CCS Administrative Procedure
7.00.01-A   Sustainability

Implementing Board Policy 7.00.01
Contact: Chief Strategy and Administrative Officer, (509) 533-4879

1.0   Purpose

The Community Colleges of Spokane (CCS) will identify, promote, and coordinate best practices that preserve and utilize the efficient use and conservation of energy, water and other resources. CCS will also increase and promote conservation efforts to reduce resource consumption and waste while simultaneously striving to achieve excellence, innovation and performance in a sustainable manner. Economic feasibility and return-on-investment will be evaluated when considering any sustainability project.

As part of a higher institution network, CCS recognizes our obligation to lead and remain committed to sustainable business practices. We take pride in knowing our actions will positively affect the surrounding community and are hopeful they will encourage more entities to pursue a similar path. The Sustainability Strategic Plan aims to blend performance metrics with business best practices, in the hope that they will collectively enhance one another. CCS believes this combination is a potent method of promoting, engaging, and embracing an innovative approach towards resource conservation and sustainability at a collegiate level.

2.0   Definitions

The following definitions are specific to the terms of this policy.

2.1   Biosolids: Biosolids are the nutrient-rich organic materials resulting from the treatment of domestic sewage in a wastewater treatment facility (i.e., treated sewage sludge). Biosolids are a beneficial resource, containing essential plant nutrients and organic matter and are recycled as a fertilizer and soil amendment.

2.2   Bioswales: Bioswales are channels designed to concentrate and convey stormwater runoff while removing debris and pollution.

2.3   Facilities: A district owned or controlled property, building, or component of that property/building. This may also include leased buildings or property per the terms of that specific lease.

2.4   Geothermal Heat Exchange System: A geothermal heat pump (GHP) or ground source heat pump (GSHP) is a central heating and/or cooling system that transfers heat to or from the ground, often through a vapor-compression refrigeration cycle.

2.5   Green Building Guidelines: The United States Environmental Protection Agency (EPA) lists components of green building as the following: energy efficiency and renewable energy, water efficiency, environmentally friendly materials, waste reduction, lowering toxics, indoor air quality, and sustainable development and growth.

2.6   LEED Certification: Leadership in Energy and Environmental Design (LEED) is an internationally recognized green building certification system, providing third-party verification that a building or community was designed and built using strategies aimed at improving performance across all the metrics that matter most: energy savings, water efficiency, CO_2 emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts.

2.7   Occupancy and Daylight Harvesting Sensors: Occupancy sensors automatically lower or turn off the lights when the space remains unoccupied, while daylight harvesting sensors do the same when lighting needs are met by the natural light entering the room.

2.8   Smart Water Systems: An advanced technology irrigation system that utilizes weather forecasting, live monitoring, sensors, and algorithms to meet specific landscape moisture needs. These systems significantly improve outdoor water use efficiencies.

2.9   Solar Photovoltaic Energy System: A photovoltaic (PV) system is composed of one or more solar panels combined with an inverter and other electrical and mechanical hardware that use energy from the sun to generate electricity.

2.10   Sustainability: Meeting the needs of present generations without compromising the ability of future generations to meet their own needs. In addition to natural resources, we also need social and economic resources. It is the ability to exist constantly.

2.11   Volatile Organic Compounds: Volatile organic compounds, or VOCs, are gases that are emitted into the air from products or processes.

2.12   Waste Diversion: Waste diversion or landfill diversion is the process of diverting waste from landfills.

3.0   Governance and Participation

CCS will undertake a continuous improvement process that seeks to meet the operational performance targets, goals, and objectives designed to achieve sustainability and environmental improvements.

3.1   Resource Conservation Manager (RCM) will primarily focus on conservation efforts that save resources, including funds.

   3.1.1   Work to improve employee engagement in sustainability governance and initiatives.
   3.1.2   Provide education and support for faculty and staff to participate in sustainable practices on campus.
   3.1.3   Provide ongoing opportunities for faculty and staff to provide communication and feedback regarding sustainability opportunities and initiatives.

4.0   Green Building Design and Energy

CCS is committed to responsible stewardship of resources and to demonstrating leadership in sustainable business practices. The colleges' buildings should be exemplary learning and living laboratories for sustainability, contributing to the educational mission and values of CCS, consistent with available funding and safe operational practices.

4.1   CCS will strive to design and construct all new building projects to support the Green Building guidelines, which include energy efficiency and renewable energy, water efficiency, environmentally friendly materials, waste reduction, lowering toxics, indoor air quality, and sustainable development and growth.

4.2   All new building projects and major renovations will comply with authority having jurisdiction energy codes, and executive orders/legislation adopted by the State Board Community and Technical Colleges.

5.0   Clean Energy

CCS is committed to reducing its greenhouse gas emissions by reducing energy use and switching to clean energy supplies.

5.1   RCM will work to continue energy conservation and minimize consumption through efficient scheduling with building systems controls and retro-commissioning of HVAC equipment.

5.2   All campus building lighting systems will be retrofitted to energy efficient LED fixtures where practical.

5.3   Buildings will utilize occupancy and daylight harvesting sensors where practical.

5.4   Geothermal heat exchange systems will be utilized where practical.

5.5   Expand the use of solar photovoltaic energy systems where practical.

6.0   Facilities

CCS recognizes the importance of providing quality facilities and infrastructure to enhance the delivery of education and support services to the community. To that end, CCS will provide for and operate its facilities in an effective, efficient, and sustainable manner. Use of facilities, specifically offering dining services, must strive to follow the proper protocols outlined below.

6.1   CCS facilities will look to increase and promote composting in all aspects of food services from kitchens to food service operations.

6.2   Evaluate and expand pre- and post-consumer composting options for all portions of campus, with an emphasis on cafeterias and event catering.

6.3   Promote the use of reusable food and beverage containers through educational resources and signage.

6.4   Each campus and health location shall provide patrons and foodservice staff with access to educational and training materials that will help support their food choices.

7.0   Grounds

CCS will develop and implement a Landscape Management Plan (LMP) for all campus grounds to follow. The Landscape Management Plan will address chemical use, native species support, sustainable landscapes, integrated pest management, and stormwater best management practices.

7.1   CCS will ask that the district complies with the integrated pest management strategies employed across campus grounds and facilities.

7.2   Native species planting will be prioritized, implemented, and increased on all campus grounds.

7.3   Best management practices will be expanded to include bioswales, rain gardens, pervious pavement, and rainwater catchment systems where practical.

8.0   Purchasing

CCS recognizes the substantial impact that procurement decisions have on the environment, society, and the economy, and will maximize its procurement of sustainable products and services. The goals outlined in these sections will be applied within the constraints of educational needs and budgetary requirements and in compliance with all applicable rules, regulations, and laws.

8.1 When making any purchases, CCS will prioritize and incentivize environmental considerations in purchasing and procurement procedures.

8.2 All procurement reviews must have life-cycle analyses that take into consideration the

reusability, recycle-content, and locally sourced availability.

8.3 Purchases that involve computer equipment, appliances and other general equipment must be Energy Star® compliant.

8.4 Purchasing and utilizing cloud-computing products will be prioritized and implemented where practical to reduce the need for internal server equipment.

8.5 Implementing shared printers with multi-function print devices to reduce/eliminate the use of personal printers will be prioritized.

    8.5.1 Printers will default to double-sided printing as the standard. Users will still have the option to print one-sided as circumstances dictate.

    8.5.2 Century Gothic, Times New Roman, Calibri, Verdana and Arial fonts are preferred and are known to use up to 30% less ink.

8.6 Eliminating the purchase of products that contain volatile organic compounds (VOCs) will be prioritized.

9.0 Transportation

CCS will strive to promote transportation programs and Green House Gas (GHG) emission reduction strategies that reduce the environmental impacts from commuting and fleet travel.

9.1 CCS recognizes that single-occupant vehicle (SOV) commuting is a primary contributor to commute GHG emissions and localized transportation impacts. Both campuses will strive to reduce its percentage of employees and students commuting by SOV.

9.2 Campuses will increase awareness surrounding the utilization of alternative modes of transportation and alternative fuel campus fleet vehicles through a combination of awareness programs and incentives for carpooling, utilizing zero emissions vehicles, and utilizing public transportation.

    9.2.1 Purchasing electric vehicles for all campus operations will be prioritized.

    9.2.2 Additional electric vehicle charging stations will be installed as needed.

10.0 Water

CCS will support and improve water conservation measures within building operations and campus grounds.

10.1 Increase education and awareness of water use implications, conservation strategies and water quality issues on campus.

10.2 Minimize irrigation and landscape using drought tolerant, native plant species.

10.3 Implement "smart" irrigation.

12.0 Student Engagement and Collaboration

CCS recognizes the need for engagement and collaboration amongst its students, staff, and faculty to implement and sustain these best practices. Because of this, both campuses will strive to provide unique opportunities for CCS students to influence, participate, and learn from

sustainability efforts on campus and in the community.

12.1 CCS will ensure and prioritize the distribution of information to students, staff, and faculty regarding institutional sustainability commitments and performance.

12.2 CCS will strive to develop partnerships with various entities to facilitate and accelerate sustainability goals, as well as collaborate with regional higher education institutions and local governmental jurisdictions.

13.0   Goals

CCS is dedicated to long-term efforts towards being a living and learning lab for sustainability. To measure success, CCS will establish goals that measure the results of our actions against predetermined objectives. Goals should be specific, measurable, attainable, relevant, and time bound (SMART).

13.1 Establishing Goals. The RCM will recommend a set of proposed goals that measure performance achieving the principles established by this procedure. The suggested goals will comply with the elements of the SMART acronym, provide analysis of our current status, briefly justify the reason for recommending the goals, establish future target goals (numerical, percentage, or other measure), and offer a timeline.

13.2 Selecting Goals. The list of proposed goals will be presented to the CCS   Cabinet. The Cabinet has the option to adopt the goals as presented or add goals as they see fit.

13.3 Goal Adoption. The Chancellor will approve goals recommended by the Cabinet.

13.4 Goals will be established every 5 years.