KCTCS Local Sustainability Plan for Presentation to the KCTCS Board of Regents June 14, 2013

Maysville Community and Technical College

College

Primary: George Jones
Alternate: Justin Weiss
Sustainability Contact

I. Local Sustainability Statement

A. Local Working Definition of Sustainability

- The College defines sustainability as working collaboratively across functional areas to meet College needs in a way that balances economic performance, social/ethical performance, and environmental performance to obtain sustainable communities inside, across, and outside of KCTCS both today and in the future:
- Economics: Economically sustainable, technologically feasible, operationally viable (including but not limited to buildings, equipment, information, infrastructure).
- Social justice: Socially desirable (equitable), psychologically nurturing, culturally acceptable (including but not limited to human or social capital, such as skills, health, abilities, education, family, neighbors, community, government).
- Environment: Environmentally robust, generationally sensitive, capable of continuous learning (including but not limited to natural capital, ecosystem/services, and nature).

B. Local Sustainability Vision

Support a collaborative culture that respects and preserves the environment, motivates
employees, and gives back to local communities, becoming more efficient stewards of
financial, environmental, and social resources.

C. Local Sustainability Objectives

• Demonstrate responsible stewardship and facilitate cultural change to:

- Enhance the well-being of College employees, the community in which the College is located, and those the College serves in a socially equitable manner.
- Promote sustainable communities inside the College, across functional areas, and in the community.
- Enhance the efficiency and effectiveness of the College, its partnerships, and collaborations to spur sustainable economic development and a green economy.
- Embrace and practice social justice.
- Make the College a model of sustainability.
- Protect Kentucky's natural resources and environment, providing 'green' leadership to preserve and enhance Kentucky's unique ecosystem.
- Establish energy management strategies to stabilize and reduce long-term energy costs.
- Provide leadership, service, and support to build upon the sustainable foundation already in place.
- Benchmark sustainability progress using nationally recognized sustainability measures for higher education.

II. Sustainability Team Responsibilities and Organization

A. General Responsibilities Develop and work from the MCTCS Sustainability Initiative Plan to create initiatives and activities to meet the KCTCS goals and objectives in the "Sustainability Initiatives" area. All the campuses and departments will need to become involved in this KCTCS Sustainability Initiative and the MCTC Plan that will be developed. In addition to the Facilities area, the Academic and Workforce Development areas will explore incorporating sustainability into the general education curriculum (e.g. Environmental English), workforce training classes, and service learning.

B. Membership

1. *Jones	George	MC	Officer, Finance & Facilities	2011-12
2. Barnoski	Shelley	MC	Finance & Facilities	2011-12
3. Click	Stanley	RC	Industrial Technologies	2012-13
4. Florence	Bruce	LVC	Campus Officer	2011-12
5. Hawkins	Jack	MC	Maintenance & Operations	2012-13
6. Jefferson	Henry	MC	Information Tech.	2011-12
7. Pate	Juston	MC	Officer, Academic Services	2011-12
8. Rodgerson	George	MC	Academic Support Services	2012-13
9. Royse	Tracy	MC	Facilities/Safety/Security	2011-12
10.Taylor	Carrie	MC	Workforce Solutions	2012-13
11. Ward	Russ	RC	Campus Director	2011-12
12. Weiss	Justin	MC	Math, Science, & Ag.	2012-13
13. Winfrey	Steve	MC	Finance & Facilities	2011-12

III. STARS Goals, Strategies, and Timelines

All campuses and departments will need to become involved in this KCTCS Sustainability Initiative and the MCTC Plan that will be developed. In addition to the Facilities area, the Academic and Workforce Development areas will explore incorporating sustainability into the general education curriculum (e.g. Environmental English), workforce training classes, and service learning.

A. Implementation Timeline

STARS ratings are determined based on the *average of the three main categories scoring percentages plus additional "bonus" points* earned for innovative sustainable practices. The formula is:

STARS Overall Score = (Education and Research % + Operations % + Planning Administration Engagement %) / 3) + Innovation Points

STARS Rating	Minimum	Target Date	ER	OP	PAE	IN	Overall
	Score	(Fiscal Year)	Percentage*	Percentage*	Percentage*	Points	Score
STARS Bronze	25	2014	20.75	24.11	61.0		33.78
STARS Silver	45	2017	44.91	37.98	69.0		56.74
STARS Gold	65	2020	53.96	51.22	69.0		64.17
STARS Platinum	85						

*ER = Education and Research

OP = Operations

PAE = Planning, Administration, Engagement

IN = Innovation

B. Goals, Strategies, and Action – Action Plan for Fiscal Year 2014 (July 1, 2013 through June 30, 2014)

Please provide the strategies and actions that will be taken over the next fiscal year (July 1, 2013 through June 30, 2014) to move sustainability forward the college. If conducting a baseline analysis, please describe what the baseline is intended to accomplish and how the baseline analysis will be conducted. If the college has established actions and strategies beyond fiscal year 2014, those can be listed in this action plan as well. Keep in mind, it is anticipated that the college will focus only on select credits during the first year, meaning that some credits will lack specific actions for fiscal year 2014.

Category 1: Education and Research Goals

Credit	STARS	Poir	nts	Target	Ba	aseline	Strategies or Actions
Number	Credit Title	STARS	Goal	Date	Date	Measure	to Achieve Credit
Co-Curric	ular Education						
ER 1	Student Sustainability Educators Program	5.0		NP			Not pursuing at this time
ER 2	Student Sustainability Outreach Campaign	5.0	5.0	2014	2013	Host a campaign	Develop a campaign for 2013-2014 hosted by our local Student Government Association (SGA) to involve student engagement in a sustainability project.
ER 3	Sustainability in New Student Orientation	2.0	2.0	2014	2013	Host a sustainability event	 Incorporate a sustainability agenda item in new student orientation. Explore faculty leading sustainability discussions in a small group format.
ER 4	Sustainability Materials and Publications	4.0	2.0	2014	2013	Number of items on criteria list of ER4 times 0.5 points	 Develop a separate webpage which lists all sustainability efforts of our institution Develop building signage highlighting green building features Place signage on campus grounds explaining outdoor greening efforts. Develop a guide and information to encourage college commuters to use alternative transportation. Provide signs or brochures on information about sustainable food systems.
	Co-Curricular Education Tier Two Credits						
ER T2-1	Student Group	0.25		NP			Not Pursuing
ER T2-2	Organic Garden*	0.25	0.25	2014	August 2013	Measurements will be established by the number of students and participants taking place in	Build upon the Horticulture Committee's work related to a community garden, opening the garden plots so students and the community to teach them how to grow their own vegetables. The Maysville Campus has used the

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						educational sessions related to the gardens components: -Recycling -Composting -Integrated Pest Management -Plant Care -Growing techniques -Companion Plantings	300 square feet of organic gardens for educational sessions and the culinary program. Educated students on the advantages of using Integrated Pest Management techniques.
ER T2-3	Model Room in Residence Hall*	0.25		N	ot Applicable		Not Applicable
ER T2-4	Themed Housing*	0.25		N	ot Applicable	Not Applicable	
ER T2-5	Sustainable Enterprise	0.25		N	ot Applicable		Not Applicable
ER T2-6	Sustainability Events	0.25	0.25	2014	Currently meeting	Identify the number of sustainability events that meet the criteria of ER T2-6 and possibly begin more.	 Continue to host the Go Green Event which brings in local utility and agricultural representatives who set up booths and speak to students about green energy and organic gardening. Host a Earth Day event
ER T2-7	Outdoor Program	0.25	0.25	2014	2013	Make an official club and have it posted on our website.	Develop an Outdoor Adventure Club which performs various outdoor recreations while practicing Leave No Trace principles.
ER T2-8	Themed Semester or Year	0.25					Not Pursuing
	Co-Curricular Education Total Points	17.25	9.75				
Curriculur	n						
ER 5	Sustainability Course Identification	3.0	3.0	2014	Currently meeting 2013	Official subcommittee formed Development of definition formed	 Develop a subcommittee on Sustainability in Education and Research which will be compose of members representing at least three departments. Develop a campus-wide definition of sustainability for curriculum purposes.

						June 2014	List of all courses identified	 Identify all sustainability-focused and sustainability-related courses. Develop a URL link indicating all sustainability-focus and sustainability-related courses to be available to the public.
	ER 6	Sustainability-Focused Courses	10.0	2.0	2014 (1 pt) 2017 (.5 pts) 2020 (.5 pts)	May 2014	Calculate percentage of courses with sustainable focus as defined by ER 5 and compared to all credit courses offered at MCTC	 Number of sustainability-focused courses will be verified and compared as a percentage to the total number of courses offered at MCTC. All identified sustainability –focused courses will be listed on the URL link mentioned in ER 5. Set a goal for 2020.
Page 6 of 31	ER 7	Sustainability-Related Courses	10.0	6.0	2014 (1pt) 2017 (2.5 pts) 2020 (2.5 pts)	May 2014	Calculate percentage of courses that are sustainable- related as defined by ER5 and compare to all credit courses offered at MCTC	Number of sustainability-related courses will be verified and compared as a percentage to the total number of courses offered at MCTC All identified sustainability-related courses will be listed on the URL link mentioned in ER 5. Include auto, horticulture, and energy programs as well as the general education courses that require a social responsibility component. Set a goal for 2020
	ER 8	Sustainability Courses by Department	7.0	6.0	2014 (2 pt) 2015 (2 pt) 2016 (1 pt) 2018 (1 pt)	May 2014	Calculate percentage of departments that offer sustainable- focused or related and compare to all departments at MCTC.	There are five academic departments that offer sustainability courses and will be compared to the number of total departments at MCTC All departments that offer sustainability courses will be listed on the URL link mentioned in ER 5
	ER 9	Sustainability Learning Outcomes*	10.0	6.0	2014 (1 pt) 2015	May 2014	The number of graduates in degrees with a sustainability	Identify which general occupation and technical studies degrees may have sustainable learning outcomes depending on the program students

					(1 pt) 2017 (2 pts) 2020 (2 pts)		learning outcome will be compared as a percentage to the total number of degree- rewarded candidates.	choose to go with this. The general education assessment committee will try to add a statement concerning sustainability to our Associate in Arts and Associate in Science degrees.
	ER 10	Undergraduate Program in Sustainability	4.0		NP			Not Pursuing
	ER 11	Graduate Program in Sustainability*	4.0		N	ot Applicable	We are only accredited to award Associate's degrees, diplomas, and certificates	
	ER 12	Sustainability Immersive Experience*	2.0		N	ot Applicable	This college does not offer immersive educational programs	
	ER 13	Sustainability Literacy Assessment	2.0	2.0	2014	June 2014	5 sustainable questions developed in a pre- and post- test format	 We will develop an assessment measuring student's knowledge of sustainability literacy as they begin at MCTC Make a follow up assessment as they complete their program or degree at MCTC. Data from pre and post assessments will be used to improve curriculum and co-curricular activities.
	ER 14	Incentives for Developing Sustainability Courses	3.0	1.0	2014	2013		As an incentive, developers will attend the Environmental Education Council and other professional development activities.
		Curriculum Total Points	49	26				<u> </u>
Ī	Research*							
		Total ER Points	**66.25	35.75				

^{*} Credit does not apply to all institutions. If establishing goals related to Research, please list the goals under the Innovation Category or an applicable KCTCS Focus Area.

Category 2: Operations Goals

Credit	STARS	Poin	its	Target	Baseline		Strategies or Actions
Number	Credit Title	STARS	Goal	Date	Date	Measure	to Achieve Credit
Buildings							
OP 1	Building Operations and Maintenance	7.0	2.625	2016	2010	Not LEED certified but following guidelines set by Ameresco. Current actions follow criteria in the STARS Manual.	 Tech and Science Buildings utilize glass for daylight Implement Campus Daylight Harvest Sensors, Campus replaced Incandescent light bulbs with CFL's. Implement low flow urinals, campus Flush-o-meters for urinals and toilets.
OP 2	Building Design and Construction*	4.0		No	ot Applicable		State designs and constructs buildings, not the college
OP 3	Indoor Air Quality	2.0	2.0	2014	2013	Measurement calculated from formula in OP Credit 3 of STARS 1.2 Technical Manual	 Monitoring of the air quality will be implemented. A mechanism will be installed for occupants to register complaints. Building controls will be implemented. Work order system will be implemented. Policy will be written regarding air quality.
	Buildings Total Points	9.0	4.625				
Climate							
OP 4	Greenhouse Gas Emissions Inventory	2.0	2.0	2014 (1 pt) 2015 (1 pt)			Conduct an inventory of Scope 1 and Scope 2 Greenhouse Gasses. Identify data sources and research strategy to inventory Scope 3 Greenhouse Gasses, which include air travel, commuting, embodied, emissions from food purchases, embodied emissions from other purchased products, and solid waste disposal Conduct Scope Greenhouse Gas inventory for solid waste disposal
OP 5	Greenhouse Gas Emissions Reduction	14.0	4.0	2018 (2 pt) 2020 (2 pt)			 Baseline during 2014-2015 Develop reduction strategy in 2015-2016

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	Climate Tier Two Credits						
OP T2-1	Air Travel Emissions	0.25		NP			Not Pursuing
OP T2-2	Local Offsets Program	0.25		NP			Not Pursuing Not Pursuing
OF 12-2	Climate Total Points	16.50	6.00	INF			Not Pursuing
Dining Ser		10.50	0.00				
OP 6	Food and Beverage Purchasing	6		No	ot applicable		The college sites have no dining halls.
	Dining Services Tier Two Credits						
OP T2-3	Trayless Dining	0.25		No	ot applicable	•	No residential dining halls
OP T2-4	Vegan Dining	0.25		No	ot applicable		No residential dining halls
OP T2-5	Trans-Fats	0.25		No	ot applicable		No residential dining halls
OP T2-6	Guidelines for Franchisees	0.25			ot applicable		No food service franchisees
OP T2-7	Pre-Consumer Food Waste Composting	0.25			ot applicable		No dining halls.
OP T2-8	Post-Consumer Food Waste Composting	0.25			ot applicable		No dining halls.
OP T2-9	Food Donation	0.25			ot applicable		No dining halls.
OP T2-10	Recycled Content Napkins	0.25			ot applicable		No dining halls.
OP T2-11	Reusable Container Discounts	0.25			ot applicable		No dining halls.
OP T2-12	Reusable To-Go Containers	0.25			ot applicable		No dining halls.
	Dining Services Total Points	0.00	0.0		T T T T T T T T T T T T T T T T T T T		Tio diffing fields.
Energy OP 7	Building Energy Consumption Clean and Renewable Energy	8.0	4.0	2014 (2 pts) 2016 (2 pts)	2010	Ameresco developed baseline.	 Ameresco set baseline for reducing building energy consumption in 2011.Plan is to earn 4 points by reducing consumption by 25%. Ameresco Energy Audit and Retrofit will continue implementation of an Energy Savings Performance Contract. Implement Geothermal System for Administration and Denham buildings.
OP 8	Clean and Renewable Energy	7.0		NP			Not Pursuing
OD TO 12	Energy Tier Two Credits	0.25	25	2012	D	E-11- 1	Date of the state
OP T2-13	Timers for Temperature Control	0.25	.25	2013	Done	Followed Ameresco guidelines.	Building Controls set back and set up.Exterior lighting on timers
OP T2-14	Lighting Sensors	0.25	.25	2013	Done		Sensors are in place and used as applicable
OP T2-15	LED Lighting	0.25	.25	2013	Done	Policy Written	LED Lighting installed in these locations: • Science building Conference Room. • Outside light over courtyard door

	T			1	1		
							by Associate Dean Finance Office.
OD T2 16	Van ding Machine Consens	0.25	25	2014	2013	Comment	Policy to use LED will be written
OP T2-16	Vending Machine Sensors	0.25	.25	2014	2013	Current machine	Have at least one machine with
						status	sensor
OP T2-17	Energy Management System	0.25	.25	2014	2013	Already have	Currently using temperature
						energy control	setbacks during unoccupied
							periods.
OP T2-18	Energy Metering	0.25	.25	2013	2010	Metering is in	Utility Meters being used
						place	
	Energy Total Points	16.50	5.50				
Grounds							
OP 9	Integrated Pest Management	2.00	2.00	2014	2011	Currently	Lytle's Pest Control contract at
						under contract	Rowan Campus.
							Contract with Terminix Pest Control follows the four-tier plan
							defined in STARS Manual.
	Grounds Tier Two Credits						defined in 517 ftg Mandai.
OP T2-19	Native Plants	0.25	0.25	2014	2013	One row of	One row of native plants will be
		3.25				native plants	planted on the south side of the
							Science Building
OP T2-20	Wildlife Habitat	0.25	0.25	2014	2014	One wetland	A series of wetlands will be made
							on campus to provide natural
							wildlife habitat and for educational
OD TO 21	Trac Communa LICA	0.25	0.25	2014	2012	Current	purposes.
OP T2-21	Tree Campus USA	0.25	0.25	2014	2013	number of trees	Be recognized by the Arbor Day Foundation Tree Campus Program
OP T2-22	Snow and Ice Removal	0.25	0.25	2014	2013	Current	Use environmentally friendly snow
OF 12-22	Show and ice Removal	0.23	0.23	2014	2013	program	removal products and procedures.
OP T2-23	Landscape Waste Composting	0.25	0.25	2014	2013	Three locations	3 compost piles on campus.
01 12 23	Landscape Waste Composting	0.25	0.28	2011	2013	to be	Policy and procedures will be
						maintained for	written in the near future
						lawn compost.	
	Grounds Total Points	3.25	3.25				
Purchasing	Ş	2.0	1.20	2014	2012	TEI .	
OP 10	Computer Purchasing	2.0	1.29	2014	2013	There are no	• Computers purchased this year
						to purchase	totaled \$213,976.78
						EPEAT rated	• EPEAT Gold Total is \$203,781.42 for a total of 1.29 points.
						computers and	 Non-EPEAT computer \$10,195.36
						monitors.	1.011 21 2111 00 inputer \$10,175.50
OP 11	Cleaning Product Purchasing	2.0	2.0	2014	2013	Policy to be	Procedures in place but policy
						written	needs to be written in near future.
OP 12	Office Paper Purchasing	2.0	1.75	2014	2013	Policy to be	The Commonwealth of Kentucky
				(.75 pts)		written	Revised Statute 45A.520 mandates
				2015			that office paper purchases contain

				(.25 pts) 2016 (.25 pts) 2017 (.25 pts) 2018 (.25 pts)			a minimum recycle content that at a minimum complies with the federal Resource Conservation and Recovery Act of 1976. As such, KCTCS has a system wide stated preference to purchase recycled-content office paper. • 2014- Identify and track the different types of paper used by the MCTC Campus • 2015-Establish a goal to increase the amount of recycle content office paper purchased and used by the MCTC Campus • Track the amount of recycled content office paper purchased and used by MCTC Campus
OP 13	Vendor Code of Conduct	1.0	1.0	2014	2014	KCTCS policy	Work with KCTCS Purchasing to change policy to include this requirement
	Purchasing Tier Two Credits						
OP T2-24	Historically Underutilized Businesses	0.25	0.25	2014	2013	Current number	 Using the KCTCS Diverse Vendor program, conduct orientations and promote the use of diverse vendors
OP T2-25	Local Businesses	0.25	0.25	2014	2013	Policy Written	 Work with many local businesses in Maysville, Morehead, and Cynthiana.
	Purchasing Total Points	7.5	6.54				
Transport							
OP 14	Campus Fleet	2.0	0.40	2014	1 hybrid vehicle, possibly a Toyota Prius.	Policy written and calculations according to stars provided.	 All new vehicles will be hybrid or propane Automotive Tech students will convert a vehicle to propane
OP 15	Student Commute Modal Split	4.0	1.0	2020	Low public transport use.	Goal to have 25% of students using alternate modes of transportation	 Survey will be conducted regarding student modes of transportation and their interest in alternate transportation. Work with public transportation companies to promote ridership: city transit and Lewistrans. Riding motorcycles, bike, or scooters
OP 16	Employee Commute Modal Split	3.0	1.0	2020	2013 Low public	Goal to have 25% of employees	 Survey will be conducted regarding employee modes of transportation and their interest in alternate

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					transporta tion use	using alternate modes of transportation	 transportation. Work with public transportation companies to promote ridership Bicycling, carpooling, riding motorcycles or scooters.
	Transportation Tier Two Credits						
OP T2-26	Bicycle Sharing	0.25	0.25	2014	2013 Near zero bicycle use, area is not bicycle friendly.	Determine number who are riding	 Work with local trails committees to promote the construction of bike paths Develop promotional campaign to increase bicycle use See if grants are available to purchase bikes to share.
OP T2-27	Facilities for Bicyclists	0.25	0.25	2014	2013	Current number of bike racks outdoors	Provide bike racks.Shower facilities and lockers for bicycle commuters.
OP T2-28	Bicycle and Pedestrian Plan	0.25	0.25	2014	2013	N0 current plan	Write bicycle pedestrian plan and include in Master Plan
OP T2-29	Mass Transit Programs	0.25	0.25	2014	2013	Number of passes	Work with public transportation companies to provide free or reduced price ridership passes
OP T2-30	Condensed Work Week	0.25	0.25	2014	2013	Try a condensed workweek in July	Research viability of 4 day work week in July.
OP T2-31	Telecommuting	0.25	0.25	2014	2013	Determine how many online instructors work from home	 Research viability of Telecommuting Email, Blackboard, Building Controls, Phone/Voicemail should be open.
OP T2-32	Carpool/Vanpool Matching	0.25	0.25	2014	2013	Research car pooling matching software	 Develop carpool matching databases and promote carpooling Encourage and promote use of carpooling.
OP T2-33	Cash-out Parking	0.25		NP			Not Pursuing
OP T2-34	Carpool Discount	0.25	0.25	2014	2013	Current Fee schedule	College currently does not charge the car or van pools any parking fees
OP T2-35	Local Housing	0.25		NP			Not PursuingNo KCTCS employee incentives to live close to campus
OP T2-36	Prohibiting Idling	0.25	0.25	2014	2013	Currently no policy	Develop a non-idling policy
OP T2-37	Car Sharing	0.25	0.25	2014	2013	Research car pooling matching	Develop carpool matching databases and promote carpooling

						software	Encourage and promote use of carpooling.
	Transportation Total Points	12	4.9				
Waste OP 17	Waste Reduction	5.0	5.0	2016 (2.5 pts) 2018 (2.5 pts)	2014	Calculations	Waste will be reduced by 25% by 2016. Waste will be reduced by 50% by 2018.
OP 18	Waste Diversion	3.0	3.0	2016 (2.5 pts) 2018 (2.5 pts)	2014	Calculations	Waste will be reduced by 25% by 2016. Waste will be reduced by 50% by 2018 by recycling, composting, reusing, and donating.
OP 19	Construction and Demolition Waste Diversion*	1.0		NA	N/A		Not applicable. MCTC has not conducted construction projects in last 3 years
OP 20	Electronic Waste Recycling Program	1.0	1.0	2014	2013	Policy approved by college administrative council	At end of life computers and monitors are recycled through a certified recycling company.
OP 21	Hazardous Waste Management	1.0	1.0	2014	2013	Waste pickup bi-annually	Hazardous waste pickup and disposal strategies are in place. Used chemicals are picked up by KCTCS Hazardous Waste contractor.
	Waste Tier Two Credits						
OP T2-38	Materials Exchange	0.25	0.25	2014	2013	Storage capacity	Dry storage for surplus materials present on campus.
OP T2-39	Limiting Printing	0.25	0.25	Done	2013	Policy Posted on Library Webpage	College uses PaperCut program to limit printing.Student printing accounts.
OP T2-40	Materials Online	0.25	0.25	Done	2013	Academic calendar and schedules online	School Website is available to the public as well as surplus office supplies/property posted on the college's intranet site for other employees use.
OP T2-41	Chemical Reuse Inventory	0.25		NP	NP		Not Pursuing
OP T2-42	Move-In Waste Reduction*	0.25		NA	N/A		No residential halls
OP T2-43	Move-Out Waste Reduction*	0.25		NA	N/A		No residential halls
	Waste Total Points	11.0	10.75				
Water							
OP 22	Water Consumption	7.0	7.0	2016 (3.5 pts) 2020 (3.5 pts)	2013	Ameresco	Low flow porcelain fixtures installed at hand wash stations.
OP 23	Stormwater Management	2.0	1.0	2016	2013	To follow State	Currently complying with state

						& Federal Guidelines	and federal guidelines. Will comply with new construction in the future.
	Water Tier Two Credits						
OP T2-44	Waterless Urinals	0.25		NA	N/A		Waterless urinals are not permitted by the state of Kentucky
OP T2-45	Building Water Metering*	0.25	0.25	2014	2013	Water bills	College has metered building
OP T2-46	Non-Potable Water Usage	0.25	0.25	2014	2013	Pond	College has trenches for rainwater to keep pond filled.
OP T2-47	Xeriscaping*	0.25	0.25	2014	2013	No drought tolerant plants	Plant drought tolerant plants.
OP T2-48	Weather-Informed Irrigation*	0.25		NA	NA		Not ApplicableThe college does not have irrigated grounds.
	Water Total Points	10	8.75				
	Total OP Points	98.25	50.32				

^{*} Credit does not apply to all institutions.

Category 3: Planning, Administration, and Engagement (PAE) Goals

Credit	STARS	Point	ts	Target	В	aseline	Strategies or Actions
Number	Credit Title	STARS	Goal	Date	Date	Measure	to Achieve Credit
Coordination	n and Planning						
PAE 1	Sustainability Coordination	3.0	3.0	2014	2013	Committee in place	MCTC does have a Sustainability Committee established.
PAE 2	Strategic Plan	6.0	6.0	2014	2013	Economic, Social, and Environmenta 1 Dimensions	Currently the MCTC Strategic Plan does not include these dimensions of sustainability. During the next update, this input will be offered from the Sustainability Committee
PAE 3	Physical Campus Plan	4.0	4.0	2014	2013	Currently there is no section for sustainability in the Master Plan	Amend the Master Plan to include a sustainability section.
PAE 4	Sustainability Plan	3.0	3.0	2014	2013	Complete Plan	Develop a draft plan with input from faculty, staff, and students
PAE 5	Climate Action Plan	2.0	2.0	2015			• The MCTC Director of Operations will develop and monitor the Climate Action plan which will reflect the goals, timelines, and strategies found in the related STARS Operations Category in the following areas: -Buildings -Climate -Energy -Grounds -Purchasing -Transportation -Waste -Water
	Coordination and Planning Total Points	18	18				
	d Affordability						
PAE 6	Diversity and Equity Coordination	2.0	2.0	June 2014	Jan 2013	Team in place	The Diversity Enhancement Team develops initiatives and activities to encourage recruitment and retention. This includes employment, planning, monitoring, community and outreach, and multicultural course enrollment.

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	PAE 7	Measuring Campus Diversity Culture	2.0	2.0	2014	2013	Climate Survey used	• A Climate Survey is in place to assess diversity and equity on campus. The College Leadership Team reviews a 3-year range of results and discusses improvement on ratings that have fallen below 70%.
Page <u>16</u> of 31	PAE 8	Support Programs for Underrepresented Groups	2.0	2.0	2014	2013	Program	 Credit Achieved. The Work & Learn Program provides low income individuals with academic/career counseling, advocacy, mentoring, referrals to community resources, job referrals, work study placements, job readiness and life skills workshops. The goal is to prepare them for a smooth transition from Adult Education to KCTCS. There are numerous student organizations that provide support and voice for underrepresented groups. KCTCS has various programs available to assist underrepresented groups, including the: KCTCS Employee Assistance program that provides confidential and professional consultation or counseling, 24 hrs/day, 365 days/year at no cost. KCTCS Office of Cultural Diversity KCTCS Fellows Program
	PAE 9	Support Programs for Future Faculty	4.0	4.0	2014	2013	Ready to Work Program	 Credit achieved. KCTCS colleges have access to the KCTCS Fellows Program which encourages the hiring of diverse faculty. The program can be used to recruit future diverse faculty in doctoral programs. In addition, KCTCS also offers tuition waivers to employees for 6 credit hours per term.
	PAE 10	Affordability and Access Programs	3.0	3.0	2014	2013	Financial Aid, programs, and scholarships	The Work and Learn Program as well as Ready to Work assists low- income students with counseling,

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						available to low income students	advocacy, mentoring and community resources. • An open house is held annually where financial assistance information is present. • Federal Grants and Aid are available through the Financial Aid Office • Community Connection Scholarship available for assisting local high school students with initial tuition.
	Diversity and Affordability Tier Two Credits				_		
PAE T2-1	Gender Neutral Housing*	0.25		NA			Not Applicable. There is no student housing at Maysville.
PAE T2-2	Employee Training Opportunities	0.25	.25	2014	2013	In-service and educational opportunities promoting diversity	Annual events available to all faculty, staff, students and community providing information and training opportunities: Staff & Faculty In-service, International Day and Black History Month.
PAE T2-3	Student Training Opportunities	0.25	.25	2014	2013	Annual Education events promoting diversity	Annual events available to all faculty, staff, students and community: International Day and Black History Month.
	Diversity and Affordability Total Points	13.50	13.50				
Human Reso		9.0	(5	2014			
PAE 11	Sustainable Compensation	8.0	6.5	2014			 The Hanna Resource Group works with our HR Director regarding completion of Job Specifications, new Job Specs, review of Job Spec by HR Director Teams and meeting to finalize Job Specs and conduct job slotting. Compensation review will be complete by the end of this fiscal year 12-13. KCTCS Board of Regents adopted a salary schedule that is reviewed periodically by an independent human resources consulting firm to ensure that all employees are paid a sustainable wage.
PAE 12	Employee Satisfaction Evaluation	2.0	2.00	2014	2013	Annual Employee Survey	A Climate Survey is in place to survey and evaluate feedback regarding working conditions, employee satisfaction, etc. All departments are covered by this survey. Results are addressed by the

							College Leadership Team.
PAE 13	Staff Professional Development in Sustainability	2.0	2.0	2014	2013	PD opportunities available	As a member of SEED, MCTC has access to Sustainability webinars and workshops which are made available to all faculty and staff.
PAE 14	Sustainability in New Employee Orientation	2.0	2.0	2014	2013	Information available to new employees	New employee orientation discusses Green initiatives such as recycling, Wellness Program, and other resources available.
PAE 15	Employee Sustainability Educators Program	5.0	5.0	2014	2013	Measurement calculated from formula in PAE Credit 15 of STARS 1.2 Technical Manual	Designate employee sustainability educators for peer-to-peer outreach programs.
	Human Resources Tier Two Credits						
PAE T2-4	Childcare	0.25		NP			Not pursuing.
PAE T2-5	Employee Wellness Program	0.25	0.25	2014	2013	Resources available to employees	 Employee Assistance Program in place to assist employees with support, guidance and resources that can resolve personal issues. Also researches and provides referrals for education, child care, and daily living. KCTCS, including the system office, has assistance or wellness program that provides counseling, referral, and well-being services to employees.
PAE T2-6	Socially Responsible Retirement Plan	0.25	0.25	1997	1997	TIAA CREF available	Employees have the option of participating in the TIAA CREF retirement program, where they can direct their retirement funds toward sustainable stock investments.
T44	Human Resources Total Points	19.75	18.00				
Investment	Constitution D. 11111111111111111111111111111111111	2.0		NIA	NT/A) (CTC 1
PAE 16	Committee Investor Responsibility*	2.0		NA	N/A		• MCTC does not have an endowment over \$1 million.
PAE 17	Shareholder Advocacy*	5.0		NA	N/A		• MCTC does not have an endowment over \$1 million.
PAE 18	Positive Sustainability Investments*	9.0		NA	N/A		MCTC does not have an endowment over \$1 million.
	Investment Tier Two Credits						
PAE T2-7	Student-Managed Sustainable Investment Fund*	0.25		NP			Not pursuing.

PAE T2-8	Sustainable Investment Policy*	0.25		NA	NA		Not applicable. Maysville does not make investments.
PAE T2-9	Investment Disclosure*	0.25		NA	N/A		• Not applicable. Maysville does not have an investment pool.
	Investment Total Points	0.25	0.00				
Public Enga							
PAE 19	Community Sustainability Partnerships	2.0	2.0	2014	2013	Usage in region from 2012-2015	 Diversification option for farmers Articles and Sessions are offered Adult Agriculture Program: For the Adult Agriculture Programs a. Forage improvement programs using Seed Drill and Lime Spreader with the Soil Conservation District and Adult Agriculture Program MCTC. b. Use of high tunnels to increase vegetable production working with NRCS grants and farmers. c. Continue working with MSU on energy programs and grants for area farmers. d. A 5 acre plot of switch grass was planted in 2010 for potential use for bio-fuel. This has been maintained and harvested annually. If the power plants within our region will consider purchasing or using this, the grain will be available. It has been used for
							e. Promote Healthy Soils program with NRCS to improve soil with less fertilizer for crop production
PAE 20	Inter-Campus Collaboration on Sustainability	2.0	2.0	2014	2013	Number of programs	Project collaboration common meeting dates and identify responsible members to report content.
							 Early Childhood Program Coordinator is conducting an

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							earth worm project to teach students within program and children about organic matter. Horticulture Coordinator will conduct educational sessions on Rowan and LVC Campuses to educate individuals on: sustainability practices through holding in-services on: plant design, integrated pest management techniques and recycling opportunities. MCTC also collaborates with the system office on various sustainability initiatives. MCTC has led a collaborative effort to establish a carpooling program across KCTCS.
PAE 21	Sustainability in Continuing Education	7.0	1.0	2014			Workforce Solutions currently offers many sustainability courses and options within their continuing education umbrella. During the coming years, the department will develop metrics to track the percentage of participants in these courses or programs.
PAE 22	Community Service Participation	6.0	3.0	2015			Develop a tracking matrix to record student hours.
PAE 23	Community Service Hours	6.0	3.0	2015			Horticulture Coordinator will engage students in approximately 30 hours annually for the following projects: Community Garden Project, Limestone Landing Garden Club Master Garden Program: Mason County Extension Service Conduct session for Hospice of Hope's plant care
PAE 24	Sustainability Policy Advocacy	4.0	4.0	2014	2013	Become a public advocate	Join Tree City of America in 2013 Investigate becoming a Tree Campus USA Through participation in ther Better Buildings Challenge, KCTCS supports better energy policies at the

	Total PAE Points	79.00	69.00				
	Public Engagement Total Points	31.50	19.50				
PAE T2-12	Farmer's Markets	0.25		NA	N/A		Not applicable. The UK Extension Office already has an existing Farmer's Market that serves the community.
PAE T2-11	Community Service on Transcripts	0.25	0.25	2014	2013	To have community service on transcripts	Investigate having community service on transcripts.
PAE T2-10	Graduation Pledge	0.25	0.25	2014	2013	To have a pledge	Investigate having a pledge as part of the graduation program
	Public Engagement Tier Two Credits						are Workers ragins consortain.
PAE 25	Trademark Licensing *	4.0	4.0		NA		federal level and supports the state's efforts related to high performance buildings, energy, environmental education. Maysville Bookstores are Barnes & Noble affiliates. B&N is a member of the Fair labor Associates (FLA) and since 1998, we have required all vendors who supply products to our stores to adopt FLA's Code of Conduct. All of the brands sold in our bookstores meet labor standards set by the Workers Rights Consortium.

^{*} Credit does not apply to all institutions

Category 4: Innovation (IN) Goals – This section is optional.

Credit	STARS	Points		Target	Baseline		Strategies or Actions
Number	Credit Title	STARS	Goal	Date	Date	Measure	to Achieve Credit
Innovation							
IN 1	Innovation Credit 4	1					•
IN 2	Innovation Credit 4	1					•
IN 3	Innovation Credit 4	1					•
IN 4	Innovation Credit 4	1					•
	Total IN Points	4					

IV. KCTCS Specific Focus Area Specific Goals, Strategies, and Timeline(s)

A. Administration

KCTCS Focus Area Goal	STARS Credit No. (If Applicable)	STARS Credit Title*	Actions to Achieve Goal/Objective	Indicator	Target and Date ((#) by (date) OR STARS rating % by (date)
• Public Commitment to Sustainability	PAE 1	Sustainability Coordination	• Establish a MCTC Sustainability Committee	Committee formed and functioning	June 2014
Participation in Community Projects	PAE 23	Community Service Hours	Horticulture Coordinator will engage students in approximately 30 hours of community projects	Registration forms and registration sheets.	June 2014
• Sponsorship of Special Sustainability-Related Events	PAE 22	Community Service Participation	Involve students in Community Garden that was established in 2011/2012 in downtown Maysville: Partnerships include regional schools, Mason County Middle School, educational and organization leaders	Registration forms and registration sheets.	June 2014
 Participation in National, Regional, or Local Sustainability Campaigns or Competitions 	PAE 13	Staff Professional Development in Sustainability	Join SEEDS	SEED Membership	June 2014

^{*}If applicable.

B. Outreach and Service (Partnerships or Events Promoting Sustainable Development or Green Job Training)

KCTCS Focus Area Goal	STARS Credit No. (If Applicable)	STARS Credit Title*	Actions to Achieve Goal/Objective	Indicator	Target and Date ((#) by (date) OR STARS rating % by (date)
• Government (Local, State, or Federal) Agencies	PAE 19	Community Sustainability Partnerships	 Forage improvement programs using Seed Drill and Lime Spreader with the Soil Conservation District and Adult Agriculture Program MCTC. 	Improvement programs accomplished	June 2014
Local School Districts	PAE 22	Community Service Participation	Involve students in Community Garden that was established in 2011/2012 in downtown Maysville: Partnerships include regional schools, Mason County Middle School, educational and organization leaders	Registration forms and registration sheets.	June 2014
Postsecondary Institutions	PAE 19	Community Sustainability Partnerships	• Continue working with MSU on energy programs and grants for area farmers	Programs and grants accomplished	June 2014
Business and Industry	OP T2-25	Local Businesses	Purchase from many local businesses in Maysville, Morehead, and Cynthiana	Purchases accomplished	June 2014
Civic Organizations	PAE 22	Community Service Participation	Rotary Club: Greenhouse will provide 200 plants for community planting project Hospice of Hope: Greenhouse will provide 50 plants for spring Bereavement Session Comprehend Incorporated: Horticulture instructor will complete 12 sessions for staff members and	Plants provided	June 2014

			community members		
• Other	None	None	None	None	None

C. Curriculum/Workforce Development

KCTCS Focus Area Goal	STARS Credit No. (If Applicable)	STARS Credit Title*	Actions to Achieve Goal/Objective	Indicator	Target and Date ((#) by (date) OR STARS rating % by (date)
Green Career Pathways	PAE 9	Support Programs for Future Faculty	The Ready to Work Program provides low income individuals with academic/career counseling, advocacy, mentoring, referrals to community resources, job referrals, work study placements, job readiness and life skills workshops which include Green Career Pathways	Registration forms and registration sheets.	June 2014
Sustainable Workforce Development			•		
Sustainability-related Academic Courses and Programs	ER7	Sustainability-Related Courses	Identify and publicize the sustainability-related courses	An increase in the number of sustainability-related courses	June 2014
Incorporation of Sustainability Principles into Existing Curricula	ER6	Sustainability-Focused Courses	Identify and publicize existing courses that have been changed to incorporate sustainability material	The number of courses that have been changed to incorporate sustainability material	June 2014
• Other	None	None	• None	None	None

D. Student Opportunities

KCTCS Focus Area Goal	STARS Credit No. (If Applicable)	STARS Credit Title*	Actions to Achieve Goal/Objective	Indicator	Target and Date ((#) by (date) OR STARS rating % by (date)
• Integration of Sustainability into New Student Orientations	ER3	Sustainability in New Student Orientation	 Incorporate a sustainability agenda item in new student orientation. 	Inclusion in orientation	June 2014
Establishment of Sustainability-related Student Organizations	ER2	Student Sustainability Outreach Campaign	Develop a campaign for 2013-2014 hosted by our local Student Government Association (SGA) to involve student engagement in a sustainability project.	Completed campaign	June 2014
Sustainable Development-related Internships	ER T2-6	Sustainability Events	Host an Earth Day event with help from student interns.	Earth Day completion	June 2014
Sustainable Development-related Community Service/Outreach	ER T2-6	Sustainability Events	Continue to host the Go Green Event which brings in local utility and agricultural representatives who set up booths and speak to students about green energy and organic gardening.	Registration forms and registration sheets.	June 2014
Sustainable Development-related Service Learning	ER T2-2	Organic Garden	Build upon The Horticulture Committee's work related to a community garden, opening the garden plots so students and the community to teach them how to grow their own vegetables.	Garden Plots provided	June 2014
• Other	None	None	• None	None	None

E. Faculty and Staff Development

KCTCS Focus Area Goal	STARS Credit No. (If Applicable)	STARS Credit Title*	Actions to Achieve Goal/Objective	Indicator	Target and Date ((#) by (date) OR STARS rating % by (date)
• Integration of Sustainability into New Employee Orientations	PAE 14	Sustainability in New Employee Orientation	New employee orientation will discuss Green initiatives such as recycling, Wellness Program, and other resources available.	Information available to all new employees	June 2014
Sustainable Development-related Staff Development	PAE 13	Staff Professional Development in Sustainability	As a member of SEED, MCTC has access to Sustainability webinars and workshops which are made available to all faculty and staff.	Number of professional development sessions	June 2014
• Other	None	None	• None	None	None

F. Operations

KCTCS Focus Area Goal	STARS Credit No. (If Applicable)	STARS Credit Title*	Actions to Achieve Goal/Objective	Indicator	Target and Date ((#) by (date) OR STARS rating % by (date)
Green Building and Renovations	OP 3	Indoor Air Quality	Monitoring of the air quality will be implemented.	IAQ reports	June 2014
Green Cleaning Practices	OP T2-22	Snow and Ice Removal	Use environmentally friendly snow removal products and procedures.	Document materials in use that meet objective	June 2014
 Energy Efficiency, Energy Management, and Energy Efficiency Controls, for example: Purchase of ENERGY	OP 7	Building Energy Consumption	 Ameresco Energy Audit and Retrofit will continue implementation of an Energy Savings Performance Contract. Implement Geothermal System for Administration and Denham buildings. 	Reduction in utility bills to offset the cost of the KCTCS Energy Savings Contract	June 2014
 Sustainable, Green, Or Eco-Friendly Purchasing, for example: Purchasing Kentucky	OP T2-24	Historically Underutilized Businesses	Using the KCTCS Diverse Vendor program, conduct orientations and promote the use of diverse vendors.	Orientations conducted.	June 2014

 Ecological Stewardship, for example: Kentucky Proud food purchase Community gardens Natural landscaping Pursuit of Tree Campus 	OP T2-23	Landscape Waste Composting	• 3 compost piles on campus.	Compost piles utilized	June 2104
USA designation					
Water Usage	OP 22	Water Consumption	 Low flow porcelain fixtures installed at hand wash stations. 	• Fixtures in use	June 2014
Waste Reduction - Reducing, Reusing, Recycling, for example: Setting copiers to default to double side printing Participate in the Waste Minimization component of the national RecycleMania competition, adopting three or more associated measures to reduce waste	OP T2-39	Limited Printing	 College uses PaperCut program to limit printing. Student printing accounts. 	Printing beyond basic allocation is charged to user to help reduce amount.	June 2104
Transportation	OP T2-32	Carpool/Vanpool Matching	 Develop carpool matching databases and promote carpooling Encourage and promote use of carpooling. 	Have a resource available to be used.	June 2014
• Other			•		

G. American Association of Community Colleges (AACC) Green Mission

The AACC Green Mission states that "by transforming their curricula, workforce development, community collaboration, and campus operations, community colleges will generate the skills, values, and behaviors that will prepare society and students to participate in a thriving green and sustainable economy."

KCTCS Focus Area Goal	STARS Credit No. (If Applicable)	STARS Credit Title*	Actions to Achieve Goal/Objective	Indicator	Target and Date ((#) by (date) OR STARS rating % by (date)
AACC Green Mission	PAE 13	Staff Professional Development in Sustainability	As a member of SEED, MCTC gets access to Sustainability webinars and workshops which are made available to all faculty and staff.	SEED membership	June 2014