

The CLA does not have a formal charter. We do, however, have the following written May 12, 2012

College of Liberal Arts "Green Team"
(Now called the Green Steering Committee)

Vision:

The College of the Liberal Arts will be a leader in promoting sustainability, as defined by the university as, "The simultaneous pursuit of human health and prosperity, environmental quality and economic well-being, in a manner that balances the needs of present and future generations."

Mission:

The College of the Liberal Arts will proactively implement and demonstrate sustainable practices that will result in increased awareness, knowledge, and well-being among members of the CLA, increased intrinsic motivation to engage in pro-sustainable behaviors among members of the CLA, decreased emissions and waste, and increased influence beyond the college to the community where we live and to those with whom we interact through our business and academic practices.

Values (why the vision and mission is important to the CLA):

- 1) Fulfill our moral responsibility
Be sensitive to and respectful of future generations who are dependent upon the consequences of our decisions and actions, to the biosphere that are affected by our behaviors and that sustains us now and in the future, and to not waste resources
- 2) Empower individuals and communities to full fill their responsibility
Encourage individual and group action driven by intrinsic motivation, goal setting, realistic planning, personal responsibility, and group identity
- 3) Enact meaningful change
Be part of and help create behavioral spill over within individuals and from one individual to another that will help contribute to cumulative energy savings and reduction of waste and emissions.
- 4) Be proud of our actions
Be a leader in sustainability, proactively engaging in sustainable practices that are evident to others.

Purpose and Goals:

- 1) Sustainable practices will be the default expectation and integrated into everyday behaviors and habits.
- 2) Achieve zero waste
 - a. Use less natural resources (water, paper, energy, and other resources)
 - b. Share resources
 - c. Make resources last longer
- 3) Ethical consumerism where our purchasing and disposal of goods benefits or avoid harms toward humans, animals, and the ecosystem
- 4) Increase competitive advantage through improved efficiency and role modeling
 - a. Increase the short and long term cost savings
 - b. Increase students' experiences with sustainable practices that make them desirable employees.
- 5) Decrease the energy used and emissions created from selection of transportation

- 6) Implement environmental sustainable practices that also increase the well-being of employees by decreasing their stress, increasing their physical health, and increasing their optimism and hope for the future.

Achieving our mission and goals.

- 1) Facilitate the formation of green teams and identify coordinators/point people within meaningful units (e.g., buildings or departments) including recommendations about the composition of these teams (e.g., at least 2 faculty and 1 student rep). *(We will have a workshop at our June 28 meeting to guide us through decisions about creating green teams; Sarah Denes and Julia Horney will attend a pilot green team leadership program in July).*
- 2) Identify and increase awareness among faculty, staff, and students of options and practices that are already available on campus
 - a. Create a web site that provide information about opportunities;
 - b. Share information with green teams and coordinators/ point people to help them discuss opportunities and provide advice.
- 3) Identify barriers to actions and create pathways and initiatives to remove barriers for faculty, staff, and students.
 - a. Include within web site a mechanism for sharing ideas
 - b. Green teams and coordinators/point people will solicit and communicate suggestions from their constituents to each other and to the CLA green team.
- 4) Make actions visible so that people have role models and vision about what they can also achieve.
- 5) Be available for pilot projects to test and evaluate projects early in their development and provide suggestion for improvements to these projects
- 6) Be a part of, help develop, and promote a master plan to encourage alternative forms of transportation including greater safe, avoidable, and available bicycle options and use, increased carpooling and use of public transportation
- 7) Be attentive to the sources and consequences of purchasing choices
 - a. Purchase goods from businesses that engage in fair trade and socially and environmentally responsible business practices
 - b. Purchase goods made with renewable, compostable and recycled or reused materials.
- 8) Cooperate with and learn from others working toward the same goals (e.g., purchasing, IT, OPP, green teams across the CLA and the campus).

Betsy will contact someone from IT to provide information about opportunities via IT (e.g., apps, purchasing options) and see whether a staff person there (Heather?) can create and monitor a CLA green team web page.

Measuring and monitoring our successes.

(Sean will check into the possibility of hiring a student intern to help create and monitor a web based system of monitoring our successes. Advertise our progress on our web page.)

- 1) With the help of OPP we will monitor the college and building by building contribution to the waste stream (volume, percent recycled and composted) and energy use by building . *Chris will look into this.*
- 2) We will keep a record of sustainable practices that are implemented and the number of departments/buildings engaging in the practices. *(Fall survey results from Lydia re the CLAs practices and future survey data.)*

- 3) We will assess the number of green teams that are formed (and, if they choose to follow, how far they have advanced in OPP's Green Paws program). *(information from Lydia?)*
- 4) We will keep a record of the number of pilot programs members of the CLA participate in *(Chris will check re the CLAs participation in composting pilot; Inform Sustainability office that we are willing to be part of pilot programs. Post opportunities for pilot programs on our web site and track who expresses interest and, ask them to report if they follow through on the web site)*
- 5) We will monitor awareness of energy used, waste used, and options for sustainable practices. *(Pulse surveys in coordination with Sustainability office?)*
- 6) We will monitor well-being of members of the college via surveys that assess the impacts of sustainable practices on social ties, time freed from unsustainable practices, hope, and environmental identity. *(Pulse surveys in coordination with Sustainability office?)*

Date: March 18, 2013

To: Susan Welch

From: The College of Liberal Arts Green Team, via Janet K. Swim, Chair of Committee

Re: Recommendations for implementing sustainability practices.

EXECUTIVE SUMMARY

We recommend the following

1) Formation of Green teams by all departments and programs located in buildings managed by The College of Liberal Arts, or green teams within each building. Green teams work toward the following goals

- Achieve zero waste
- Increase sustainability practices within their units/departments
- Increase positive attitudes and beliefs about sustainable practices

2) The College of Liberal Arts maintains a green team to encourage and provide support to green teams within departments and programs/buildings. The college level green team will

- Help establish and maintain department/green teams
- Help with communications to and among green teams
- Monitor overall progress in the college toward department/unit goals
- Serve as the liaison between green teams and the College administration

3) The dean facilitates, supports, and provides resources for green team development and for the eventual support of standing green teams within traditional department/unit committee structures. The dean will

- Communicate the value of green teams to departments/units
- Encourage the formation of green teams in departments/units
- Appoint a web master to develop and maintain means of communicating goals, feedback toward the goals, and best practices
- Continue support for and maintain diverse membership of the College of the Liberal Arts green team
- Provide funds
 - a. to advertise and create energy around the start of the green team program
 - b. to establish incentives awarded yearly based upon demonstrated programs, ideally with documented results
 - c. to conduct periodic “pulse surveys” that monitor trends in awareness of sustainability goals and options and beliefs about sustainability practices among members of The College of Liberal Arts.

WHY GREEN TEAMS?

There are a wide range of sustainability related practices in which faculty, staff, and students of the College of the Liberal Arts can engage. Such practices may relate to the selection, use, and disposal of office supplies (e.g., paper) and electronic equipment (e.g., printers), to food and beverage preparation (e.g., using microwaves, brewing coffee) and to comfort (e.g., heat and cooling settings). However, for various reasons, people do not always engage in these practices. There may be a lack of information about sustainability practices (e.g., how to get products that are sustainable, how to share equipment) or a lack of information about the impact of one's own behaviors. There may also be a lack of motivation to engage in sustainable practices.

Green teams can be a way to encourage sustainable practices. Green teams can provide information about green practices and can motivate department members through goal setting and feedback about individual and group behaviors. Teams can provide reminders about the importance of sustainable practices and can provide the sense of group belonging that helps people to see that small individual behavior changes can cumulate into large impact.. Green teams represent a collaborative effort among faculty, staff, and students and provide a unique opportunity for the college to coordinate individual action toward a university goal of sustainability.

AVAILABLE RESOURCES FOR GREEN TEAMS

The College of Liberal Arts can draw on the resources of Penn State's Sustainability Institute, which has experience in creating and assisting green teams and has documented their track record of success. . The Sustainability Institute helps with green team formation by 1) training green team leaders, 2)having regular meetings where green teams can learn from the experiences other teams on campus, 3) providing basic information about sustainable practices and 4) providing a "green paws" program that leads teams through activities from easy to more challenging activities. The green paws program provides basic information and guides individuals through a series of behaviors while providing goals and markers of success.

COLLEGE GREEN TEAMS

We strongly recommend that green teams be established in departments and programs located in buildings managed by the the College of Liberal Arts. We recommend that the dean encourage department heads to facilitate green team formation. After green teams gain some experience, we recommend that the teams become integrated into the framework of a unit's committee structures. An advantage of standing committees is full service credit could be given for working toward to goal of sustainability. We recommend starting green team formation in departments or programs, but we also recommend later expansion to the CLA centers and institutes.

In order to facilitate green team formation we recommend that the dean support the teams and clearly communicate their value.. Further, we recommend that a college website be established to set goals, to provide resources for teams (including links to the sustainability office resources), and to publicize their efforts, and document successes.

RECOMMENDED GOALS

1. Number of teams per unit

Teams can be created at the department and program level, or the building level (N = 12). For example, if a building houses three different departments, each department may form its own team, and teams can work together on building-wide issues. Alternatively, the units could work together to form one team for the building, collaborating to reach common goals that pertain to the building while still working within their units to complete smaller scale goals (like Green Paws).

We recommend that each CLA department and program/building (N = 12) be associated with a team no later than the start of fall semester.

2. Size and composition of teams

The size and composition of the teams will be unique to each area; however, we recommend certain minimum standards for starting a team. These standards will simply ensure that there are enough members to contribute to the team's progress and that there is representation of multiple demographics within the unit. The committee recommends:

- A minimum of 3 team members
- At least one staff member, one faculty member, one student

3. Goals

We recommend that green teams work toward the following goals:

- Work toward zero waste
 - Increase the amount of products that are recycled.
 - Increase the amount of products composted, when composting is available
 - Decrease overall garbage that leaves the building and decrease the amount that goes to landfills
- Increase sustainability practices that include ethical consumerism, shared resources, energy conservation practices
 - Progress through the green paws program
 - Participate in workshops held by sustainability office
 - Decrease the amount of travel by cars to the university and other campuses (e.g., increase carpooling, public transportation, walking, biking, virtual meetings)
 - Participate in and give feedback on Sustainability Institute programs, including pilot programs
- Increase positive attitudes and beliefs about sustainable practices
 - Contribute information to be posted on the web, such as progress through green paws program, best practices, and success stories
 - Distribute communications from the Dean and department heads supporting sustainable practices
 - Reinforce messages about sustainability practices from the Sustainability Institute
 - Monitor units' reactions to sustainability practices

- Encourage participation in college surveys and Sustainability Institute surveys that monitor attitudes and beliefs about sustainability practices.

4. Progress reports

We recommend that:

- Green teams provide quarterly progress reports to the College Green Team
- Department heads report annually to the dean about green team progress and activities in coordination with the annual budget meeting.

COLLEGE GREEN TEAM

Goals for college green team

- Help establish department/ unit green teams
 - Attend meetings with heads and departments and programs to explain green teams.
 - Develop and update, as needed, road map for the formation of green teams
- Help with communications to and among green teams
 - Help with the content to be included in a web site, to be created July 31, with links to resources, communication of goals, and feedback toward goals
 - Meet once a semester with leaders of green teams to provide assistance with problem solving.
 - Coordinate efforts that involve all College green teams, such as a drive to accomplish a specified goal, such as achieving an X% reduction in waste during the X month across all departments/units
- Monitor overall College progress in meeting sustainability goals
 - Establish base line measurements pertinent to department and program/building goals and obtain such measurements through the help of OPP
 - Reassess baseline measures on a regular interval to show trends over time
 - Conduct pulse surveys, coordinating efforts with campus sustainability office
 - Remind green team leaders about information needed from them to post on the web.
- Serve as the liaison between green teams and the College administration

Resources needed to support department and program/building level and college level green teams

- Communications from the Dean that provide college level support for the formation and maintenance of green teams
- Continue support for and maintain diverse membership of The College of the Liberal Arts green team
 - Continued staff assistance in meetings of the college green team
 - Maintenance of diverse membership on the college green team
 - Continue with representation by faculty, staff (at the college and department level), students
 - Continued representation of IT staff on the college green team. This person should
 - provide information and assistance in reduction of energy from the use of technology
 - help establish ways to use of technology to reduce energy consumption (e.g., implementation of the "Big-Fix", if it is still an option, providing individual and group feedback about energy use)

- A web master to establish and maintain website for communicating goals, feedback on meeting goals, and best practices.
- Funding
 - to help advertise and create energy around the start of the green team program
 - to establish incentives awarded yearly based upon demonstrated progress toward goals
- d. to conduct “pulse surveys” that monitor trends in awareness of sustainability goals and options and beliefs about sustainability practices among members of the College of Liberal Arts .

ESTABLISHING GREEN TEAMS

Advice for forming green teams

1. With the help of Dean, department heads identify co-workers who would be interested in forming a core team.
2. Obtain a letter of support from the Dean and Department head.
3. Expand the team membership
 - a. Send invitation to staff, faculty and graduate students to join core team
 1. Include letter or statement of support from Dean and department head
 2. Share a success story or two from a current Green Team
 - b. Post flyers
4. Plan a meeting
 - a. Start with an introductory brown bag lunch
 - b. Be prepared with meeting tips and an agenda
 - i. Organizers could attend a Green Team workshop for meeting tips
5. Register Green Team at <http://sustainability.psu.edu>
6. Set goals for your committee.
 - a. We highly recommend following the Green Paws program
 - i. New green teams should complete the Green Paws Level 1 program within the semester they are established.
 - ii. New members that join the green team should complete Green Paws Level 1 program within the semester they join.
 - b. Keep department and College updated on successes
7. Use resources from the Sustainability Institute for starting the above.