

AASCU's Best Practices in Sustainability

The following best practices offer ideas and suggestions to improve sustainability within our day-to-day work activities. AASCU staff have demonstrated their commitment to sustainability within their departments as a way to conserve resources, reduce waste and cultivate a sustainable workplace. Here's how the divisions are working towards improved sustainability.

Leadership Development and Member Services

- 2-sided printing
- Reduction of printed materials for programs/conference by using a mobile app or Directorpoint for handout distribution when possible
- Recycling paper, bottles and cans
- Turning off the lights upon leaving offices

Academic Leadership and Change

- Reduction of printed materials for programs/conference by using a mobile app
- Recycling paper, bottles and cans
- Using reusable cups

- Going paperless
- Turning off the lights upon leaving offices

Communications

- Recycle everything — paper, plastic, metal
- Staff save plastic bags and take them when they go to get food (as to not need another bag)
- Recycling old batteries
- Staff would like to start a plastic bag recycling bin, to reuse bags from lunch instead of tossing them in the trash

Servicemembers Opportunity Colleges

- Print double-sided documents, on printers and copiers
- Collect paper that has previously been used on one side and reuse it within the office
- Edit documents on-screen rather than printing unnecessary draft copies using SharePoint
- Purchase remanufactured toner cartridges and refill or recycle empty toner cartridges
- Electronic faxing; filing; scanning archived files
- Use personal mugs instead of paper, whenever possible
- Recycle glass, cans, newspapers, corrugated cardboard and compostable items

- Purchase products with recycled content when available (copy and printer should be 100% recycled content, other paper should be, unbleached, 30% - 100%)
- Consolidate orders to achieve bulk discounts and order consolidation
- Quarterly shredding of student agreements

Accounting/Operations

- Increasing the use of technology, which decreased the reliance on paper/printing (time labor reporting system, accounting software, etc.)
- Turning off lights and computer systems when leaving work for the day
- Sending information—contracts, resumes, financial reports, etc.—electronically, instead of hand delivering printed material
- Reading resumes, contracts, and other paperwork online instead of printing
- Establishing temperature maximum upper and lower settings for winter and summer (done by the building property managers)
- Using cloud storage to reduce the number of servers required to support IT usage

- Installing document sharing software (SharePoint) so that others can work together without printing numerous copies of the same documents

IT/MIS

- Office 365 and cloud-based services to reduce IT costs
 - Web conferencing technologies to reduce travel costs
 - Electronic invoicing to reduce mailing costs
 - Computer-based training and professional development to reduce dependence on consultants
 - Non-profit discounts and donations to reduce software costs
 - Paperless office to reduce printing costs
 - Third-party market research report to evaluate IT purchases
 - Outsourcing to reduce employee costs
 - Negotiating with vendors to lower operating costs
 - Energy efficient equipment
 - Agile development to reduce costs of software projects
 - Review expenses, business processes, and contracts to lower costs
 - Software automation to reduce operating costs
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