the University for printing and copying will
> > continue to contain 30 percent post consumer waste content and
> > University stationery will continue to contain 100 percent post
> > consumer waste content, in keeping with the Illinois Wesleyan
> > commitment to sustainability.
> >
> > * Because PPMS has negotiated more favorable pricing than an
> > individual unit could obtain on its own or through Corporate
> > Express/Staples, it was agreed that all paper, envelopes
> > and large quantities (500+) of labels should be made through
Susan
> > Sombeck at PPMS not outside vendors. Susan will be happy to
> > consider exceptions to this policy.
> >
> >If you have any questions, please let Susan or me know. Otherwise,
> >pass this information along to the person(s) in your department that
> >order paper, supplies, etc.
> >
> >Matt
> >
> >
> >
> >
> >Matt Kurz wrote:
> >>I've heard some concerns about the timeliness of billing and wanted
> >>to let you know what PPMS is doing to produce timely reports,
> >>reduce costs and what you can do to help.
> >>
> >>_Copier Billing_
> >>PPMS generally gets billing to the Business Office no later than 30
> >>days following the billing period, so billing should be no more
> >>than one month behind usage, i.e. August billing should be turned
> >>into the Business Office no later than the end of September. Once
> >>the Business Office has Susan's report it is entered into the
> >>Banner system and appears on your budget. This is a marked
> >>improvement from the first year with our new copiers and it is
> >>consistent with the past practice when we had Xerox machines and
> >>dedicated people assigned to billing.
> >>Today, Susan Sombeck handles the copier readings and billing by
> >>herself, without a full-time billing assistant as was the case
> >>several years ago. We are currently exploring ways to reduce our
> >>charge back rates, based on the first two years of this new system,
> >>and will report back to you soon. _Print Shop Billing_
> >>For projects printed at PPMS-- small brochures, posters, programs,
> >>mailings, class materials, etc.--billing should be entered into
> >>Banner monthly. For projects sent to outside printers, mailing
> >>houses, etc. billing cannot be sent to the Business Office until
> >>all outside vendor invoices are received and checked by PPMS. This
> >>means that outside print jobs may not be billed for 30-60 days
> >>depending on the timeliness of the invoices. However, to help you
> >>track your printing/duplicating expenses you will receive a Job
> >>Statement when the project is completed reflecting actual costs

> >>based on PPMS charges and/or outside vendor invoices. This is new
> >>this year and we hope it helps you to better understand the costs
> >>involved with the work we do for you. Also, if you want an
> >>estimate of the costs of a print job, PPMS will develop one before
> >>the job is started.
> >>
> >>_How to reduce costs_
> >>1. Send copy jobs of more than 30 copies to PPMS for duplication,
> >>which should save 15% or more.
> >>2. Use PPMS print shop when ever possible rather than going to an
> >>outside vendor, its costs should be 20-30% lower.
> >>3. Give PPMS ample time to find a cost effective outside vendor,
> >>if the job cannot be done at PPMS.
> >>4. Eliminate desktop printers from individual offices, because
> >>they have high cost per page costs, require the purchase of ink
> >>cartridges/toners and increase the waste that goes into landfills.
> >>5. Purchase printer paper from PPMS not Staples or other companies.
> >>PPMS buys in bulk and in a recent comparison with Staples would
> >>have saved one University office \$2/case on paper purchased.
> >>
> >>_How to help ensure timely billing reports_
> >>1. Consolidate department billing codes. Currently there are 600
> >>individual codes for 147 departments across campus, which adds to
> >>the time it takes to produce billing reports. If every faculty
> >>member has an individual code, please consider changing to a single
> >>department code.
> >>
> >>Please pass this along to those in your department that work with
> >>PPMS and let Susan or me know if you have any questions or
suggestions.
> >>
> >>Matt

Date: **Wed, 07 Oct 2009 08:24:33 -0500**

From: "Carl Teichman" <cteich@iwu.edu> **Block Address**

To: "Meg Miner" <mminer@iwu.edu> "Professor Sandra Lindberg" <slindber@iwu.edu>
"Abby Jahiel" <ajahiel@iwu.edu> "Given Harper" <gharper@iwu.edu>

Subject: **The Sustainable Endowment Institute**

The Sustainable Endowments Institute has shared the results of the /College Sustainability Report Card 2010./ You can view the full report at <http://www.greenreportcard.org>
<<http://clicks.skem1.com/v/?u=5aa818cbd6fb46f289bb15137a8975ac&g=5&c=4769&p=056b91f0f2ec28851e14faea8aa2d71f&t=1>>

We made small progress and moved from a D- to a D+

The only other IL small private school included in the survey was Wheaton, which received a C-.

Other IL schools include Bradley - D, University of Chicago - C, DePaul - D+, U of I - B-, IIT - C+, UIC - C+, Loyola - C+, and Northwestern - B-.

Here is a summary of our grades by category for 2009 and 2010. We made small increases in 5 of the 10 categories and remained the same in the other 5.

Administration C, C

Climate Change & Energy F, F

Food & Recycling D, C

Green Building D, C

Student Involvement D, C

Transportation F, F

Endowment Transparency F, D

Investment Priorities C, C

Shareholder Engagement F, D

I have attached copies of the report form for 2010 & 2009 which includes more information.

Carl