

UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN SENATE

Committee on Campus Operations
(Final; Information)

CO.18.01 2017-2018 Annual Report

The Committee on Campus Operations met seven times in the 2017-2018 academic year (September 21, 2017; October 26, 2017; November 16, 2017; January 25, 2018; February 22, 2018; March 15, 2018; and April 19, 2018).

Summary. The overall theme for 2017-2018 was operational excellence – how can processes be streamlined to improve efficiency and provide timely, high-quality support for the core missions of research, teaching, and service? Campus administrators with responsibility for Travel & Expense Management and Purchasing were invited to the committee to discuss faculty concerns. Other issues discussed by the committee included university efforts in sustainability, plans to bring bicycle sharing vendors to campus, campus safety issues, and issues related to campus parking.

Campus Parking Daylight Savings Time Enforcement. This topic was resolved outside of the Campus Operations Committee, but it was discussed at two meetings this year as a carry-over item from the prior year. The committee was unanimous in its view that any future action to change the daylight savings time enforcement policy should be reviewed with the Campus Operations Committee. Providing a committee statement on this issue will require an evaluation of safety, budget impact, and faculty input.

Travel & Expense Management System. Maintaining our position as a top-tier university requires significant engagement with the outside world. Travel is key to fulfilling our organizational missions, and processes that delay reimbursement of legitimate expenses create both frustration and a financial burden for those trying to advance these missions. A dialogue regarding TEM procedures was motivated by input from users of the TEM system regarding expense report processing times, frustration over expense report rejection for “Business Purpose” and other reasons, inconsistent interpretation of travel policy by those in the approval loop, and general concerns over travel policies. To highlight faculty concerns regarding TEM policies and procedures, the Campus Operations Committee met with Gloria Keeley (Assistant Vice President, Office of Business and Financial Services) and Jim Martinie (Senior Director, University Payables). This was a follow-up to a discussion held with the 2016-2017 Campus Operations Committee members. In summary, some progress is being made but concerns remain. Processing times have been significantly reduced by the Payables TEM team. This is a noteworthy accomplishment. Other changes, such as a drop-down menu for common business travel justifications (“Business Purpose”), have not been implemented. At a high level, while some further improvement of the TEM web interface might help address some of the issues raised by Campus Operations Committee members, the root cause of the issues might be deeper. First, there is a perception that mission creep within the Payables group has enhanced their role in evaluating compliance as opposed to processing payments. The business legitimacy of a trip is

best determined by the business unit prior to travel as opposed to the Payables group after travel. Second, the legislative burden imposed by the State of Illinois continues to complicate these types of business processes. At the highest levels, the University needs to continue to push for full legislative relief. While most important for purchasing, this applies to TEM as well. The Campus Operations Committee will continue to meet with administrators responsible for the TEM system on a regular basis to monitor progress and discuss further improvements to the TEM system itself.

Procurement. Sustained excellence in research given the competitive funding environment requires timely and efficient business processes that support the procurement of materials, supplies, and equipment to conduct that research. In rapidly moving fields, being first to publish groundbreaking results requires a support infrastructure that does not create excessive delays. To address concerns in purchasing, the Campus Operations Committee met with Gloria Keeley (Assistant Vice President, Office of Business and Financial Services), Jim Martinie (Senior Director, University Payables), and Brad Henson (Director of Purchasing). A key problem highlighted by this team is the set of constraints imposed by the Illinois Procurement Code (30 ILCS 500). A second problem is the presence of a single point of failure in the approval system when purchases involve the State Procurement Officer (SPO) in the Chief Procurement Office (CPO). While the current SPO has been responsive, timely, and cooperative, the previous SPO created excessive delays and had an adversarial relationship with the University. This ultimately had an adverse effect on many campus programs. These issues highlighted the importance of having top University administrators put further effort into obtaining full legislative relief from the Illinois Procurement Code. In comparison to many of our peer institutions, including public institutions not bound by similar constraints and that have been exempted from the procurement laws in their states, we are at a disadvantage.

In addition, it was reported by the Director of Purchasing that changes to the procurement system are underway with a new process called “source to pay”. This is expected to streamline the procurement process and reduce the time from order placement to order fulfillment. The Campus Operations Committee will meet with the purchasing team after the roll-out of this system for an update.

Campus Safety. General discussions were held on the topic of campus safety, prompted, in part, by questions raised during the discussion of Campus Parking Daylight Savings Time Enforcement. Key issues that were raised, which may be discussed in future meetings, are improving Champaign-Urbana Mass Transit District (MTD) signage at bus stops, concerns involving the Springfield Avenue pedestrian crossing at Grainger Library, and general bicycle and pedestrian safety.

Sustainability. The Campus Operations Committee serves as the main liaison between the Senate and the Institute for Sustainability, Energy, and the Environment (iSEE). Various sustainability efforts are underway on campus, including the implementation of dockless bicycle sharing, exploring the expansion of the solar farm, exploring an improvement of the recycling infrastructure (separate stream trash bins), and progress on the implementation of the Illinois

Climate Action Plan. The key issue is funding, as well as support of sustainability efforts by top administrators.

Tentative Topics for 2018-2019. Several topics have been proposed for consideration by the Campus Operations Committee during the 2018-2019 academic year. These include an examination of internal auditing procedures on grants & contracts, continued discussions regarding purchasing and TEM procedures, discussing the operational impact of the revised budget model, overhead rates versus services received, campus safety issues, and sustainability.

CAMPUS OPERATIONS

John Dallesasse, Chair

Rahim F. Benekohal

James Robert Brennan

Jenny Ehrnthaller

Kevin N. Ericson

Richard S. Gates

Sisi He

Rachel Jacoby

Frank Liu

Stephen Sears

Tony Wong

Helen J. Coleman, *ex officio*

Nick Hayak, *ex officio*

Ginger L. Velazquez, *ex officio*

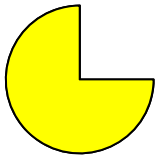
Julia Chang, *ex officio*

Morgan Butler White, *ex officio*

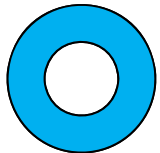
iCAP Objectives Handout



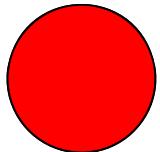
Completed



Actively In Process

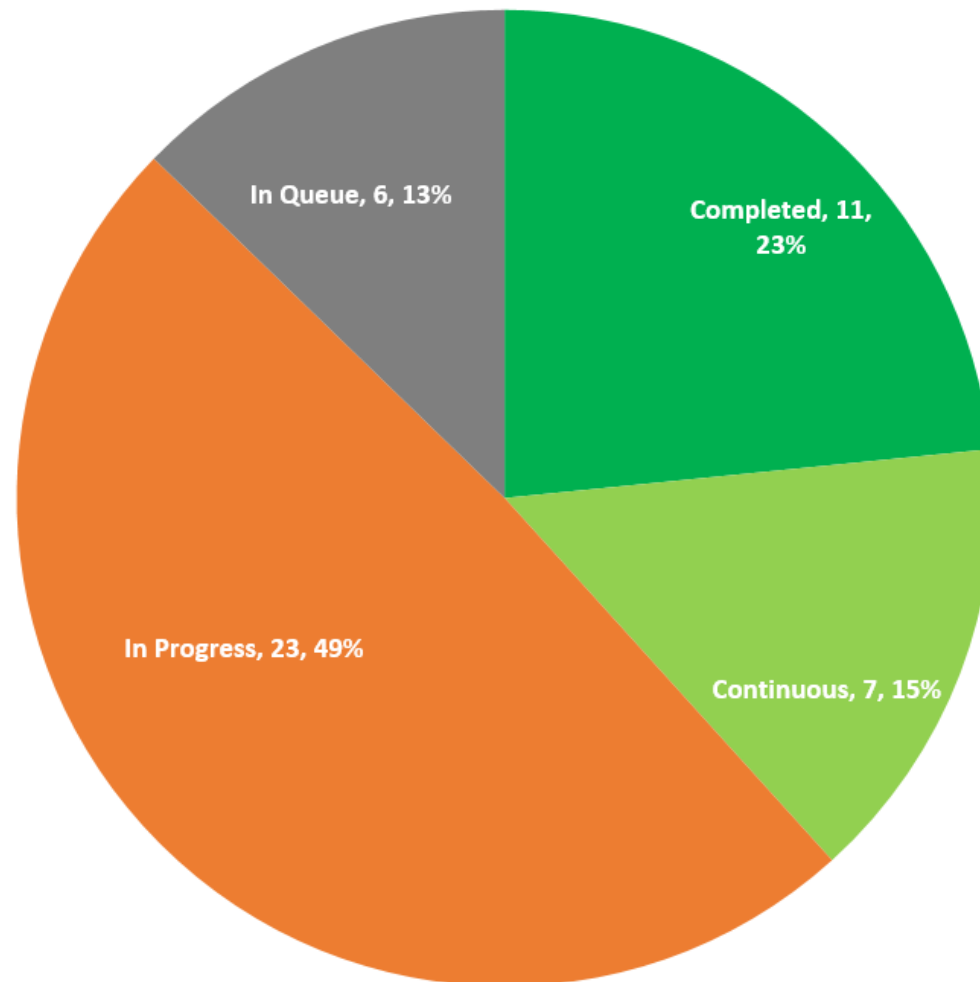


Needs Continuous Effort

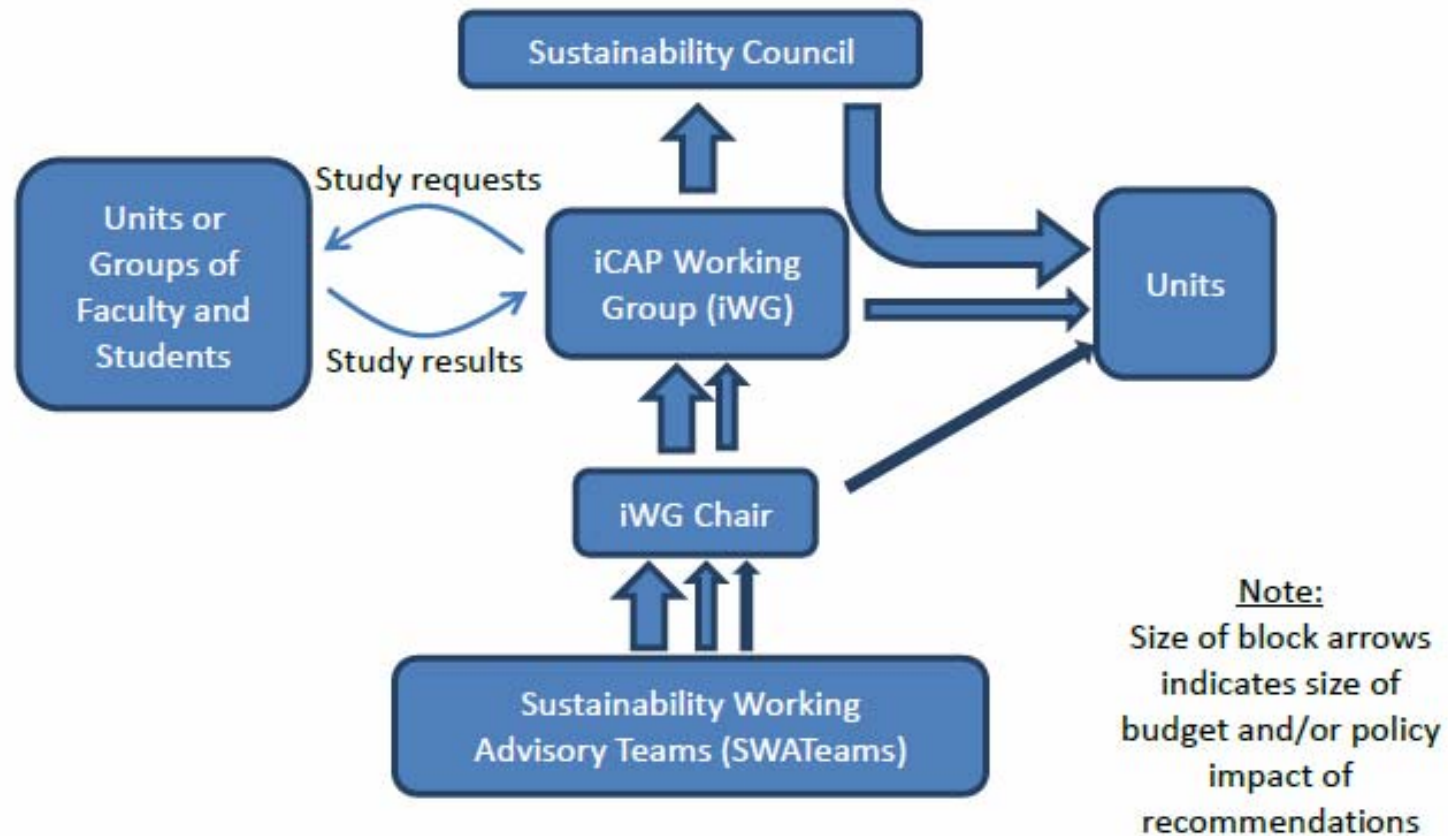


Pending

iCAP Progress, June 8, 2018



Campus Sustainability Procedures



Sustainability Working Advisory Teams (SWATeams)



Energy Conservation &
Building Standards



Energy Generation,
Purchasing, & Distribution



Transportation



Purchasing, Waste, &
Recycling



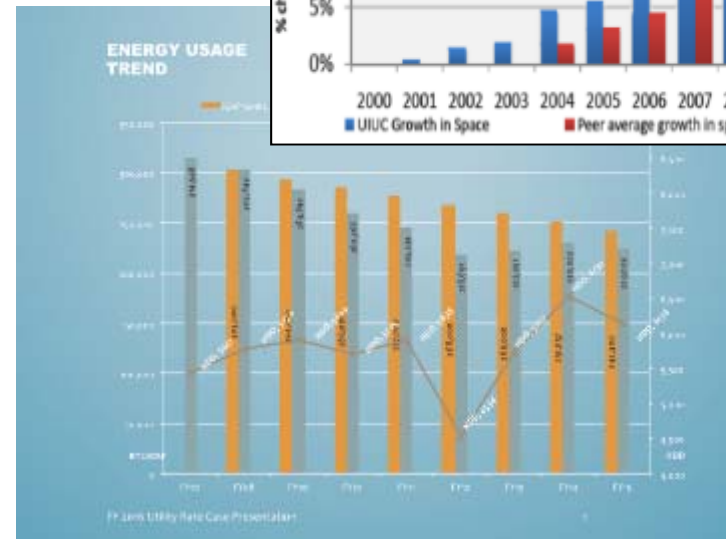
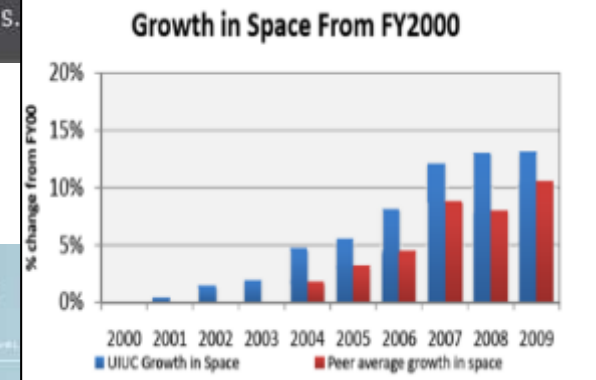
Water and Stormwater



Agriculture, Land Use, Food,
and Sequestration

Energy Conservation and Building Standards (ECBS) objectives:

1. No New Space
2. Highest achievable energy standards
3. Strengthen centralized conservation
4. Incentivize behavior change





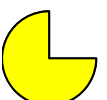



Energy Generation, Purchasing, and Distribution (eGen) objectives:

- 1. Explore options for 100% clean energy
- ◐ 2. 12,500 MWh/yr campus solar by FY20
- ◐ 3. 120,000 MWh/yr from low-carbon energy by FY20
- ◐ 4. Offset all emissions from Petascale

<https://minisite.alsoenergy.com/Dashboard/2a5669735065572f4a42454b772b714d3d>



Transportation objectives:

-  1. Reduce air travel emissions 25%
-  2. Reduce fleet emissions 20% by FY20
-  3. Develop scenarios for converting the campus fleet to renewable fuels
-  4. Reduce % of staff driving-alone from 65% to 55% by FY20
-  5. Implement the Campus Bike Plan
-  6. Hire Active Transportation Coord.



Water and Stormwater objectives:



1. Publicize water use data



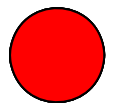
2. Improve cooling tower efficiency



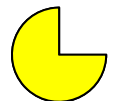
3. Perform a water audit to establish water conservation targets



4. Benchmark landscape performance



5. Implement 4 water re-use projects



6. Investigate and reduce stormwater pollution



Purchasing, Waste, and Recycling (PWR) objectives:

1. By FY17, apply environmental standards for purchasing of office paper, cleaning products, computers, other electronics, and freight/package delivery services
2. Reduce waste going to landfills, and increase the diversion rate to 45%
3. Utilize landfills with methane capture
4. Hire a Zero Waste Coordinator

ACCEPTABLE

Plastic Bottles 1 & 2 & Aluminum Cans*



*Look for the 1 on the bottle

ACCEPTABLE

Office Paper: All Types
Newspaper
Magazines
Journals
Envelopes: All Types
Junk Mail
Ream Wrappers
Books
Phone Books
Manila and File Folders including:

- All Colors
- Staples
- Paper Clips
- Rubber Bands

BOTTLES AND CANS

ACCEPTABLE

Plastic Bottles 1 & 2 & Aluminum Cans*

*Look for the 1 on the bottle

UNACCEPTABLE

Other Plastics
Steel, Tin, Glass

PAPER

ACCEPTABLE

• Blue Paper - All Types
 Newspapers
 Magazines
 Journals
 Envelopes All Types
 Junk Mail
 Ream Wrappers
 Books
 Manila and File Folders including:
 • All Colors
 • Staples
 • Paper Clips
 • Rubber Bands

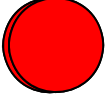



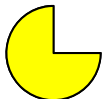
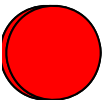
UNACCEPTABLE

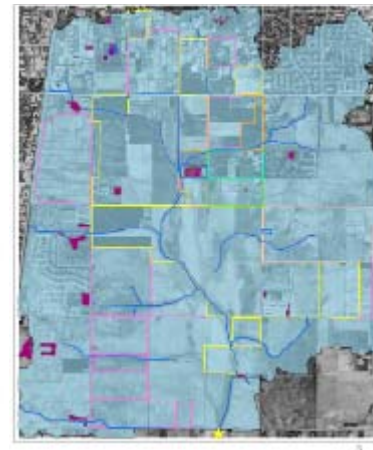
• Cardboard
 Corrugated Paper
 Tissues
 Fax Paper
 Candy Wrappers
 Marshmallow Containers
 Paper Towels
 Photocopies
 Book Folders

*Recycled content: minimum 50% for all products



Agriculture, Land Use, Food, and Sequestration (ALUFS) objectives:

-  1. Assess and reduce emissions from agricultural operations
-  2. Sustainable landscape planning with a tree care plan and an integrated pest management program by FY17
-  3. Integrate iCAP in Campus Master Plan
-  4. Increase local food procurement in Dining Halls from 28% to 40% by FY25
-  5. Convert 50 acres to agroforestry
-  6. Reduce nitrates in agricultural runoff and subsurface drainage by 50%



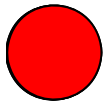
Carbon Offset objectives:



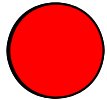
1. RFP for purchasing verified carbon offsets



2. By the end of FY17, enable campus units to voluntarily purchase carbon offsets



3. By the end of FY18, develop a program of local or regional mission-linked verified offsets

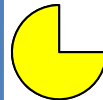


4. In FY20, utilize carbon offsets to meet all unmet iCAP emission targets

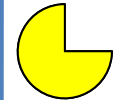
Funding objectives:



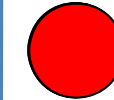
1. Develop criteria for allocating funds



2. Increase the Revolving Loan Fund to level with peers



3. Identify funds available for non-payback projects and options to increase that amount annually



4. Evaluate the feasibility of internally putting a price on carbon emissions



Education objectives:



1. Undergraduate Minor



2. Offer opportunities for undergraduate students to obtain research and practical experience by participating in independent study projects on topics in sustainability.

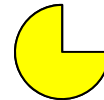


3. Add at least five new sustainability-focused courses by FY20.

Outreach objectives:



1. Support student sustainability programs






2. Strengthen and communicate about sustainability outreach programs. By FY20, 50% of units participating in the Certified Green Office Program



3. Annually host three major sustainability events: Earth Week, Campus Sustainability Week, and the iSEE Congress



Research objectives:

-  1. Create a hub for the sustainability community: to develop a comprehensive online gateway for faculty, staff, students, potential donors, and all interested parties to find information about sustainability research, education, outreach, initiatives, and operations.
-  2. Build connections: to bring together scholars from across campus to encourage collaboration, and to enhance research endeavors.
-  3. Foster “actionable” research: to encourage and support research that provides real-world solutions to society’s grand challenges in sustainability.

