

Agenda  
University Senate Meeting

*Meeting place and time: 3:30 pm, Monday, September 8, 2008  
Memorial Union, Plains Room*

I. Substitutions - K. Wold-McCormick

II. Approval of May 5, 2008, minutes

III. Consent Agenda

Policy Coordinating Committee

For information only:

[Policy 223 - Reduction in Force](#)

*Any member can request that an item on the consent agenda be placed on the regular agenda.*

IV. General Announcements

A. President Chapman

B. Provost/VPAA Schnell

C. D. Cómez, President of University Senate

D. Other

V. Committee Reports

A. Academic Affairs

B. General Education - L. Peterson

C. Council of College Faculties - C. Popovici

D. Policy Coordinating Committee - M. Meister

For input:

Policy 718 - Public/Open/Restricted Records ([Attachment 1](#))

E. Other Committee Reports

VI. Unfinished Business

VII. New Business

A. Sustainability Task Force Initiative - G. Bromley ([Attachment 2](#))

B. Report on HERI Survey - Provost/VPAA Schnell

VIII. Discussion

IX. Adjournment

**Draft #1 05/16/2008**

**POLICY CHANGE COVER SHEET**

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

**Section: 718: PUBLIC/OPEN/RESTRICTED RECORDS**

NDSU language has been added for handling of restricted personally identifiable information (PII) such as Social Security Numbers and credit/debit card numbers (see item 7). The name has been updated to reflect the addition.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee: 5/21/08

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

3. This policy was originated by (individual, office or committee/organization):

Vice President for Information Technology

Vice President for Finance & Administration

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For any questions please send e-mail to:  
NDSU.Policy.Manual@ndsu.edu  
<mailto:NDSU.Policy.Manual@ndsu.edu>  
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SECTION 718: PUBLIC/OPEN/RESTRICTED RECORDS

SOURCE: SBHE Policy 1912  
NDSU President

Except as otherwise specifically provided by law or this policy, all records of the State Board of Higher Education, the North Dakota University System and its institutions are, pursuant to N.D.C.C. Section 44-04-18, public records, open and accessible for inspection during regular office hours.

1. Student education records are confidential and access to those records is restricted according to the Family Education Rights and Privacy Act of 1974, as amended (FERPA). Pursuant to FERPA, each institution shall:
  - a. Adopt a policy as required by 34 CFR Section 99.7 ;
  - b. Annually notify students currently in attendance of their rights under FERPA;
  - c. Except as provided under FERPA and 34 CFR Section 99.31, relating to conditions under which personally identifiable information may be disclosed without consent, obtain a signed and dated written consent of a student before it discloses personally identifiable information from the student's education records;
  - d. Maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student as required by 34 CFR Section 99.32;
  - e. Provide the notice required by 34 CFR Section 99.37 concerning disclosure of directory information;
  - f. Adopt procedures implementing FERPA provisions governing release and transfer of student disciplinary records. Consistent with FERPA, student disciplinary records are confidential and may be released only as permitted under FERPA and implementing institution procedures; and
  - g. Comply with all other requirements of FERPA and applicable regulations.

*NDSU Guidelines:*

*NDSU provides an annual notice informing students of their FERPA rights which constitutes its FERPA policy. Other provisions related to FERPA rights can be found in Policy 601-Code of Student Behavior.*

2. Records of former students, including deceased former students, are confidential except that records of deceased former students may be released or disclosed at the request of a parent, personal representative, or other qualified representative of the student's estate, or pursuant to a court order or subpoena.
3. Access to and disclosure of campus police records is governed by N.D.C.C. Section 44-04-18.7. Accordingly, active criminal intelligence information and active criminal investigative information are exempt from the open records law. Each campus law enforcement agency shall maintain a list of all files containing active criminal intelligence and investigative information which have been in existence for more than one year, which shall be subject to disclosure under N.D.C.C. Section 44-04-18.
  - a. Campus police records which are open and must be disclosed under Section 44-04-18.7 include: arrestee description; facts concerning the arrest; conviction information; disposition of all warrants; a chronological list of incidents, including initial offense report information; a crime summary, including a departmental summary of crimes reported and public calls for service; radio log; and general registers.
  - b. Law enforcement records and files concerning a child, as that term is defined at N.D.C.C. ch.27-20, shall be kept separate from the records and files of adults and shall not be open to public inspection and may not be disclosed except according to the provisions of N.D.C.C. ch. 27-20.
  - c. Records of undercover law enforcement officers are confidential and exempt from the open records law as provided by N.D.C.C. Section 44-04-18.3.
4. Personnel records, other than personnel records that relate to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student, are public records open to inspection by the public. However, pursuant to N.D.C.C. Section 44-04-18.1, employee medical and employee assistance program records are confidential and may not be placed in an employee's personnel file and may not be released without the written consent of the employee. Further, personal information as defined in section 44-04-18.1, including a person's home address, home telephone number, photograph, medical information, motor vehicle operator's identification number, social security number, payroll deduction information, the name, address, phone number, date of birth of any dependent or emergency contact, any credit, debit or electronic fund transfer card number, and any account number at a bank or other financial institution, are exempt from the open records law and may be released only as required by law, pursuant

to an institution policy or with the employee's written consent. Placement of documents in an employee's personnel file is governed by N.D.C.C. Section 54-06-21.

*NDSU Guidelines:*

- a. *N.D.C.C. Section 54-06-21 states that the "official" personnel file is "the file maintained under the supervision of the agency head" or designated representative. At NDSU, the "official file" location is designated as follows:*

<u>Non-Broadbanded employees</u>	
<i>Faculty (ranked), lecturers and graduate assistants</i>	<i>Deans Office</i>
<i>Extension/Ag. Experiment Staff</i>	<i>VP of Agriculture Office</i>
<i>Other non-broadbanded staff</i>	<i>Office of Human Resources</i>
<u>All Broadbanded employees</u>	<i>Office of Human Resources</i>

- b. *Official files must include an access record. The access record must contain the date and name of any person viewing the file except when the custodian of the file is inserting salary, insurance, medical, tax, Workers Compensation, pretax benefits, deferred compensation information or employment forms pursuant to N.D.C.C. Section 54-06-21.*

5. Additional records exempt from the open records law include (without limitation):

- a. Information pertaining to an employee's retirement account balance, disability applications and benefits, and surviving spouse applications and benefits under N.D.C.C. ch. 54-52 or a plan adopted by the board(N.D.C.C. Section 54-52-26);
- b. Certain economic development records (N.D.C.C. Section 44-04-18.2);
- c. Trade secret, proprietary, commercial and financial information (N.D.C.C. Section 44-04-18.4 and SBHE Policy 611.6);
- d. Computer software programs or components for which a copyright, patent or license is acquired (N.D.C.C. Section 44-04-18.5);
- e. Attorney work product (N.D.C.C. Section 44-04-19.1);
- f. Social security number, which is confidential under N.D.C.C. Section 44-04.28

6. Copies of records not exempt from section 44-04-18 shall be provided upon request. Copies shall be made of records and documents in the form filed or kept in the normal course of business and employees are not required to retrieve and collate or summarize data or prepare other special reports or documents not required by law or otherwise prepared in the normal course of business. A fee for allowing access to documents may not be assessed; however, each institution shall establish and collect a fee to cover reasonable copying costs, including reasonable cost of computer generated documents. The fee for standard paper copies may not exceed twenty-five cents per copy as provided under section 44-04-18. A fee not to exceed twenty-five dollars per hour, excluding the first

hour, may be charged per request for locating records if locating the records requires more than one hour or for excising confidential or closed material if excising the material requires more than one hour. Access to electronically stored records is free if the records are recoverable without the use a computer backup; if a request is made for access to a record on a back-up or for a copy of an electronically stored record an additional reasonable fee may be charged to cover costs attributable to the use of information technology resources.

*NDSU Guidelines:*

- a. *NDSU departments may charge a fee up to twenty-five cents per page for paper copies provided to persons requesting copies under the Open Records Act. A reasonable fee can be charged for electronic copies as well as costs for the use of technology resources. A fee of up to \$25/hour, excluding the first hour, can be charged for locating records or redacting information that is not open*
- b. *Monies collected from the persons making such requests must be deposited at the NDSU Customer Account Services Office at least weekly, daily if amounts collected are \$200 or greater (see policy 508.)*
- c. *Responses to open records requests, other than routine requests in the normal course of business in an office or department, shall be coordinated through:*
  - (1)*From the media: The Office of the Vice President for University Relations.*
  - (2)*From other sources: The Office of General Counsel.*
- d. *State law mandates that responses to open records cannot be unreasonably delayed, so that such requests must be given a high priority.*

**7. NDSU Policy on Restricted Personally Identifiable Information**

- a. North Dakota State University recognizes that it collects and maintains confidential/sensitive information relating to its students, employees, and individuals associated with the university and is dedicated to ensuring the privacy and proper handling of this personally identifiable information (PII).
- b. Social Security Numbers (SSN) and other restricted personally identifiable information are confidential and legally protected data. The university is committed to maintaining the privacy and confidentiality of an individual's personally identifiable information including, but not limited to, Social Security Numbers. Therefore, the use of the SSN as an identification number shall be limited.
- c. NDSU recognizes the use of the North Dakota University System ID number (EmplID) as the primary identification number for students, employees, and any person with a recurring business, educational, and/or research relationship with NDSU.
- d. The Federal Privacy Act of 1974 and related amendments establish guidelines regarding state agency requests for the social security number. It is the duty of the university to inform individuals whether a given use of social security numbers is mandatory and the legal authority therefore, the principal purpose(s) for the request, and the effects of not providing it. Data confidentiality is also mandated by NDCC sec. 44-04-28, 44-04-

18.9 and 44-04-27; NDUS Procedure 1901.2 and its NDUS Data Information Technology Security Standard; other state and federal laws and regulations; system and NDSU policies, and various industry regulations.

- e.** This policy and derived procedures provide guidelines and procedures on the proper use and disclosure of Social Security Numbers and other restricted PII such as credit/debit card numbers. Goals of the policy and procedures are to:
  - i.** Eliminate use of the SSN as a publicly visible identification number for university-related business transactions.
  - ii.** Increase awareness of the confidential nature of restricted PII such as Social Security Numbers and credit/debit card numbers.
  - iii.** Reduce reliance upon the SSN for identification purposes.
  - iv.** Ensure appropriate and consistent handling of SSNs and other restricted PII throughout the university.
  - v.** Provide for assessments and audits of processes, applications, or systems used by or for NDSU entities. The assessments will be done by the NDSU IT Security Officer and the NDSU Audit and Advisory Services office. Audits will be done by Audit and Advisory Services.
- f.** Procedures and materials required to support and enforce this policy will be developed and maintained by the NDSU IT Security Officer and the NDSU Audit and Advisory Services office.

HISTORY: May 1998; revised April 2003, October 2005, October 2007.

## Review of the Sustainability Task Force (STF)

Initiated by the NDSU Staff Senate  
with student, staff and faculty representation

### Purpose of the STF

The purpose of the Sustainability Task force will be to explore the avenues by which our land-grant university can lead the way toward campus, community, state and regional sustainability with the “energy and momentum” set forth in our mission.

Specifically, the task force will:

- Explore tenets of sustainability;
- Examine the opportunities and challenges that a sustainability paradigm and its implementation present for university stakeholders;
- Determine priorities for change and make a report to the President with suggested recommendations for our shared future.

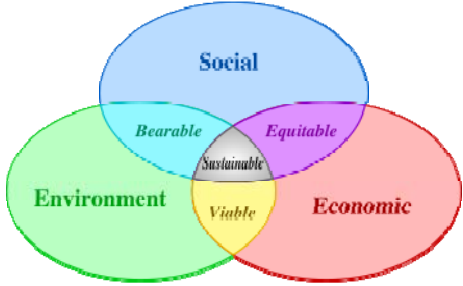
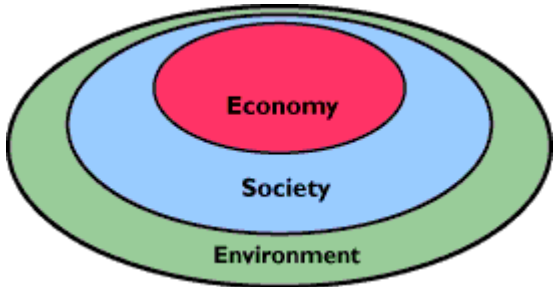
### Chronology of STF Activities

Refer to Appendix A – Chronology of STF Activities To-date

### Definition of Sustainability

A common definition of sustainability is “development that meets the needs of the present without compromising the ability of future generations to meet their own needs” (UN Division for Sustainable Development, U.S. Environmental Protection Agency). One of the basic tenets is that environmental sustainability requires that human activity only uses nature’s resources at a rate at which they can be replenished naturally.

Sustainability is often envisioned as a three-legged stool or “interdependent and mutually reinforcing pillars”: economic development, social development, and environmental protection (i.e., “Sustainable Development”). Two ways of visualizing the intersections of these pillars are:

<p><b>Scheme of sustainable development</b></p>	<p><b>A view of community as three concentric circles: the economy exists within society, and both the economy and society exist within the environment.</b></p>
	
<p>Source: <a href="http://en.wikipedia.org/wiki/Sustainable_development">http://en.wikipedia.org/wiki/Sustainable_development</a></p>	<p>Source: <a href="http://www.sustainablemeasures.com/Sustainability/ABetterView.html">http://www.sustainablemeasures.com/Sustainability/ABetterView.html</a></p>

In addition, cultural diversity is increasingly considered the fourth policy area of sustainable development. According to the UNESCO Universal Declaration on Cultural Diversity, cultural diversity is “as necessary for humankind as biodiversity is for nature” and is “one of the roots of development understood not simply in terms of economic growth, but also as a means to achieve a more satisfactory intellectual, emotional, moral and spiritual existence.”

### **The Millenium Ecosystem Assessment (MA)**

The Millenium Ecosystem Assessment, called for by the United Nations and initiated in 2001, assessed “the consequences of ecosystem change for human well-being and the scientific basis for action needed to enhance the conservation and sustainable use of those systems and their contribution to human well-being. The MA has involved the work of more than 1,360 experts worldwide. Their findings...provide a state-of-the-art scientific appraisal of the condition and trends in the world’s ecosystems and the services they provide (such as clean water, food, forest products, flood control, and natural resources) and the options to restore, conserve or enhance the sustainable use of ecosystems...(and argue that)...human actions are depleting Earth’s natural capital, putting such strain on the environment that the ability of the planet’s ecosystems to sustain future generations can no longer be taken for granted. At the same time, the assessment shows that with appropriate actions it is possible to reverse the degradation of many ecosystem services over the next 50 years, but the changes in policy and practice required are substantial and not currently underway.  
<http://www.millenniumassessment.org/en/index.aspx>

### **Relevance to NDSU**

According to NDSU’s Mission, Vision, Core Values and Campus Themes Statements, NDSU strives to:

- reflect and serve geographically and culturally diverse populations;
- meet the needs of people in a changing world;
- be globally identified as a contemporary institution;
- care about the current and future welfare of students, staff, and faculty;
- provide a superior teaching and learning environment;
- maintain integrity through principled action and ethical decision-making; and
- contribute to our region’s economic prosperity and improve the quality of life.

### **Student Support**

**Refer to APPENDIX C – Student Government Resolution passed February 2008**

### **Community Awareness**

We as a community are increasingly recognizing sustainability as an important social concern and see the need to move in more sustainable directions. Illustrations of how people are thinking about the issue in Fargo-Moorhead and at NDSU include:

- That Fargo has received national recognition for its efforts to protect the environment; the Earth Day Network ranked Fargo as the number one urban environment in its evaluation of 72 cities across the country based on seven factors, including air quality, toxics and waste, and drinking and surface water.
- Fargo’s current “green” initiatives, which are discussed on the City of Fargo website. These include promoting public transportation and use of biodiesel, participating in curbside and drop-off recycling, utilizing the online Freebee program, energy production at the landfill, use of energy-efficient equipment, climate protection fact sheets, and the city’s Renewable Energy and Conservation Committee.
- Mayor Walaker’s commitment to the Mayors for Climate Protection group.
- A March 2008 event offered by the United Way of Cass-Clay on “Going Green”
- A focus in the recent “Open” magazine of Fargo-Moorhead on ways to go green
- The creation of the Sustainability Task Force by the NDSU Staff Senate to study the issue of sustainability on campus.
- A list of NDSU’s current “green” and sustainability efforts compiled by Bruce Frantz, Director of Facilities Management (March 2008).

**STF Focus Areas**

- I. Reduction, reuse, recycling
- II. Water
- III. Energy
- IV. Sustainable agriculture/food procurement/food waste
- V. Transportation
- VI. Sustainable design

For each of the six focus areas, we will examine several dimensions (report template):

- A. Statement of the issue/topic
- B. Example programs
- C. Facts/data
- D. What NDSU is doing now (**Refer to the APPENDIX B – What NDSU is Already Doing**)
- E. Opportunities for NDSU; for each opportunity (E1, E2, E3, etc.), include:
  - a. Costs/savings
  - b. Stakeholder perspectives (Students, Staff, Faculty/Administration, Greater Community)
  - c. Strengths
  - d. Challenges
  - e. Resources on campus for additional information

**Contact Persons**

Front matter: Defining sustainability for NDSU. Contact [Gretchen.Bromley@ndsu.edu](mailto:Gretchen.Bromley@ndsu.edu) or 1-5619.

I. Reduction, Reuse, Recycling. Contact [Shauna.Pederson@ndsu.edu](mailto:Shauna.Pederson@ndsu.edu) or 1-8056

II. Water. Contact [Pierre.Freeman@ndsu.edu](mailto:Pierre.Freeman@ndsu.edu) or 1-8114

III. Energy. Contact [Carl.Pedersen@ndsu.edu](mailto:Carl.Pedersen@ndsu.edu) or 1-5833

IV. Sustainable Agriculture/Food Procurement/Food Waste. Contact [Ramona.Danielson@ndsu.edu](mailto:Ramona.Danielson@ndsu.edu) or 1-9496

V. Transportation. Contact [Rob.Lynch@ndsu.edu](mailto:Rob.Lynch@ndsu.edu)

VI. Sustainable Design. Contact [Gretchen.Bromley@ndsu.edu](mailto:Gretchen.Bromley@ndsu.edu) or 1-5619

End matter: Models for an Office of Sustainability. Contact [Kelly.Todd@ndsu.edu](mailto:Kelly.Todd@ndsu.edu) or 1-5785

**Front Matter**

- **University Commitment to Sustainability**

Signatory to a national or international initiative like *American College & University President's Climate Commitment* to become carbon neutral – or – *Talloires Declaration*

Utah State University (**NDSU peer institution**)

<http://www.presidentsclimatecommitment.org/>

Ithaca College

<http://www.ithaca.edu/sustainability/>

Minnesota State University – Moorhead

[http://www.mnstate.edu/sci/talloires\\_declaration.htm](http://www.mnstate.edu/sci/talloires_declaration.htm)

- **Integration into required General Education**

University of Central Florida

<http://gep.ucf.edu/>

**I. Reduction, reuse, recycling (Refer also to APPENDIX D – Supplemental information from regional institutions)*****B. Example programs***

- *Recycling: University of Colorado at Boulder*

The University has created a recycling program that is diverting 1600 tons from landfills annually (and has saved the campus about \$2.4 million in avoided costs over the past three years alone).

<http://www.colorado.edu/chancellor/speeches/sustainability022107.html>

- *Recycling: Brigham Young University*

BYU implemented a campus-wide recycling program in 1990, largely due to escalating landfill fees. Today the program is one of the most successful in the country and can serve as a model for other

universities and communities. In its best year, 1995, the recycling program paid off all its debt and yielded a surplus of more than \$220,000. The 2001 surplus was \$72,000.  
<http://magazine.byu.edu/print.php?a=1024>

- *Recycling: Harvard University*  
 Because of the recycling program, the University saves money. This can translate into more money for student needs, such as space, housing improvements, etc. Harvard pays \$87 per ton to have its waste hauled to a landfill in South Carolina, but receives up to \$85 per ton for recyclables.  
[http://www.uos.harvard.edu/information/dep\\_fac\\_sol\\_faq.shtml](http://www.uos.harvard.edu/information/dep_fac_sol_faq.shtml)
- *Packaging waste: Brown University*  
 Dining services' "to go" containers at Brown University are made of corn starch and are predicted to break down (in appropriate conditions) in as little as 2 years, as opposed to styrofoam which may never decompose.  
[http://www.brown.edu/Student\\_Services/Food\\_Services/community/recycling.php](http://www.brown.edu/Student_Services/Food_Services/community/recycling.php)
- *Solid Waste: University of North Carolina* <http://www.ncsu.edu/facilities/recycling/programs/>

## **II. Water**

### *B. Example programs*

- *Water conservation: University of Colorado at Boulder*  
 The University has pioneered water conservation programs that save over 110 million gallons annually on campus.  
<http://www.colorado.edu/chancellor/speeches/sustainability022107.html>
- *Water conservation, education initiative: University of Georgia*  
[http://www.uga.edu/aboutUGA/water\\_tips.html](http://www.uga.edu/aboutUGA/water_tips.html)
- *Native prairie plantings: University of Iowa*  
[http://www.uiowa.edu/~fyi/issues/issues2003\\_v41/08012003/cultivating.html](http://www.uiowa.edu/~fyi/issues/issues2003_v41/08012003/cultivating.html)

## **III. Energy**

### *B. Example programs*

- *Energy: Colorado State University*  
 The University is building 25 wind turbines to power their entire campus. Since the CSU Green Power Project will generate more wind power than the electrical needs of campus, it could produce up to an additional \$30 million in revenue for the university over the life of the project, which is about 25 years.  
[http://agnews.colostate.edu/index.asp?page=news\\_item\\_display&news\\_item\\_id=558506397](http://agnews.colostate.edu/index.asp?page=news_item_display&news_item_id=558506397)
- *Energy: Stanford University*  
<http://facilities.stanford.edu/conservation/>

## **IV. Sustainable agriculture/food procurement/food waste**

### *B. Example programs*

- *Food waste: Brigham Young University*  
 Food leftovers are combined with other sources of "green" waste (trees, lumber, theatrical sets, etc.) at BYU. The mix is cooked at 140 degrees for three to six weeks, creating a compost that, when used as a soil amendment, can reduce water usage by 33 percent.  
<http://magazine.byu.edu/print.php?a=1024>
- *Food waste: Brown University*  
 Brown Dining runs a "Pig Bucket" program. Leftover food along with all organic matter generated from meal preparation are placed into large plastic tubs. Twice a week, a farmer picks up these bins to bring back to his pig farm. This reduces food waste and supports a local farmer. According to the Chronicle of Higher Education (April 6, 2001), this program has saved Brown University approximately \$50,000 annually since 1991.  
[http://www.brown.edu/Student\\_Services/Food\\_Services/community/recycling.php](http://www.brown.edu/Student_Services/Food_Services/community/recycling.php)
- *Sustainable agriculture: Montana State University - Bozeman*  
 MSU currently spends 10% of its food budget on products that are grown and processed in Montana - which means \$300,000 per year goes towards Montana farmers, ranchers, processors

and distributors. Buying local food reduces the mileage traveled by vehicles thus eliminating harmful emissions and contributes to a sustainable Montana agricultural system.  
[http://www.montana.edu/ufs/Montana\\_Made.php](http://www.montana.edu/ufs/Montana_Made.php)

## **V. Transportation**

### *B. Example programs*

- *Bike programs and expanded bus service: University of Colorado, Boulder*  
<http://www.colorado.edu/bicycleprogram/>

## **VI. Sustainable design**

### *B. Example programs*

- *Green buildings, green roofs and life-cycle analysis: Duke University*  
<http://www.dukenews.duke.edu/2007/10/green.html>

### **Front matter/End matter:**

- *Sustainability overall: Willamette University*  
 Their sustainability initiative incorporates the “four Es” of sustainability: Equity, Environment, Economics and Education. They have programs like: “Farm to fork to farm”; a shared commitment to sustainability with international partner, Tokyo International University; building green facilities; and the Willamette Center for Sustainable Communities.  
<http://www.willamette.edu/about/sustainability/>
- *Sustainability overall: University of British Columbia*  
 The University of British Columbia is Canada’s leader in campus sustainability having established a sustainable development policy in 1997. Their Office of Sustainability vision: To earn the respect of future generations for the social, ecological and economic legacy we create. Their mission: To create a culture of sustainability at UBC. They facilitate a dozen focused programs that aim to reduce energy and resource consumption on campus, encourage the construction of green buildings and involve all members of the campus in this ongoing goal to make the university a fully sustainable community. Since 1999, they have saved resources equivalent to over 24 million dollars in savings.  
<http://www.sustain.ubc.ca/about.html>

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- “Sustainable Development.” Retrieved Mar. 12, 2008, from [http://en.wikipedia.org/wiki/Sustainable\\_development](http://en.wikipedia.org/wiki/Sustainable_development)
- UN Department of Economic and Social Affairs Division for Sustainable Development. Retrieved Feb. 22, 2008, from <http://www.un.org/esa/sustdev/>. More information about the definition is available here: [http://www.unngocsd.org/CSD\\_Definitions%20SD.htm](http://www.unngocsd.org/CSD_Definitions%20SD.htm)
- . “Sustainable Development Issues.” Retrieved Mar. 18, 2008, from [http://www.un.org/esa/sustdev/documents/docs\\_sdissues.htm](http://www.un.org/esa/sustdev/documents/docs_sdissues.htm)
- “UNESCO Universal Declaration on Cultural Diversity.” Retrieved Mar. 12, 2008, from <http://unesdoc.unesco.org/images/0012/001271/127160m.pdf>.

## **APPENDIX A -- Chronology of STF Activities To-Date**

- A) Summary presented to NDSU Staff Senate March 12, 2008
- B) Summary of activities March 2008 – Present

### **A) Summary presented to NDSU Staff Senate March 12, 2008**

#### **August 2007**

A task force proposal is presented by Senator Gretchen Bromley to the Staff Senate Executive Committee on August 22 for input. The request is for Staff Senate to establish a task force with the following objectives: (See Attachment A)

1. Explore tenets of sustainability;
2. Examine the opportunities and challenges that this new paradigm and its implementation present for university stakeholders;
3. Determine priorities for change and make a report to the President with suggested recommendations for our shared future.

The proposal includes information about the findings of the Millennium Ecosystem Assessment (MA), which has the stated objective of assessing “the consequences of ecosystem change for human well-being and the scientific basis for action needed to enhance the conservation and sustainable use of those systems and their contribution to human well-being.”

#### **September 2007**

September 12. The Sustainability Task Force proposal is presented to the Staff Senate. The proposal includes a request that students and faculty be invited to participate. A motion is made to study the issue, led by Gretchen Bromley. The task force is required to report back to the Senate. Under later advisement of Staff Senate President Geeslin, an invitation to participate is extended to all staff.

#### **November 2007**

Bromley meets with Student President Reimnitz and University Senate President Terbizan. An invitation to students, faculty and additional staff is extended:

- November 12 at Student Senate;
- November 19 at University Senate;
- November 29: via the staff listserv

#### **December 2007**

An initial meeting is held on December 7 with students, staff and faculty attending. Alan Breuer, Safety Administrator for Environmental Health & Safety from MSUM is invited as a guest speaker to share some history about sustainability initiatives on the MSUM campus and where it is today with those activities. A brainstorming activity is held asking (summary available on Blackboard):

1. What does the word/concept of “sustainability” or “sustainable” mean to you? What does it not mean?
2. What are we doing today at NDSU that is in line with what you believe to be sustainable policies, practices, programs, actions?
3. What would we be doing differently here at NDSU 10 years from now if we made an institutional commitment to sustainability? How do you envision that future?

A Blackboard site is created and access is made available to everyone on campus.

#### **January 2008**

Meetings are held Jan 22 & 23 (duplicate meeting agendas to accommodate schedules) with discussions producing an impressive array of thoughts and fresh ideas on the subject. However, everyone struggles with defining sustainability and whether the term should even be used given its vagueness and multiple applications. It is decided to gather as a whole group, facilitated by an objective individual, in order to work effectively on this part of our charge.

An article about the STF appears in the Messenger.

**February 2008**

Weekly meetings held Wednesdays at 11:30.

The after-hours working meeting is held February 19. Marie Sivtzen, director of Rural Leadership North Dakota, facilitates. (Synopsis available on Blackboard.)

Student Resolution SR-09-08. The task force begins to look at what its role might be with regard to the Master Plan (MP). The MP Committee is scheduled to accept input from university stakeholders March 25-27. Students on the task force decide to put together a resolution and present it to the Student Senate which, if approved, could then be presented to the Master Plan Committee. It includes information and Web sites that demonstrate what other universities are doing and requests that sustainable development be included in the Master Plan and the Strategic Plan. The resolution passes (**see Attachment B**).

Information is collected from Facilities Management Director (available on Blackboard):

- Interview with Bruce Frantz
- "NDSU 'Green" and Sustainability Efforts

**B) Summary of activities March 2008 – Present**

We have a steering committee that continues to meet regularly. Have met with presidents of Staff Senate, University Senate, and Student Body regarding a combined group in the coming year (expand jurisdiction of STF, which is currently part of Staff Senate). Have designated working groups which are meeting on their own schedules to gather information on their focus area. Activities have slowed during summer months. Discussed the need for further information and interest in the assistance of the Hanover Group.

## **APPENDIX B -- What NDSU is Already Doing**

A) Summary from Bruce Frantz, Facilities Management

B) Summary from Jack Donahue, Dining Services

### **A) Summary from Bruce Frantz, Facilities Management**

According to a list compiled in March 2008 by NDSU Director of Facilities Management, Bruce Frantz, NDSU's current "green" and sustainable efforts include the following 39 points:

1. Design, construction and operation of the Downtown Campus (Northern School Supply building) is to achieve LEED (Leadership in Energy and Environmental Design) certification; U S Green Building Council is currently reviewing the application.
2. Heating Plant is multi-fuel (coal, natural gas and fuel oil) plant that primarily burns non-lignite coal from Montana because of it's high BTU-output, low sulfur and CO2 emission to meet EPA permit.
3. Roof insulation of R-34 is our standard requirement; a green roof feasibility was reviewed for the Stevens Hall roof replacement, but additional structural support was required for the higher roof loading.
4. Low-e glass and films are used to provide better insulation and to reduce heat gain in spaces that would then require more cooling.
5. Benton Bunker window replacement project will install a Kal-Wal window system that is energy efficient and provides translucent light.
6. Building designs attempt to bring more light into spaces to reduce dependency on artificial lighting.
7. Full-building emergency generators have been installed in buildings that have a high energy load and critical systems; this allows load-shedding during high regional electricity demands by the electricity provider and reduces the need for them to construct new generating facilities.
8. T-5 ballasts are the most energy efficient ballasts available today; they are used in all new construction, renovation and major re-lamping.
9. LED (light emitting diode) lights are used where possible; mostly in exit signage and other continuously lighted applications.
10. Sidewalk and parking lot lighting is being upgraded over several phases and in conjunction with other projects to provide for more energy efficiency and more lumens per fixture for better security.
11. Energy efficient motors are standard with any piece of major equipment.
12. Occupancy sensors are used in classrooms, rest rooms and other locations that would typically have lights on for long periods of time without occupants.
13. Lighting controls have been installed on the dining area lights in Residence Dining Center to gradually come on as it gets darker.
14. Building metering and sub-metering is being installed in all new construction and renovation projects instead of relying on a few master meters; this helps to identify energy that is being wasted and how much is being saved.
15. Air-cooled chillers are replacing traditional chillers with cooling towers to reduce the use of water and chemicals and to provide quicker response to the changing seasons for people comfort; cooling systems using ice storage are being reviewed for possible application.
16. Direct digital controls (DDC) are replacing pneumatic controls for better control of space temperatures and more efficient use of the heating and cooling system.
17. Heat recovery is used in research and other buildings that require 100% outside air to help reduce high energy use and to re-use the heat that would typically go up an exhaust stack.
18. Life-cycle cost is considered for any major piece of equipment and not just the initial cost to install.
19. Electro-static filters and other high efficiency filters are used to provide better filtration of outside air and to reduce the likelihood of indoor air quality (IAQ) problems.
20. Instantaneous hot water heaters are being installed to eliminate large hot water storage tanks and the energy required to maintain water temperature in the tanks.
21. Geo-thermal is reviewed for each new building project; this will be used for the Pioneer and Lincoln Mutual buildings in downtown Fargo.
22. The EPA Phase II National Pollution Discharge Elimination System (NPDES) and the subsequent Stormwater Pollution Program Plan (SWPP) is in the 5th year of a 5-year plan to prevent run-offs into the groundwater and other bodies of water; the plan has had a tremendous effect on construction sites and how they are managed.
23. Detention ponds have been constructed to help reduce stormwater run-off.

24. Even though the irrigation system is expanding because of the growth of the campus and the new turf areas, use of more native plants and grasses across campus will help reduce the amount of water needed.
25. Planting new trees and different varieties near roads and parking lots will help reduce the "heat island effect"; using "long-lived" trees will have a more lasting positive environmental affect than quick growth trees.
26. Protecting and saving mature trees during construction projects is difficult, because of the additional square footage needed by the university to meet program needs; each tree is reviewed for significance and importance and attempts are made to either save and protect.
27. Facilities Management is partnering with the Student Environmental Advisory Council (SEAC) to increase recycling across campus; SEAC has been the sponsor of the annual campus clean-up the past two years; grant funding is being requested to help expand the recycling program; it is critical that students are a part of any recycling effort to be successful.
28. Old concrete and asphalt is recycled and used for base in new parking lots and roadways.
29. Reviewing the applicability of "porous" asphalt to allow water to percolate through into the groundwater; this may have limited use in the Red River Valley because of the heavy clay soil and cold temperatures.
30. Black soil and clay from construction sites are stored and re-used on the project or stockpiled and used on other projects.
31. "Beet juice" is used to supplement our salt application for snow/ice melt; the juice is more environmentally-friendly, reduces the amount of salt, better for vegetation, but the negative is it tracks into buildings so it is only applied in parking lots and streets.
32. Rocks that have traditionally been used for bedding and weed control are being removed and mulch used; the mulch comes from a stockpile made from chipped tree branches and limbs and other vegetation. Reducing the amount of chemicals in turf areas and landscaping through aeration, mulching and top-dressing.
33. Using the newer recycled plastic instead of wood for benches and other applications.
34. Constructing residence halls help reduce the use of vehicles by having more students reside on campus and reduce the use of the automobile to commute to campus.
35. Bio-diesel is now used year round. NDSU is a motor pool dispatch site for ND Department of Transportation vehicles for the campus and Fargo area and hybrid and flex-fuel vehicles are continually being added to the fleet.
36. The campus shuttle system continues to expand to reduce the dependency on vehicles to move within and around the campus.
37. The number of bicycle racks across campus have increased to encourage an alternative to the automobile as a means of travel.
38. The use of "green" cleaning supplies continues to expand.
39. A wind study was undertaken to determine the feasibility of wind energy on campus; the location of the campus near the airport and the unreliable winds in the Fargo area did not make it feasible; however, the Equine Science Center and ND Horse Park would be viable with a larger connected load; the growth of this area will continue to be monitored as a potential site.

## **B) Summary from Jack Donahue, Dining Services**

Meeting Minutes: Meeting with Jack Donahue, Director of NDSU Dining Services

STF members: Gabe Carter, Ramona Danielson, Phil Sarnoff

May 8, 2008

### **Biodegradable tableware**

--Has previously discussed this with Gabe and Wes

--Jack gathered numbers on conventional flatware

--Jack aid that the cost difference is negligible, but threw supplier for a loop

--are heat sensitive, so need to test them out first

### **Going trayless**

--2,600 on meal plan

--Food costs are soaring

- Can only charge what market can bear – 6% increase won't cover cost increases (so therefore less % to fund other projects)
- Experimental trayless experience this semester (same menu six weeks apart) showed remarkable decrease in food waste
- Consider commercial buffets – no trays
- Not reducing service, is an operational change
- Plan to start trayless with fall semester

#### **Food procurement**

- already buying ND as much as possible

#### **Usable food waste**

- Meals on Wheels
- Donate to Daily Bread

#### **Solid food waste/composting**

- working with organic farm on taking NDSU's frying oil (to convert to biodiesel fuel)
  - they have to provide receptacle and pick it up regularly
  - purchasing didn't have any problem with it
- composting – collect and send to research farms?

#### **Recycling**

- already recycling cardboard
- need for plastics recycling!!
  - used to do it, staff interested/willing, but saw it was being tossed into garbage anyway
  - need containers (Jack would buy – if someone would pick them up; what they need is regular arrangement to have stuff hauled away)
  - have room to put containers in Auxiliary Building
- aluminum cans
- newspapers

#### **Coffee Mug Program**

- how tell same size? So sell their own
- tried lid program (lid on pillow of every student in dorm); only portion were redeemed so had to order bunch of lids
- not worried about making money off the mugs (could sell at cost essentially)

#### **Need for Education**

- portion size
- why going trayless

**APPENDIX C -- Student Government Resolution passed February 2008**

**SR-09-08**

**In Support of Sustainable Development at NDSU**

WHEREAS, NDSU strives to: meet the needs of people in a changing world; be globally identified as a contemporary institution; care about the current and future welfare of students, staff, and faculty; provide a superior teaching and learning environment; maintain integrity through principled action and ethical decision-making; and contribute to our region's economic prosperity and improve the quality of life (NDSU Office of the President), and

WHEREAS, NDSU Student Government works to "Leave the University better than when they came" (NDSU Student Government), and

WHEREAS, NDSU student government is a representative voice for the student body, and

WHEREAS, sustainability is commonly defined as "development that meets the needs of the present without compromising the ability of future generations to meet their own needs" (UN Division for Sustainable Development, U.S. Environmental Protection Agency), and

WHEREAS, responsible and sustainable uses of resources can provide for a more economically, environmentally, and ethically sound institution that will translate into benefits for students.

THEREFORE LET IT BE RESOLVED, that the NDSU Student Senate recognizes the importance of sustainability for the current and future well being of NDSU, its students, and the greater community, and

LET IT BE FURTHER RESOLVED, that the NDSU Student Senate encourages all members of the university community to engage in sustainable practices, and

LET IT BE FURTHER RESOLVED, that the student senate encourages the university to strengthen our institution as a functional model by incorporating sustainable development into NDSU's Master Plan and NDSU's Strategic Plan.

Respectfully Submitted,

Jessica Wachter  
Student

Joe Heilman  
Off-Campus

Chris McEwen  
Apartment Style Living

## APPENDIX D – Supplemental information from regional institutions

A) Recycling resources

B) Interview with MSU-Moorhead's Al Breuer about MSUM's recycling program, May 16, 2008

### A) Recycling resources

#### **St. Cloud State Dining Service/Sustainability**

<http://www.scsudining.com/social.html>

#### **University of Manitoba Office of Sustainability**

[http://www.umanitoba.ca/campus/physical\\_plant/sustainability/inaction/524.htm](http://www.umanitoba.ca/campus/physical_plant/sustainability/inaction/524.htm)

#### **University of Minnesota-Twin Cities**

<http://www1.umn.edu/recycle/quadsystem.html>

<http://www1.umn.edu/recycle/operations.html>

#### **University of Minnesota-Morris**

<http://www.morris.umn.edu/services/recycling/index.shtml>

<http://www.morris.umn.edu/services/recycling/stats.htm>

#### **St. Olaf, Northfield MN**

<http://www.stolaf.edu/green/report/status/7.html>

#### **Concordia College, Moorhead, MN**

<http://www.cord.edu/About/sustainability/index.php>

### B) Interview with MSU-Moorhead's Al Breuer about MSUM's recycling program, May 16, 2008

\$3.00 student fee (fall & spring semesters) dedicated to sustainability

- Student labor
- Bags & containers
- Permanent bike racks (that fit all bikes) – these were student designed. They are Laske Fabrication in Moorhead manufactures and installs them.
- Purchased 75 (12 foot) trees & planted on campus
- Student travel – workshops, conventions

To be effective, students need to work with an administrative person, not necessarily a faculty member.

- At Moorhead: Sustainable Campus Initiative Committee with bylaws & operating rules.
- “Ideas are cheap; show me a plan and I'll help you develop that plan”
- Making progress with sustainability projects is a political process. It requires knowing who will cause roadblocks & reasons why; “know your enemy”.
- Lobbying is a necessary skill. Before presenting plan to decision makers, it is necessary to have a common agreement between those with the same goal, but different ideas about how to reach that goal – between the “Earth Huggers and the Student Senate” for example. “Dread locks vs. conservatives” Must think with *minds* vs. heart. The specialties of both groups will compliment each other if group is led well.
- Before ideas can be implemented, feasibility studies must be conducted
- Grant money for pilot projects

Recycling tips

- Students motivate students – marketing, promotions, and media. However, cannot *make* people recycle.
- Convenience and location most important if recycling to be successful.
- Do NOT put garbage container next to recycling containers. Recycling becomes contaminated.
- Concordia has one locked corral where students (paid) empty recycling containers 1-2 times /week. Minkota picks it up from corral; cheaper than if they make pick-ups from several locations
- Separate blue containers for Aluminum, office paper, plastic bottles, magazines
- Start with above. Cardboard should be folded up before place in dumpster. There is a market for electronics. No market for glass.

People who might be helpful:

1. Jessie Rock, NDSU, Earth Science, Geology
2. Karen Brandon, UMN
3. Beth Senn, UMN
4. Mary Aldridge, Minkota Recycling