

MCHHS Sustainability Steering Committee Proposal

The goal of this proposal document is to serve as a starting point for the McQueary College of Health and Human Services to research, plan, develop and operationalize processes on how to become more sustainable

Charge 1

- Discuss ideas on how MCHHS can become more sustainable

Charge 2

- Identify tasks within the college that still rely on paper processes

Charge 3

- Devise an implementation plan and timeline

Charge 4

- Seek approval and then a subset of the committee will start implementation and operationalize

Membership

- Chair: Ian Alaimo
- Dean's Admin Rep: Jacquie Patterson
- Admin 1: Lyssa Maher-Felton – Speech Language, and Hearing Clinic
- Admin 2: Donna Murphy – Nursing
- Unit Leader 1: Monika Feeney – School of Anesthesia
- Unit Leader 2: Sarah McCallister - Kinesiology
- Advisor: Cynthia Hagenhoff
- IT Representative: Eric Shively
- Budget Representative: Julie Abney

Proposal Introduction

Sustainability is an important and relevant topic that requires wide buy-in to successfully improve. If this steering committee's recommendations are fully utilized and implemented, the benefits would be more efficient processes and significantly lower paper consumption, which would result in cost savings. Physical space for filing cabinets and large printers could also be freed up and potentially be used for other purposes. Archiving and retention of digital documents would also increase accessibility, reporting, security, and compliance. For this proposal to be successful we'll need broad support.

Membership and Responsibilities

The following sections will detail the purpose, recommendations and responsible areas for each task, as well as the schedule and outlined agenda of meetings, proposed process, and proposed timelines. It is important to note that there may be additional tasks that need to be implemented as part of this process and at the direction of the Dean.

Chair responsibilities

- Schedule and lead meetings
- Develops agendas and invite pertinent guests
- Provides updates to the MCHHS Dean and Leadership Team
- Seek input and approval from the Dean and Leadership Team
- Provides guidance for moving the committee toward meeting charges

Dean's Admin responsibilities

- Represent Dean's office
- Identify tasks within office to focus on
- Champion ideas to other college Admins
- Pilot new initiatives and committee recommendations

Admin's responsibilities

- Represent college Admins
- Identify process that are commonly dealt with that could be improved
- Work with other Admins to get input and support

Unit Leader's responsibilities

- Represent college units
- Work with other Unit Leaders to get input and support
- Identify specialized process within different units

Advisor responsibilities

- Identify processes in Advising that may be specialized
- Represent all Advisement
- Identify processes and procedures unique to advisement that might need exceptions to committees recommendations

IT responsibilities

- Explain and research IT solutions
- Configure and monitor software
- Offer technical guidance and expertise

Budget responsibilities

- Identify processing in Financial Services that might impact recommendation
- Help Unit Leaders and Admins with finding common processes that could be streamlined
- Determine financial impact and cost of committee's recommendations

Proposed Process and Recommendations

Below are the broad recommendations of the MCHHS Sustainability Steering Committee:

Identify faculty and staff members in each unit that can act as mentors, rally support and help implement recommendations

- Use Office 365 SharePoint for all unit digital file storage
 - OneDrive for Business for all personal work files in which sharing is not necessary
 - SharePoint sites for all unit, research and collaborative document storage
 - Substantial cost savings from migration off expensive local files servers
- Digitize the majority of stored paper files by scanning and archiving to SharePoint
 - Follow University and State retention policies
 - Trained student workers and mentors to assist with the process
- Use Dynamic Forms to create unit forms and workflows to eliminate paper processes wherever possible
 - Focus on one or two pilot units and then share processes with other units
 - Start with areas of broadest impact
 - Such as affiliation agreements
 - Contracts
 - Purchase DocuSign or Adobe Sign for all MCHHS units to supplement Dynamic Forms
- Set Baseline for college printing
 - Analyze MCHHS college printer server for all network-based printers and copiers
 - Use Microsoft System Configuration Manager (SCCM) to run reports for all printers in college
 - There are currently 192 local printers in the college
 - 53 network printers and copiers
 - Use PaperCut software to monitor all network and local based printouts
 - Set % goals to improve
 - The Committee recommends the college decrease printing by 25% or more
 - The Committee also recommends decreasing local printers by at least 25%
 - Encourage voluntary local printer reduction when supplies are consumed, or device fails and is not replaced
 - Give units opportunity to strive for other/additional goals or set higher percentage for reduction
 - Offer incentives for top 3 units and individuals that improve
 - Work with units to see what processes they can improve on
 - Analyze consumable cost for most common printers and set price per page average to help estimate potential savings
- Work with Financial Services, Internal Audit, and the Information Security to identify and improve upon paper retention policies
- Explore and analyze the delivery of classroom testing and handout methods by MCHHS faculty
 - Utilize the Qualtrics survey platform to determine how paper is used in classes for handouts, scantrons and testing, and to identify any concerns related to changing to a digital process
 - Educate faculty on resources and tools that can be used to help transition to a blended or digital pedagogy

- Work with Instruction Designers in the Faculty Center for Teaching and Learning to offer units or college-wide boot camps to assist with course design and digital testing
- Pilot Evaluation Kit course evaluation software with a few units and then roll out to all MCHHS classes
- Recommend documentation of processes as they are completed to help onboarding of new employees
 - Solicit volunteers to help document, write, test and proof the training manuals
- Recommend Spring 2020 laptop pilot
 - We suggest Leadership Team would be good group to test this
 - Laptops would be primary device with docking stations at desk
 - If Pilot is successful, then order laptops for bulk PC purchase this year
 - Seek input from Unit Leaders on what faculty should get them
- Consolidate existing Shred-It license contracts to streamline pricing, billing and pick-up times
 - Shredding paper documents after scanning them will be essential for security
- [MSU Sustainability Advisory Committee](#) MSU Sustainability Advisory Committee work to increase awareness of sustainability efforts
 - Encourage units and groups within MCHHS to form their own [Green Teams](#)
 - Goal to have every unit represented

Proposed Timeline

Committee timelines dependent on availability of some processes and software which is out of their control

Start Date	Task	Substantial Completion	Responsible
Late Fall 2019	Deliver Qualtrics survey regarding paper testing practices and concerns of faculty	Early Spring 2020	SSC, IT, RSTATS
2017 -Prior to SSC formation	Migrate all unit shares on a local server to SharePoint	Early Spring 2020	IT
Late Fall 2019	Build a SharePoint repository for Financial Docs	Early Spring 2020	IT, Unit Leaders and Admins
Late Fall 2019	Identify unit faculty/staff/student mentors to help champion the cause	Early Spring 2020	Unit Leaders, SSC
Late Fall 2019	Recommend purchase of digital signature solution for college	Early Spring 2020	SSC, IT and mentors
Early Fall 2019	Analyze college printing by using PaperCut software to monitor usage and establish baseline	Mid Spring 2020	SSC, IT
Late Fall 2019	Migrate all physical fax machines and numbers to digital paperless faxing solution	Late Spring 2020	IT, Telecomm

Late Fall 2019	Document task processes to develop college manual for committee recommendations	Late Spring 2020	SSC, IT, mentors
Late Fall 2019	Research and determine printing average cost per page and financial impact of reducing physical printers and printer models	Early Spring 2020	IT, Unit Leader, Admins
Late Fall 2019	Pilot course evaluation software, Eval Kit with PSY, KIN and CSD and then recommend for all MCHHS	End of Spring 2020	IT, Unit Leaders
Early Spring 2020	Digitize, archive and shred paper copies of paper files	Late Fall 2020 & ongoing	IT, Admins, student workers/GAs
Early Spring 2020	Build, test and migrate paper processes to Dynamic Forms	Late Summer 2020 & ongoing	SSC, IT and mentors
Early Spring 2020	Train, educate and assist faculty on digital testing by offering FCTL boot camps for the college with IT assistance	Late Spring 2020	IT, mentors, Unit Leaders, Admins, Faculty
Early Spring 2020	Laptop pilot for Unit Leaders and select faculty	Late Spring 2020	IT, Unit Leaders, Faculty
Early Spring 2020	Recommend the formation of Green Teams in all units	Late Spring 2020	SSC, Unit Leaders, Admins
Early Fall 2019	Point of substantial completion of all tasks	Late Spring 2021	MCHHS

Meetings and Discussions Points

Notes on meetings held, guests and major topics of discussion

Date	Participants	Major Points
8/22/19	Sustainability Steering Committee	Introduction, charge overview and areas to focus on
8/29/19	Sustainability Steering Committee	Discussed retention of records, Green Teams and how to start identifying unit paper usage
9/5/19	Sustainability Steering Committee	Eric discussed Office 365 solutions and online testing methods. Also we talked about developing a survey
9/12/19	Sustainability Steering Committee	Guest Speaker, Brian Edmond – Coordinator of Managed Information Systems. Dynamic Forms customization and rollout timeline, as well as BDM Image scanning to Banner

9/19/19	Sustainability Steering Committee	Guest Speakers, Mike Wills – Director of Procurement and Isaac Balasundarum - Procurement Card Coordinator. We discussed State of MO guidelines for retention and purchasing. Referred us to Internal Audit for further procurement retention requirements
9/26/19	Sustainability Steering Committee	Example proposal discussion and items to include on report – Internal Audit info
10/17/19	Sustainability Steering Committee	Proposal report draft review, Internal Audit updates about retention
10/24/19	Sustainability Steering Committee	Review edits to Proposal and discuss eFax digital faxing solutions
11/7/19	Chair	Present draft report to Dean
11/14/19	Sustainability Steering Committee	Discuss final edits
11/21/19	Chair, Dean’s Admin rep and Unit Leader reps	Present report to MCHHS Leadership Team
12/5/10	Sustainability Steering Committee	Finalize report with input from Leadership Team