

APT COUNCIL

Agenda

Thursday, November 2nd, 2007
ADM 204
10:30 p.m. – 12:00 p.m.
1-800-893-8850
Pass Code: 7730925
(For Members outside of Anchorage only)

- I. Call to Order
- II. Introduction of Members and Guests

Dave Smith, President*	Sandy Gravley
Jim Cummings, Vice President*	Joyce Colajezzi*
Suzanne Browner**	Mel Kalkowski**
Marie Brunner	Russell Pressley
Annette DeBruyn	Steve Shiell
Bob Kizer*	Julia Martinez
Carol Swartz	Karol Weatherby

* University Assembly Rep ** University Assembly Rep Alternate
- III. Approval of Agenda (pg. 1)
- IV. Approval of Summary – (pg. 2-4)
- V. Reports
 - A. President
 - B. Staff Alliance
 - C. University Assembly
 - D. Academic and Research Managers
 - E. UAA Faculty and Staff Association
- VI. Old Business
- VII. New Business
 - A. Navigating through UAA (Dawn Evans)
 - B. Energy and Sustainability Coordinators Policies (John Dede, Xiomara Owens) (pg.5-14)
- VIII. Information Items
 - A. APT Website
 - B. Next APT Council meeting December 6th
- IX. Adjourn

APT COUNCIL

Summary

Thursday, October 4, 2007
 ADM 204
 10:30 p.m. – 12:00 p.m.
 1-800-893-8850
 Pass Code: 7730925
 (For Members outside of Anchorage only)

- I. Call to Order
- II. Introduction of Members and Guests

E	Dave Smith, President*		Sandy Gravley
X	Jim Cummings, Vice President*	X	Joyce Colajezzi*
X	Suzanne Browner**	X	Mel Kalkowski**
E	Marie Brunner	X	Russell Pressley
E	Annette DeBruyn	E	Steve Shiell
X	Bob Kizer*		Julia Martinez
X	Carol Swartz	X	Karol Weatherby

* University Assembly Rep ** University Assembly Rep Alternate
- III. Approval of Agenda (pg. 1)
Approved
- IV. Approval of Summary – (pg. 2)
Approved
- V. Reports
 - A. President
 - B. Staff Alliance
 - C. University Assembly
 - D. Academic and Research Managers
 - E. UAA Faculty and Staff Association
 Meet every Friday
 Met with Pat Pitney on Budget
 UAA Science Building is prioritized
- VI. Old Business
 - A. Election of Assembly Community Campus Representative
 Dave Smith will contact community campus people
 Carol Swartz will contact Christine Tullius for more information

VII. New Business

A. Parking Services- Bob McDonnell

Parking Services Program presentation will be added to website

▪Provide:

- Jump start
- Unlocks
- Escorts

▪Funding:

- Painting of lines
- Sweeping
- Signage
- Snow removal
- Walks
- Road maintenance
- Shuttle services
- U-pass program in conjunction with people mover

▪Majority of funding: Parking Permit Sale

Encourage purchase of permit on-line

▪Changes:

- Gate system replaced
- ARLIS Users have free security code

▪Projects:

- Pay& Park Ticket Advertising
- Off-The -Grid Parking Incentive
- Bicycle Riding Program
- Car Pooling Campaign

4007 Parking spots on the campus

New parking garage will have to be funded out of Parking Budget

Possible raise of parking prices

B. New Sports Arena- Bill Spindle, Megan Olson, & Steve Cobb

Concept & Planning

- 1 million \$ request for planning. Regents have not approved it yet.
- Three types of users: Athletics, Student Recreation, Academic Program.
- UAA has access to one Basket Ball course, Fairbanks has six.
- 168 athletes at UAA
- Problems :

- 1) Over capacity at UAA
- 2) Parking

-Venues:

- 1) Gymnasium competition arena (seats 4000 people)
- 2) Hockey Rink (seats 7500- 10 000 people)

Other functions of the sports complex: Concerts, Graduation, High School tournaments,...

Questions:

1)Where will additional money come from?

Partial private funds

Outside sponsors

2)Cost? Difficult to judge today, but certainly very high.

3)Community support?

Could be better.

4) Timeline?

Work in phases

5- 7 years project

Other functions of the sport complex: Host Concerts, Graduation, High School Tournaments, etc.

Bragaw would be slow winding road, not highway.

If questions contact Megan Olson at megan.olson@uaa.alaska.edu

VIII. Information Items

A. Next APT Council meeting November 1st

Safety Campus Walk on Oct 10th at 7 pm (ADM 201)

New University Registrar John Allred

CHSW- pre doctoral occupation

IX. Adjourn

Meeting Adjourned

UNIVERSITY of ALASKA ANCHORAGE
Office of the Chancellor

Memorandum

October 9, 2007

TO: UAA Facilities Committee
Deans and Directors
University Assembly

FROM: Chancellor Fran Ulmer

SUBJECT: UAA Proposed Energy Policy

Attached to this memo you will find a series of draft documents explaining UAA's proposed Energy Policy, including:

- An Energy Policy, showing how energy savings fit into UAA's strategic objectives
- A set of Operating Procedures, detailing how UAA will implement the Policy
- A series of energy conservation tips and practices that will help achieve our goals.

Many parts of this draft policy and procedure are already being implemented at UAA. However, in these times of high energy prices and global climate change, we must do better in our efficient use and stewardship of our shared resources. By systematizing our practices, we ensure the continuity of our efforts and commit that UAA will become a leader in sustainable and cost-effective energy use.

Please review these draft documents and provide us with your comments and suggestions for improvement. Our goal is to have this Energy Policy in place by the end of the semester, so please have your comments back to my office by December 1.

If you have questions about the drafts, or would like to discuss them, please contact Chris Turlentes, Interim Associate Vice Chancellor for Facilities and Campus Services (ancmt2@uaa.alaska.edu) or John Dede, Special Assistant, Office of Community Partnerships (anjqd@uaa.alaska.edu).

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UAA ENERGY POLICY STATEMENT – August 2007

UAA is committed to responsible energy and resource management as part of an overall environmental strategy. UAA aims to reduce its footprint through sustainability education and implementation. Energy conservation is a priority for the entire campus community and this policy outlines our steps to meet and exceed the University's energy goals.

By efficient management of energy, the University aims to minimize

- energy use
- energy costs
- environmental impact of harmful emissions
- depletion of non-renewable resources
- carbon footprint

UAA is committed to achieving best practice standards in energy management for higher education establishments, while maintaining operational goals and an acceptable learning, working and living environment for our valued students, faculty and staff.

The University will provide executive-level commitment, an appropriate management structure and cost effective resources to achieve these standards, which will contribute to our environmental conscience and long-term sustainability.

STRATEGIC OBJECTIVES

1. To utilize energy as efficiently as possible thru conservation, best practice operational procedures, and prudent monitoring and purchasing.
2. To invest in energy efficient plants and projects with paybacks of less than eight years.
3. To incorporate energy efficiency into the design of all new buildings, renewals and equipment upgrades.
4. To reduce our solid waste stream by minimizing emissions and waste products which are likely to cause damage to the environment
5. To increase the energy awareness of our students, faculty and staff.
6. To reduce dependence on fossil fuels by using alternative and renewable forms of energy where it is practical and economic to do so.
7. To procure goods and services from organizations who demonstrate a positive commitment to energy efficiency.
8. To develop an operating procedure to support this policy.

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SUSTAINABILITY COORDINATORS NETWORK
SEPTEMBER 10, 2007

Proposed Policy

The UAA Sustainability Coordinators Network (SCN) will allow staff, faculty, and administrators to develop and engage in efforts to achieve UAA's sustainability goals, including waste reduction, energy conservation, alternative transportation and responsible consumption. Individuals enrolled in the SCN are approved to expend **2 hours per month** of work time on sustainability-related activities within their department or building. These activities are expected to directly benefit each coordinator's office or department; where this is not possible, they will directly benefit overall university sustainability goals.

Background

The purpose of the UAA Sustainability Coordinators Network is to provide bottom-up energy and creativity for UAA's sustainability initiatives. Modeled upon a very successful program at University of British Columbia, the Network will work collectively to support and encourage individuals to

- (1) take day-to-day actions at work that make a difference in UAA's carbon reduction through energy savings, recycling, and green purchasing efforts;
- (2) Communicate UAA's strategies and successes in sustainability across the campus; and
- (3) Provide opportunities for non-classroom education and training in sustainability.

In order to do this, UAA employees – faculty, managers, and staff - need a formal policy allowing them to expend a small amount of time on the job to address these issues.

UAA has committed itself to a leadership role in advancing sustainability initiatives by signing the Talloires Declaration in 2004 and by pledging in 2007 to support the American College & University Presidents Climate Commitment. To fulfill these leadership responsibilities, UAA must not only exemplify what public institutions can do at the top levels, but also support and encourage individuals throughout the university to take actions that promote sustainability.

Establishing the Sustainability Coordinators Network

Enrollment in the SCN is not mandatory. Staff must formally enroll as a Sustainability Coordinator, with their supervisor's approval, in order to effect this small monthly change in their workload.

An employee may use up to two hours per month for sustainability activities during normal working hours, provided that it is approved in advance by the supervisor and does not impede any work to be performed. Enrollment in the program does not guarantee using this release time every month, but is dependent on office workload. The employee will be responsible for keeping current with their job responsibilities, or for making up for lost work through a flexible work schedule requested through and approved by the supervisor.

Scheduling the two hours per month devoted to SCN activities will be at the discretion of each department – there will be no standard time each month for all SCN activities. Employees may request a preferred time; however, that decision will be up to each supervisor.

Ideally, employees within several departments in each campus building will enroll in the SCN to achieve economies of scale. Multiple staff from a single department may enroll.

Members will participate in training sessions, to include:

- *energy-use reduction strategies and options*
- *sustainable transportation initiatives and alternatives*
- *paper consumption reduction strategies and tips*
- *seeing how UAA's efforts fit into area-wide sustainability strategies*

SCN activities will align with UAA Sustainability Council priorities and may include:

- actively promoting and implementing UAA's recycling efforts and programs,
- researching cost-effective "green purchasing" options for their department
- sharing successes and challenges with other SCN's, and learning from each other
- coordinating with other staff and faculty on campus-wide projects.
- Discussing and refining new sustainability programs to ensure maximum efficiency and cost-savings

Tracking and Quality Control

The SCN will initially be developed and managed by the UAA Office of Community Partnerships. At some point in the future the management of the SCN will be transferred to a UAA Sustainability Office or the most appropriate administrative unit to develop and coordinate its activities.

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UNIVERSITY of ALASKA ANCHORAGE

University of Alaska Anchorage Draft Energy Operating Procedures –August 2007

Introduction

The University of Alaska spends \$4-5 million dollars annually on energy (electricity and natural gas). As a result, it is imperative that the campus adopts policies to promote the conservation of energy. This will result in a more sustainable campus and savings that can be invested in University infrastructure. Although energy conservation is the focus of this policy, comfortable study, work, research and living conditions must also be achieved. These policies are only a part of a comprehensive sustainability program including new building designs and retrofits. Facilities and Campus Services will periodically update these policies.

UAA Energy Policies

Building Management

Think Globally, Act Locally. Every member of the University community should assume the responsibility of closing windows, turning off personal computers and other office equipment when they are not in use, and turning off the lights when leaving a room. Energy management devices and strategies will continue to be added to the campus. Classes, meetings and other campus activities should be scheduled conterminously in time and place to minimize energy use. Weekend activities should be concentrated in as few buildings as possible.

Building Automation— The Anchorage campus is set-up on a Siemens Building Automation System (BAS) Apogee that monitors and controls building environments and much of the campus lighting. BAS allows building energy use to be set back on nights, weekends and holidays for improved energy performance. If temperatures are way out of tolerance that means equipment is broken and needs to be brought to the attention of Facilities Maintenance to investigate and repair.

Setback Schedule – UAA follows ASHRAE Standard 90.1 comfort standard guidance that has a range of 68 to 81° F. Generally speaking classroom and office buildings “hibernate” after 11 p.m., when heating and ventilation equipment is set lower. Buildings start to come back online around 6:30 a.m. so that they are at their preferred temperature by 8 a.m. Building starts are staggered based on the type and time of building occupancy and nature of equipment. Most buildings are set to hibernation mode during the weekends. If we anticipate a prolonged period of sustained cold (below 10° F), the

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buildings will be maintained at normal day time temperature ranges 24/7 until the weather improves.

Holiday Periods —Buildings will be only minimally heated or cooled during holiday periods. An exception to this policy applies to buildings that contain special collections or sensitive equipment, or buildings that are officially open during the holidays. However, a building will not be officially open because a few people may want to work during the holidays. Requests for exceptions to this policy, with specific justification, should be sent through the College Dean to the Associate Vice Chancellor for Facilities and Campus Services prior to the start of the holiday period.

Staff Tips: Expect buildings to be cool in the winter and warm in the summer on Monday mornings. If you feel your building needs to be outside of these comfort parameters, have your Department Head send a request in writing with justification to the AVC for Facilities and Campus Services. Periodically if building equipment is not operating properly or special activities require occupation of the facility during off hours, the building will be programmed to stay on or come on for the event. Please give plenty of notice for special activities.

Lighting

Whenever possible, low-mercury fluorescent lights will be used to light the interior of campus buildings . New energy-saving fixtures, lamps and electronic ballasts will replace existing less efficient lighting whenever economically feasible and appropriate. Exterior lighting will be high-pressure sodium or metal halide (preferred) whenever possible, and will meet current minimum safety requirements. Departments or individuals desiring to deviate from these standards must submit a written request to the AVC for Facilities and Campus Services for consideration.

Building signage will be LED lighting. Lighting levels recommended by the most recent edition of the IES (Illuminating Engineering Society) Lighting Handbook shall be used as guidelines. Where it makes economic sense, occupancy/motion sensors (ultrasonic or infrared) will be installed to area lighting in an effort to reduce and/or turn off lights in vacated areas. Controls will be installed to automatically adjust lighting levels as appropriate in areas where daylight harvesting is possible (Atriums, Library Grand Room, AHS, UC). Full spectrum lighting or equivalent is a department billable for the lamps and labor.

Task lighting, such as desk lamps, is recommended to reduce overall ambient lighting levels. Decorative lighting will be kept to a minimum. Desk lights should be fluorescent type. The use of halide floor and desk lamps is prohibited as there are both serious safety and energy inefficiency concerns. Halide lamps of this nature generate enough heat to ignite nearby combustible material and the unnecessary heat that they generate must be removed from office using costly air conditioning systems.

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The use of SAD (seasonal affective disorder) lamps is prohibited on campus without a doctor's note prescribing the specific need of an individual requiring continuous exposure. Current medical literature recommends that SAD lamps only be used at home for relatively short periods and not continuously throughout the day. Some co-workers can be adversely affected by SAD lamps.

Building cleaning will be scheduled to occur when occupants are dispersing, thus reducing the number of hours unoccupied buildings are lit.

Temperature Control

University Temperature Guidelines— To maintain reasonable comfort and lower energy expenditures, summer building temperature comfort ranges (cooling) are to be between 70 and 78° F, and winter settings (heating) are to be between 68 and 74° F. Exceptions to these guidelines must be approved.

The University follows ASHRAE Standard 90.1, which states that heating and cooling are not allowed simultaneously in the same space for the sole purpose of achieving comfort. Excessive cooling of a space on campus below the summertime University Temperature Guidelines should be reported to University Facilities so that air conditioning levels can be adjusted. There may be exceptions for areas and operations that require lower or warmer temperatures (electrical equipment rooms, green houses, research facilities).

Space Heaters – Whether they are purchased by the University or are personal property, two issues affect the use of space heaters in campus buildings — fire safety and energy efficiency. Housing Administration or the Facilities Maintenance Director must approve in writing any use of space heaters. All space heaters used on campus must meet fire and safety standards as classified by the National Fire Protection Association. No liquid fueled space heaters (e.g., kerosene heaters) shall be used in any residential, office, classroom or research buildings.

Electrical space heaters must meet the following seven specifications: (1) be UL approved, (2) have elements that are protected from contact, (3) be tilt-proof (when tipped over, heater goes off), and (4) be thermostat-controlled (5) have overheat protection (6) have fuse protected cords (7) and be GFI protected.

Energy efficiency is also important. Electric space heaters are a very costly means of heating. If a member of the campus community feels that a space heater is necessary for adequate warmth, this may indicate that the central heating system needs repair. University Facilities Maintenance must be consulted through the Building Manager or Department Head if the central heating system is incapable of meeting comfort requirements (see comfort ranges above). If approved to use a space heater, it must be shut off when not physically present in the office space. Director of Facilities Maintenance should also be contacted through the Building Manager or Department Head if a space heater is to be used to offset excessive air conditioning.

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Staff Tips: If you are too hot or too cold and your temperatures are within the appropriate range don't call Maintenance: you are in the "sweet zone". Your department will be charged for the service call. To stay warm wear a hat, sweater, something you can put over your shoulders, warm socks, sturdy footwear and have a warm drink. Use stairs rather than elevators, get up and walk around periodically, and do some light exercise during your breaks.

Switchover from Heating to Cooling — Facilities personnel perform required changeover from heating to air conditioning in the spring on the basis of priorities established to (1) maintain required temperatures to protect equipment and research in progress, and (2) serve the greatest number of individuals and activities. Air conditioning may not begin until outside temperature has reached 60° F for three consecutive days and nighttime temperatures have not fallen below 45° F for a week. Temperature projections are also considered.

Switchover from Cooling to Heating — Facilities personnel perform required changeover from air-conditioning to heating in the fall on the basis of priorities established to (1) provide comfort to students living in University Housing, (2) maintain required temperatures to protect equipment and research in progress, and (3) serve the greatest number of individuals and activities. Heating may not begin until the high outside air temperature has dropped below at least 55° F for three consecutive days. Temperature projections are also considered.

Additional Energy Usage

Circuit Breakers – Breakers tripping off on a recurring basis generally means that more items are plugged in and running than the area was designed for. Continued operation in this manner, or using extension cords to provide access to another circuit, will result in fire and safety troubles. Remedy the problem by unplugging non-essential equipment such as personal heaters, coffee makers, microwaves and refrigerators. If the problem is not resolved, plan on adding circuits. Departments should consult with Facilities if they are planning to re-configure the use of a room or if they are experiencing problems of this nature. New circuits may need to be added at department expense.

Food and Beverage Appliances — All appliances for food and beverage preparation must be UL listed and be in good repair. Electric cup holders must be UL listed, have weight or cup placement activation, and have automatic regulation of temperature at less than 120° F. Attempts should be made to share the use of personal appliances such as coffee makers, microwave ovens, refrigerators, etc. in a central office area.

Computer Displays — The purchase of CRT (cathode ray tube) computer displays is prohibited. Exceptions to this policy must be present to Environmental Health and Safety for consideration.

Vehicles — Whenever possible, vehicles and heavy equipment used during the winter will be equipped with engine block heaters set to activate two hours before use when the

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outside temperature drops below 20° F. Vehicles are not to be left unattended and idling for the sole purpose of heating or maintaining the temperature of the cab, but only to achieve optimal engine operating temperatures. Some exceptions to this policy are granted for emergency response vehicles. Idling should never occur near air intakes and doors.

Vending Machines— UAA requires our vending contractor to put “vend miser” devices on all vending machines.

New Construction — The University will seek to reduce future energy costs in new facility construction and renovation whenever feasible. Current standards outlined in ASHRAE Standard 90.1 Energy Efficient Design of New Buildings Except Low Rise Residential Buildings will be followed as closely as possible. Additionally, all city and state regulations will be followed. All planning for major construction and equipment purchases and installation must include energy life cycle costing. UAA will design in the spirit of LEED standards and with operational sustainability in mind.

Conclusion

We hope this policy has been helpful in providing guidelines about energy use to the University community. Keeping an energy efficient and safe campus is a concern to us all. We need your support and action.

Please contact the Director of Facilities Maintenance at 786-6988 for questions or more information pertaining to the energy operating procedures outlined in this document.

References:

Energy Star
Louisiana State University
University of Alabama
University of Vermont

UAA Conservation and Sustainability Tips

ENERGY CONSERVATION

1. Switch off lights when they are not needed.
2. Call Maintenance to remove excess light tubes and ballasts.
3. Switch off computers when they are not being used within two hours.
4. Upgrade computer displays with LCD flat screens instead of old-style CRTs.
5. Use electronic equipment that goes into an energy saving mode when not being used.
6. Don't use electric space heaters... call Maintenance to fix heat problems.
7. Centralize and share beverage and food machines (microwave ovens, coffee makers, blenders, etc.) rather than having duplicate equipment in each office.
8. If chilly and the current office temperature is between 68° F and 75° F, consider wearing more or heavier clothing rather than turning up the heat.

MATERIAL CONSERVATION

1. Make double-sided copies whenever possible or practical.
2. Use the backs of single-sided copies for scratch paper prior to recycling.
3. Avoid making copies by using electronic distributions.
4. Make good use of scanning technology and e-mail attachments instead of faxing.
5. Use paper with high post-consumer content.
6. Avoid using styrofoam and plastic products... substitute with paper or reusable products whenever possible.
7. Don't print draft materials... proofread off of your computer monitor.
8. Encourage the use of online forms rather than paper forms.
9. Don't stockpile online forms in hard copy format... only print them as needed.
10. Recycle office paper, cardboard and newsprint.
11. Use re-usable containers and utensils rather than single-use items.
12. Don't discard paperclips and rubber bands... reuse them or give them to others who might need them.
13. Recycle toner cartridges by returning them to the purchase point or to General Support Services.

WATER CONSERVATION

1. Don't run water to get a cooler drink... use ice cubes or refrigerated water.
2. Don't run water continuously when brushing teeth or washing. Only run the water when actually using it.
3. Use cold water instead of hot water whenever possible.

TRANSPORTATION CONSERVATION

1. Ride U-Pass, Seawolf Shuttle or carpool.
2. Use engine block heaters when the temperature drops below 20° F.
3. Consolidate and coordinate supply trips.
4. Commit to one or two days per week of not using your car.
5. Don't leave vehicles idling for excessive periods.
6. Walk, bike, skate or ski if practical rather than drive.