

Civil Service Council (CSC) Meeting

August 15, 2006

APPROVED

Present: Barb Arbogast, Vicki Bryan, Martha Burk, Jac Copes, Sarita Cox, Linda Klawitter, John Moss, Melody Palm, Nancy Spangler, Jan Jolynn Staley, Ron Thompson, Dave Turner, Jack Wylie
Absent: Pam Burress, Julie Caplinger, Steve Lancaster, Andy Monninger, Pat Schnitker, Kevin Wiand
Guests: Jan Cook, Tammy Carlson, Chuck Scott

Melody called the meeting to order at 12:04 p.m.

Melody introduced Chuck Scott, Executive Director - Facilities Management, ISU Green Team

Chuck began by thanking the group for the opportunity to share information about the Green Team and hopes that we will find it to be interesting and valuable. He suggested that we share this information with our campus peers in support of environmental sustainability here at Illinois State.

The presentation provided us with a bit of background about how the Green Team came to be, some of the current issues they are dealing with as well as future plans. Following is an outline of Chuck's presentation:

Environmental Task Force (ETF)

- Developed in April 2000 by President Boschini.
- Assess the extent of campus environmental impact.
- Make recommendations to the President and Academic Senate Executive Committee for minimizing environmental impact.

ETF Charge

- Examine methods to achieve reduction of campus waste.
- Examine energy sources with the intent to seek greater efficiencies.
- Examine all natural resource usage with the intent of enhancing environmentally sensitive usage.
- Examine purchasing policies with the intent of enhancing environmentally responsible purchasing of supplies and equipment.

ETF Methodology

- Collect relevant campus-wide data.
- Review national literature.
- Examine models at peer universities.
- Review current local, state, and federal programs and policies.
- Identify necessary resources for recommendations and implementation.

ETF Recommendations

- Create Green Team, with representation from each VP area, to evaluate ETF charges, develop policies and procedures, and explore future administrative structures for accomplishing campus sustainability goals.
- Become signatory of the Talloires Declaration.
- Establish an annual environmental initiative award.
- Continue the ETF with its current charge.
- Build and maintain a comprehensive website addressing all aspects of campus sustainability efforts.
- Send appropriate representatives to conferences on moving universities to environmental sustainability.
- Explore extramural funding sources to support campus sustainability initiatives.

Green Team Objectives

- Serve as an advisory committee to operational units throughout campus.
- Identify most critical environmental concerns and address them through collaborative committee structure. Created 4 subcommittees-Solid Waste & Recycling, Energy Consumption & Conservation, Vending, and Communications and developed short-term, intermediate-term, and long-term goals within each.
- Hold monthly meetings to discuss status of projects, refine objectives, and identify new goals.
- Create annual reports that identify goals and accomplishments in detail.

The Green Team has accomplished many of the initial recommendations from the ETF, including the development of a comprehensive website with links to several other environmental websites, and a focus on the basics: energy and recycling.

One specific objective that Chuck initiated this year was a re-visit of the team's original charge. Are we fulfilling it, was it aligned with *Educating Illinois*, were we serving the campus to the best of our abilities? Resulting from those discussions came the team's mission statement, which is as follows:

The mission of Illinois State University Green Team is:

*To support the tenets of environmental sustainability;
To support the environmental values of Illinois State University as articulated in Educating Illinois;
To educate the campus community on environmental issues; and
To make recommendations for improving the environmental impact of Illinois State University.*

Chuck says "Among the first steps any university can take toward campus greening is to reinforce and reinvigorate existing environmental programs. They are the foundation of all administrative environmental efforts and I am proud to say we have significantly influenced our recycling and energy conservation programs."

Some of the team's most recent accomplishments include:

- Collection of over 1500 tons of recyclables annually. We started the recycling programs in the early 1990's by collecting aluminum cans, mixed paper, and cardboard in just eight of our campus buildings. We now collect 22 different commodities from virtually every campus facility.
- Relocation of our recycling program to Gregory Street.
- Annual waste audits, focusing on specific targets of academic buildings, residence halls, and dining facilities. The significance of our audits is that we can now say, with support of accurate data, that the percentage of recyclable materials in our waste stream is lower and the amount of actual waste is increasing. Not that our volume of landfillable waste is increasing, just the percentages of each are shifting in the right direction. Our actual volume of waste being landfilled is actually decreasing when compared to our solid waste base line from 1988.
- Will have added battery, toner, and cell phone recycling to the BSC
- Added "Recycling" to the ISU webpage A-Z Index
- Added the Green Team to ulsf.org, an international website for University Leaders for a Sustainable Future
- Developed an Environmental Stewardship Award which is similar to the civil service awards. Winners will receive a cash award for reinvestment into campus green initiatives.
- Partnered with Wellness to create a "Healthy You, Healthy Earth" event on November 15
- Purchased Vend Misers and Kill A Watt meters to determine feasibility of shutting down compressors in the over 100 vending machines on campus without impacting the beverage temperatures, thus reducing energy consumption. Analysis is being conducted by students in the Department of Health Sciences.
- Created a partnership with UHECC to promote healthy, safe, and environmentally conscious campus as identified in *Educating Illinois*. We will be assisting them in promoting healthy lifestyles through their Toilet Talk fliers.
- Partnered with the Lt. Governor's Office and the Illinois Green Government Coordinating Council. We have provided them with information about university-wide paper consumption reduction, participated in the Green Building Workshop, attended the Green Government Symposiums, and received the 2006 University Achievement Award, recognizing Illinois State's efforts related to environmental sustainability.
- One of our most important recent accomplishments has been to partner with Dr. Tim Longfellow and Dr. Jeri Beggs of the Marketing Department. During the fall 2005 semester, Dr. Longfellow's class conducted a survey to determine campus-wide behaviors and interest in recycling. Their electronic survey received a very positive return and was used by Dr. Beggs class to develop a marketing plan for the Green Team. We have known that campus communication and marketing of our recycling service has been somewhat lacking. We now have empirical data indicating the behaviors of various campus groups, and a plan for how we will address their concerns, all with a focus upon environmental sustainability. As I mentioned early on, for any campus to be environmentally successful, they must first focus on the basics, and recycling is proving to be the area where we can make the greatest impact.
- Relating to Energy Conservation efforts, the Green Team has been joined by Ron Kelley, Director of OEM. He has worked diligently in communicating the importance of energy consumption reduction and has been successful in seeing the campus through a reduction of electrical consumption for each of the past four fiscal years. Our FY05 natural gas consumption is only slightly higher than it was in FY02.
- Some of the specific projects he has been working on include campus-wide lighting retrofits, insulation of steam pipes, the plan to add economizers to our boilers, and create redundant loops within our chilled water system.
- Two exciting projects conducted by the Grounds unit are the installation of permeable concrete in the G-73 and G-86 parking lots. Permeable concrete allows storm water to percolate through it before passing into the Town's storm water drainage system. Passing through the permeable concrete distills the water of all particulate matter, salts and oils. It cleans the water before it reaches the water reclamation district. These are the first locations in the state to have installed permeable concrete and we are pleased with the results.
- An additional area that we have begun to investigate is that of alternative fuels. We fully support the \$1M grant received for wind power research at the Lexington Farm and hope to remain involved with that project as it progresses.

- Additionally, Dr. Tom Bierma has been researching the values of biodiesel fuel usage on campus. ISU uses approximately 12,000 gallons of diesel fuel each year and also generates approximately 6000 gallons of used cooking oil annually. If we are able to economically convert the waste cooking oil into diesel fuel, it has the potential to offset both the cost and the environmental impact. This summer, students have developed a process to convert these oils into biodiesel fuel. This fall, they plan to continue the production, and test it in lab engines, with the hope that we will be able to use 20% biodiesel fuels in our diesel engines throughout campus.
- We have purchased 4 flex-fuel vehicles for our fleet operations.
- Leadership in Energy and Environmental Design (LEED). We are investigating the feasibility of certification. There are 38 evaluation points and we currently design and construct facilities in alignment with many LEED standards, but do not seek certification, primarily due to cost considerations associated with the collection and reporting of required data.

Future plans of the Green Team are:

- To conduct a sustainability audit of ISU and create an ISU environmental footprint to use as an educational tool campus-wide. www.myfootprint.org
- To address one of Chuck's principle concern which is that Green Team has focused so much on Recycling and Energy Consumption, that we have not paid much attention to other sustainability efforts. The Green Team is now revisiting and re-establishing our goals for the short and long terms. I am very encouraged that we will continue to be the environmental stewards of campus and will be energized by the opportunities before us. With the help of the Illinois Green Government Council, and the other partnerships we have forged on campus, we will collectively and continually move toward environmental sustainability on campus.

Chuck thanked the group for their attention and for allowing him the time to share this information with us. Chuck welcomes all comments regarding any of these issues: cascott@ilstu.edu. Meetings are held first Friday of each month at 1:00 p.m. in Felmley Hall Room 109 and are open to all members of the ISU community.

Approval of August 1 Meeting Minutes – approved as written Vicki/Martha – motioned carried

On-going:

- Picnic – Sept 15 / tickets will be available soon / deadline for selling – one week prior to event
- Homecoming – Andy arranging for truck / Martha driving / Pat getting candy / need to submit form for parade entry
- Fall Shopping Trip – announcement in OpenLine / Pam absent – no update
- Holiday Party – December 2 – Barb will double check on Reggie/Gamma Phi
- Scholarships – info has been sent to committee members – will be meeting soon
- Legislative/Marketing – no report
- Annuitants Representative – no report
- OpenLine – no report
- Human Resources – no report

Other

- campus sanctions comm. – looking for new Non-CSC member – HIPPA
- Dave suggested adding SURS to our list of websites

Reminders

- Deadline for next 2 OpenLine issues — Sept 5, Oct 3
- September 5 Presentation at CSC meeting—Diane Ruch and Derek Story Re: Online Hiring and Recruiting

Example of an issue brought to attention of council member -- Two folks, each seeking a promotion visited website for testing and applying – each submitted request for a test but were not 'advised' as to the need to complete the online application – without vast computer/internet skills, these employees did not know they had not completed all requirements for applying for the position.

All council members are encouraged to visit the site prior to next meeting (September 5) and be ready with comments/questions – Nancy suggested we scan the information on the job search website and particularly to the use of 'jargon' which may not be correctly interpreted by online users

John Moss mentioned that he has received feedback that all (CS/AP/student) job listings are grouped together - it is not easily evident as to how to sort/separate this information and finding openings in a particular field is quite time consuming
It was reported also that hiring forms, such as I9, are not easily found
(Website questions should be directed to Michelle Bohm)

- Staff Picnic - Friday, September 15, Milner Plaza. Purchase tickets by September 8
- Faculty / Staff Weekend – Sept 16-17 (Athletic events – Men’s Football/Women’s Volleyball)
- Homecoming Parade—October 14
- Shopping Trip—November 4

Web Sites

- State Universities Civil Service System: <http://www.sucss.state.il.us>
- SUCSS Classification Status Notices: <http://www.sucss.state.il.us/cpm.asp>
- Annuitants: <http://www.annuitants.ilstu.edu>
- Civil Service Council: <http://www.cscouncil.ilstu.edu>
- A/P Council: <http://www.apcouncil.ilstu.edu>
- Academic Senate: <http://www.academicssenate.ilstu.edu>
- Human Resources: <http://www.hr.ilstu.edu>

Adjournment Jac/Jan Jolynn 1:07 – motion carried

The next regular Civil Service Council meeting will be held Tuesday, September 5, at Noon in the Bone Student Center Spotlight Room