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# New Staff Orientation Handout

Macalester College Sustainability Office

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### Sustainability at Macalester

Macalester College has taken a leadership role in sustainability for higher education. In 2000, President McPherson signed the Talloires Declaration, the first official statement made by university administrators of a commitment to environmental sustainability in higher education. In 2007, President Rosenberg signed the American College and University Presidents Climate Commitment, which commits us to make a plan to become climate neutral (i.e. no net greenhouse gas emissions). Currently we are analyzing our greenhouse gas emissions and will be developing a greenhouse gas emissions reduction plan.

Macalester College has further shown our commitment to sustainability through initiatives such as building the EcoHouse student residence, starting a Zero Waste committee, developing sustainability procurement initiatives, and starting the Clean Energy Revolving Fund (a source of funding for energy-efficiency projects). Our food service, Bon Appétit, actively promotes local and organic food and is developing the "Low Carbon Diet", an analysis of the connections between food and climate change. In the spring of 2008, we broke ground for the Institute for Global Citizenship building, which will be designed as a US Green Building Council Leadership in Energy and Environmental Design (LEED) platinum building, the highest standard available.

As a Macalester staff member, you have opportunities that may save you money and promote sustainability on campus. You can promote sustainability through your work.

#### Opportunities for Macalester Staff

- **Subsidized Bus Passes** (50% off retail) are available to all staff at the information desk in the Campus Center. To find the bus routes, use Metro Transit's trip planner (<http://metrotransit.org/tripPlanner/Default.aspx>).
- **MacBike's** Bike Share program allows staff with IDs to check out bicycles from the Information Desk in the Campus Center for up to a week. The bikes are free and a helmet, lock, and map of Twin Cities' bike routes are included.
- **A Bike Commuter Coffee Break** for bike commuters, or people interested in bike commuting is held at 9:00 a.m. each Thursday at Coffee News until October.
- **High Winds Fund "Walk to Work" Program** (<http://www.macalester.edu/highwinds/index.html>) provides financial assistance for staff that live within one mile from campus by offering "fix up" matching grants up to \$3000 for home improvement projects.
- **HourCar** (<http://www.HOURCAR.org>), a pay-by-the-hour car share program, is located adjacent to campus. A few Macalester departments already have memberships.
- **Reusable mugs** are for sale at the Grill for \$5, refills are \$1 and your first refill is free.
- **Ask for dishes** if you are eating in at the Grill instead of using disposable products.
- **Use the campus travel agent, Vanguard (763-746-8877)** and your travel miles will be automatically tallied for inclusion in the campus's carbon audit.

## What Can You Do to Promote Sustainability at Macalester?

- **Commute Sustainably**
  - Bike, Walk, Carpool or Bus to Campus
  - Sign up for MetroTransit's Bike2Benefits program ([bike2benefits.org](http://bike2benefits.org)) and you can earn prizes for bike commuting.
  - Metro Transit has a rideshare carpool listing service (<http://www.metrotransit.org/rideshare/aboutrideshare.asp>)
  - If you bike, carpool, or bus three days a week, you are eligible for the Guaranteed Ride Home Program (<http://www.metrotransit.org/riderPrograms/grh.asp>)
- **Save Energy**
  - Turn off unneeded lights
  - Ask computer services to make sure your computer is set for "sleep mode" after a certain time of inactivity
  - Take the stairs instead of the elevator
- **Purchase Environmental Preferable Materials**
  - If you purchase materials for your department, ask for environmentally-preferable materials (i.e. post-consumer recycled paper, non-toxic inks).
  - If you need to purchase cups, compostable cups can be purchased from Deb Novotny in catering ([dnovotny@cafebonappetit.com](mailto:dnovotny@cafebonappetit.com), x6313).
  - If you organize events, ask catering for local and organic foods and a "low waste" event.
  - Kathy Johnson's office employs a sustainability procurement intern. This academic year it is Nicole Kligerman ([nkligerman@macalester.edu](mailto:nkligerman@macalester.edu)). She can help with sustainable procurement questions.
- **Save Paper**
  - Print double-sided copies. If your printer allows for duplex printing, ask computer services to set it up as your default.
  - If you do not have a duplex copier, print drafts on one-sided paper.
- **Reuse**
  - If you need interoffice envelopes, mailing services in the campus center may have extras. Likewise, if you have extra interoffice envelopes, take them to mailing services.
  - Document Services offers free scratch pads made from one-sided paper outside their office in the Campus Center. They can also make scratch pads from your office's one-sided paper at a minimal cost.
- **Recycle**
  - Send used ink jet cartridges and transparencies to Ann Esson ([esson@macalester.edu](mailto:esson@macalester.edu)) in Environmental Studies. She sends them off for recycling.
  - A drop box is located outside the Highlander in the Campus Center for used cell phones and PDA's.
  - Know where your recycling bins are located. If you have questions about recycling, please call Facilities Services, x6278.
- **Share ideas**
  - If you have good ideas for sustainability at Macalester, please contact Suzanne Savanick Hansen, Kagin Commons 07, [shansen2@macalester.edu](mailto:shansen2@macalester.edu), X6019.