College Wide Sustainability Efforts

- Use technology tools, such as e-mail, wikis, blogs, Web instead of paper for communication, documentation, and collaboration. Includes printing proofs, bills, time-slips, benefits materials, daily gift report, and personal account statements.

- Some staff and faculty carpool or ride a bike to work

- Print and copy documents back-to-back (institutional default setting)

- Use power-saver mode on printers, faxes, copiers

- Re-use the "banner" sheets (from CARS reports) for printing when possible; adjust computer to not print

- Re-use file folders

- Re-use envelopes (large and small) for inter-campus mailing

- Reuse cardboard shipping boxes

- Reuse waste paper for notepads and scratch paper (Neill Unger)

- Shred all waste paper so that it can be recycled (Ray Benson)

- Recycle print and fax cartridges (Neill Unger)

- Use paper-saving standard sizes for printed publications and avoid special inks, finishes, and die cuts. (Becky Hale)

- Reorganize work processes to avoid making extra copies of documents

- Shut off lights in empty rooms

- Removed half of the light bulbs in some fixtures (Facilities)

Sustainability – Additional Activities by Individual Departments

- President –
  - Developed a Web site for documenting sustainability initiatives
  - Leads and financially supports the President's Task Force on Sustainability
  - Developed a Web site for circulating Board materials, rather than mailing paper
- Academic Affairs/Dean of the College
  - Dean's office uses motion-sensor light switch.
- Admission & Financial Aid
  - Use Web and electronic communications as the primary mode for interacting with prospective students and reducing the number of traditional paper mailings.
  - Limit the number of publications in print and utilizing the Web whenever possible and effective (e.g. academic programs, individual sports).
  - Take care in projecting publications use to avoid leftovers.
  - Utilize public transportation whenever practical (e.g. Amtrak to Chicago, light rail to/from airports).
  - Added a "footer" to routine email communications: "Please consider your responsibility to the environment before printing this e-mail."

- o Considering sending financial aid awards electronically

- o Considering establishing a central (hopefully electronic) collection point for samples of all mailings, eliminating the need for paper distribution.

- o Considering eliminating some of the copies of admission decision letters, both internal and with high school counselors; replacing copies of decision letters to high school counselors with rosters of decisions at end of each cycle.

- o Considering developing electronic system to replace phoning sheets for tele-ambassadors (saving 20,000+ sheets per year).

- Advancement

  - o Moving more and more communications with alumni and friends toward email versus paper mailed newsletters. 52% of alumni have given Knox their email address

  - o Provide majority of communications with young alumni in email or postcards instead of letters and envelopes

  - o Encourage use of online giving. Online gifts doubled last fiscal year over the previous year

  - o Reduced the size of pledge reminders to one-third of a standard sheet of paper instead of a full sheet

  - o Increased calls from students to alumni and friends to solicit feedback on print communications they feel are beneficial

  - o Recycle name tags and the plastic holders from alumni and donor events

  - o Looking at ways to cull the mailing list and establish a protocol for removing individuals from the list

  - o Considering working with online giving vendor to decrease the amount of paper that comes with gift notifications, and with credit card verification company to reduce the volume of paper for reconciliation of bank deposits

  - o Considering allowing alumni and friends to select the communications they want and how to receive them. Develop a series of codes that would denote such for easy identification.

- Athletics

  - o Large print jobs must be approved by AD.

  - o Don't turn on gym, foyer, pool, or fieldhouse lights unless they are being used or campus visit day.

- Bookstore

  - o Sell recycled products, such as notebooks, pens, paper products, and biodegradable canvas bags

  - o Limit bags to those customers who request them

- Business/Finance

  - o Scan and e-mail documents for the annual audit instead of copying them.

  - o Utilize on-line billing option for student accounts

  - o Utilize direct deposits instead of paper checks for almost all employees on the College payroll.

- Computer Center

  - o All paper turned in for recycling (i.e., printing on the back) is used in the Founders Recycle printer (though the amount available has dropped significantly due to increased use of double-sided printing.)

- All old computer equipment that cannot be reused (and we offer) is sent to recyclers rather than the landfill.

- On-going replacement of CRTs with flat screens - less power, fewer parts, longer life.

- Purposefully dragged our heels on replacing desktops with laptops that cost 2-3 times as much and create serious issues with batteries.

- Work with offices to do away with paper reports: bills, EDRs, grades, class lists, evaluations, etc.

- More use of virtual servers to reduce power and hardware expense.

- Basement location helps avoid leaky or poorly insulated outside windows from leaking air conditioning.

- Dining Services
  - Eliminated trays. Expected to reduce food waste by 30-50%, conserve water and detergent for washing.

  - Introduced reusable, microwave safe, dishwasher safe, to-go containers that replaced120,000 Styrofoam containers per year

  - Replaced plastic bags with paper and reusable totes

  - Recycle cardboard

  - Purchase local, fresh, handmade artisan breads from Q's Café

  - Participate in the development of a Knox garden to supply local produce to Dining Services

  - Considering expanding purchases from local producers and businesses

  - Considering introducing compostable knives, forks, spoons, cups, and plates. (Currently three times more expensive than currently used disposable items.)

- Facilities
  - Conducted two major energy audits on lighting and HVAC systems

  - Installed high efficiency light bulbs and fixtures

  - Installed building temperature controls.

  - Recycle building and facilities materials when possible

  - Limit mowing to reduce the need for lawn chemicals and pesticides. Use mulching blades during fall season

  - Upgrade all athletic fields' irrigation systems with programmable controllers

  - Incorporate sustainability practices as much as possible in new construction and renovation projects

  - Ensure boilers and chillers are tuned-up at least twice a year, conduct regular preventative maintenance, use soft water to increase efficiency

  - Ensure steam traps and condensate leaks are repaired or replaced timely

- Human Resources
  - Put employment applications on line

  - Developed and promoted walking program for employees

- Instructional Technology Support
  - All lab machines are turned off at night as are monitors when not in use.

  - Students with access to the labs are asked to shut down when they are done.

- o Scans and saves electronically documents such as student teaching observation forms, various work and portfolios

- o Moodle: all student work handed in electronically—hard copies NOT required

- o Works with various departments to scan reserve readings and post in Moodle – saving thousands of sheets of paper per term

- Public Relations
  - o Send PDF proofs on almost all print jobs, instead of paper proofs

  - o Provide news clips on the Web (& CD) rather than paper books

  - o Considering other ways to accomplish a communication goal besides using a printed piece. Reduce the number of posters printed and help students find alternative means of communicating

  - o Recommend soy inks and recycled paper for printing projects

  - o Keep sweaters (and blankets) in our offices

  - o Eliminated the dark room for photography. Photos are now printed only as needed.

  - o Schedule print jobs so that printers make fewer deliveries (for instance, one order per quarter rather than two deliveries two weeks apart)

- Seymour Library
  - o Turns on lights only in every third aisle in the second and third floor stacks

  - o Turns on reference desk lamps only when the desk is staffed

  - o Turns off lamps that have been left on throughout the day

  - o Frugally recycling paper in various ways for many years:
    - ▪ Gathers rejected photocopies and uncollected print jobs and makes them available for various scrap paper applications. Much of this paper is also collected by KARES for use in those printers on campus that can accept used paper.

  - o Re-uses the boxes that we receive copy paper in as storage cartons in special collections and archives
    - ▪ The large numbers of boxes in which books are shipped to us are re-purposed for sending out books for interlibrary loan -- or they go to the recycling bin.

    - ▪ The newspapers the library receives are re-purposed as packing material or they are recycled

    - ▪ Withdrawn, discarded, and otherwise unwanted books are given away or recycled rather than thrown away.

  - o Other long-standing practices include:
    - ▪ Retain packages from discarded non-print items in our collections -- videotapes, DVDs, etc. -- for future re-use.

  - o Buy paper-bound editions of books whenever we can, which results in fewer resources consumed in both producing the books and shipping them to us; similarly, our increasing use of Internet-based periodical indices and journals since the early 1990s has meant that thousands of volumes have not been printed and shipped to our library since then.

- Student Development
  - o Conducted comprehensive environmental audit of all Student Development offices in conjunction with Abby Letzter '05 resulting in the installation of motion sensors on lighting in many offices.

- o Pre-Orientation reminder to all OSD areas to contribute to campus sustainability efforts, including reducing paper use; minimizing paper use for advertising, and utilizing alternatives such as technology and "chalking" in appropriate spaces;

- o Financially supported development of a sustainability handbook and the purchase of two "cycle-trolleys" for the collection of recycling products in academic and residence halls;

- o Exploring the purchase of a large "recycling center" which would likely serve Seymour Hall

Possible Future Sustainability Efforts – College Wide

- Encourage a culture in which people don't litter and do pick up trash they see

- Find and buy printers, copiers, and software that work reliably with recycled paper, duplex printing, etc.

- Find a source for and stock in Central Stores biodegradable bags for the recycling and shredder bins

- Avoid multiple copies of proofs

- Let the grass grow a little longer (less frequent mowing)

- Plant more trees and shrubs on campus to reduce building heat and absorb carbon dioxide.

- Stop heating academic building hallways (in SMC, A-wing halls are warmer than E-wing offices)

- Encourage students to leave cars at home unless they have a true need for them

- Put solar panels on some of the roofs--at least to heat washing water.

- Collect and re-use some of the water from de-humidifiers, to offset the electricity used, or even do away with the need for dehumidifiers

- Ensure campus attics and basements are well-insulated—not just the newly acquired and renovated houses, but ones like the FYC Bungalow and Williston, etc. Use cellulose or recycled blue jean type insulation.

- Put more college staffing into recycling program to avoid "dumping" of recyclables

- Set out more dual-containers for recycling

- Develop more communications about recycling – what can be recycled, etc.

- Ensure future construction/renovation is LEEDS certifiable – or at least constructed to be as sustainable as possible

- Print the college catalog bi-annually, or move it to a CD (or just the Web)

- Consider telecommuting or alternative schedules for employees who live out of town to save gasoline

- Utilize eco-friendly products and supplies for major events and giveaways

- Identify an acceptable recycled sheet that could replace the paper currently used for college stationary.

- Implement a digital-imaging system and moving the college to a near-paperless environment for most administrative functions.

- Modify all Jenzabar reports so they can be printed in duplex.

- Replace printers (at the end of their current lifecycle) with ones that have duplex printing capability.

- Find an alternative to sending landscape waste to the landfill

- Complete major upgrades to aging campus buildings.

- Replacing when feasible tar roofs with white membrane fabric roofing to reduce heat loads. (Includes Seymour Library, Warehouse, SMAC, Post Lobby, Maintenance Building, Heating Plant, CFA, Memorial Gym)