

# Green Office News



March 2015



*Left: Kate Breen, English Department Administrative Assistant Right: Dr. John Lutz, English Department Chair*

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## Green Office of the Month: The English Department

*By Melissa Colleary*

The English Department recently completed a large office relocation from the second floor of Humanities Hall to the second floor office of the Winnick House.

The new main office is Winnick 210, and Department Chair John Lutz is located in 210A. Although much was discarded from the Humanities Hall offices, primarily books and paper, in anticipation of the move, very little became trash. A concerted effort was made by the staff to recycle, reuse, and repurpose as much as possible.

According to Kate Breen, Administrative Assistant for the English Department, the books were reused in the form of a Free Books table, that can be found in Humanities Hall: "The office manager set up a 'Free Books' table in the hall, and students were welcome to take, and did take almost all of the discarded books. Many [English] faculty invited their students, both graduate and undergraduate, as well as other instructors to select books from their offices before they packed."

Although many of the books had been taken by students and staff already, the table is still currently in use, with people adding to it nearly every day. If you are looking for a book to read, or a place to leave your old ones, stop by the Free Books table located on the 2<sup>nd</sup> floor of Humanities Hall.

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## Sustainability Fun Fact

Did you know that the amount of wood and paper we throw away each year is enough to heat 50,000,000 homes for 20 years? Here at LIU Post we are actively trying to lessen our paper consumption thereby minimizing our contribution



## The English Department Relocates, Reduces, Reuses, and Recycles

### *Continued*

Folders were reused and recycled during the move. Most were either reused and given to students, or reused within the office. The contents from the folders were shredded and recycled.

However, some folders were in bad shape, so they had to be thrown out. Every effort was made to salvage as many folders as possible. If you need a folder, feel free to stop by the English Department and take as many as you need.

Office supplies were reused in the moving process as well. All paper clips or binder clips were removed before stacks of paper were recycled. Instead of just tossing them in the bin, which would've been the simplest thing to do, they are now instead being reused.

Additionally, excess mailing supplies and blue books were all returned to Office Services to be reused. According to Kate Breen, "some offices had accumulated excess supplies; these were consolidated in the main office, and we do not have to order as soon as usual".

Shredding plays a major role in the way the English Department recycles. According to Kate Breen, "the University has a commercial shredding company pick up cartons occasionally. Nine boxes were sent to the shredding company in December. However, most shredding was done within the department by student worker, Khadija Greenidge. Most days, she shredded two to three large clear bags, two days per week, for about two months and accumulated around 40 bags."

All furniture was moved and is being reused in the new location in Winnick House. This required a lot of labor; however, no additional expenditures were incurred to furnish the new offices. As Kate Breen stated, "We could not have done it without the hard work of Facilities Services. The English staff also used some of the existing furniture in the Winnick House whenever possible."

In all, 19 offices were emptied and throughout the entire moving process, each and every item was examined through the lens of sustainability. Every measure to reduce, reuse, and recycle was taken.

We hope you can come visit the English Department in their new location.

## A Cleaner Way to Print

*By Melissa Colleary*



Have you ever printed a webpage or document, only to find that your paper is cluttered with advertisements and other non-essential pictures? Not only is it a waste of space, but it translates into a waste of ink.

To reduce the amount of ink you use, while promoting environmentally friendly practices, you can now use CleanPrint.

According to their website, "CleanPrint® is an economically and ecologically friendly print tool that saves you paper and ink while making your output look

great. CleanPrint is activated by clicking the CleanPrint Browser Tool instead of the print button next to an article on a website.

Before printing or saving content, you can add a note, eliminate images, increase or decrease font size, and eliminate text to save ink and paper."

Click the link below and download CleanPrint by clicking the link on the left side of the page to use the service for your computer or website!

<http://www.formatdynamics.com/cleanprint-4-0/>

**2.1 Pages  
Saved Per Print  
Job**

**4000 Print  
Jobs Saves  
One Tree**

**CleanPrint has Saved  
Over 50,000 Trees  
Saved So Far!**





# College 101: Students Establish Their Roots

*By Dr. Lauren Sassenoff, Professor of English,  
LIU Post*

All teachers who value the significance of education want to see their students flourish and gradually learn to trust their own sense of self. I have been a member of the LIU Post community for eleven years as an English professor and a College 101 professor, and I have seen students thrive in the classroom and utilize the tools and resources they have developed in this environment of enrichment.

However, this semester, I have had the privilege of observing my College 101 students further their sense of awareness and their independence by establishing their roots outside the classroom.

From the beginning of the semester, my College 101 class—comprised of the students, our amazing peer mentor, Stephanie Frobin, and myself—wanted our Service Learning Project to be something that is both original and create a sense of fulfillment.

Thus, my brilliant peer mentor asked me a seemingly simple yet intelligent question: “Is there a way we can plant a tree?” Once we asked students

for their input, they were enthusiastic to not only this idea but to rediscover the joy of the outdoors.

Moreover, I realized that in order to better understand the environment and Sustainability, we must be in the most natural setting for such a project. Since we live in a digital age where most people go online in order to learn about issues involving our environment, our class decided to spread environmental awareness the old fashioned way: go outside and become one with nature.

This was now becoming a metaphorically empowering project and a bold statement for the students as well as Stephanie and I: we are carving out our own path, and we are united on this quest to promote environmental awareness.

On November 25<sup>th</sup>, 2014, our College 101 class set out near Suffolk Hall to plant our tree. I use the pronoun “our” because this tree is as much a part of me as this symbol of environmental enrichment is a part of Stephanie and every student in this class.

Each student would dig and help to put the tree in its proper place. Additionally, we had a team of experts and LIU Post workers so committed to our goal of creating roots. Without them, this would all be for naught. Therefore, we thank them for their time, expertise, and kindness. What started out as such a seemingly impossible and small idea took us on a journey of awareness and unification for Sustainability.

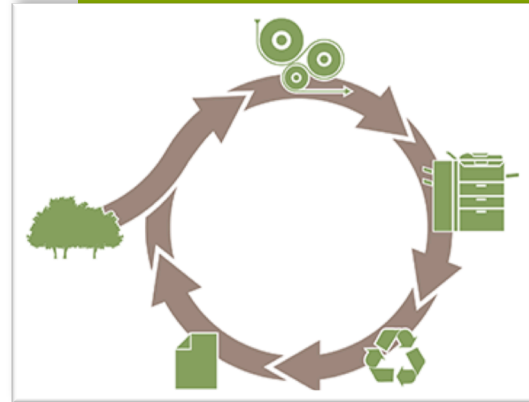
I find myself in a very interesting and rewarding position. I have been a member of the LIU Post community for eleven years, as a student and now as a professor. Yet, it was not until this project came along that I truly felt I had put down roots. These roots are not only mine and Stephanie’s roots, but they belong to every single freshman we had the privilege of working with in College 101 this semester.

Even though the semester is coming to an end, this project marks the beginning of everyone’s journey as well as everyone’s involvement with Sustainability.

# Paper Consumption at LIU Post:

## 10 Ways to Reduce our Usage

*By Bessie Weisman and Sarah Pomeranke*



Recently, Sarah Pomeranke, Senior Sustainability Coordinator and a graduate student in the Environmental Sustainability program, researched paper consumption on campus.

In her assessment, she collected information on the practices of paper purchasing, distribution of paper, and cost. She analyzed the overall paper use and paper recycling done at LIU Post. The final result of her research indicated that the campus has already reduced its paper consumption within the past year, but she offers ten ways in which this reduction can be made more drastic.

The outcome of this assessment came in conjunction with the campus's implementation of purchasing paper that is made of 50% recycled content. The following is a list of ten recommendations, taken directly from Sarah's research, made to further reduce our paper consumption:

### 1. Using Email Lists or Hiring an Information Distribution Employee

Much paper use at LIU Post comes in the form of announcements, memos, event flyers and notifications. This kind of information should instead be communicated electronically. An employee hired specifically for disseminating this information could be beneficial in cutting down on this unnecessary paper usage.

### 2. Having an LIU Post Website for Internal Information

On such a website all announcements, memos, event flyers, notifications, and other important information could be uploaded, stored, and downloaded.

### 3. Minimize Flyer Distribution through Office Services

If any department thinks that a certain announcement or flyer needs to be in hardcopy, then one printout should be made by the department directly. However, no announcements, memos, flyers or notifications should be printed through Office Services and distributed to all departments in hardcopy.

### 4. Eliminate Colored Paper

According to the Department of Office Services, colored paper is more expensive than white paper because it takes more energy and resources to produce it. Moreover, colored paper on campus is always virgin paper and never made from recycled content.

### 5. Student Email Distribution List

To reduce the amount of paper used for club promotion flyers and the like, we can have a list available through blackboard of student contact information. This way promotions can go directly to students electronically.

### 6. Electronic Submission of Working Hours

Electronic timesheets can be submitted directly to payroll instead of wasting paper on hard copy timesheets.

### 7. Electronic Off-Campus Advertising

Mail sent home to advertise open houses, registration, etc., can simply be sent electronically, serving the same purpose and having the same effect for advertising.

### 8. Paperless Meetings

Utilizing emails before and after meetings, instead of having paper agendas and information sheets can prove to be very helpful and much less wasteful.

### 9. Charge for Printing at the Library

There can be a free quota of black and white printing for students, and when that quota is filled, there can be a charge for additional printing to discourage unnecessary printing.

### 10. Awareness and Information Signs at Library Computers

Signs promoting awareness of environmental impacts of printing in the library could raise awareness and encourage everyone to think twice about wasteful printing practices.



# List of Green Offices

-  Athletics
-  Biology
-  Center for Healthy Living
-  Central Heating Plant
-  College of Education, Information and Technology: Dean's Office and Clinical Education/Student Teaching
-  Communication Office of Graduate Programs
-  Dean's Office of the College of Liberal Arts and Sciences
-  Earth & Environmental Science
-  English
-  Facilities Services
-  Faculty and Student Mailroom
-  Finance
-  History and Political Science
-  Hutton House Lectures and Continuing Education
-  LIU Promise
-  Mailing Services
-  Marketing and International Business
-  Nursing
-  Office of Campus Life
-  Office Services
-  Psychology
-  Public Safety
-  Reference Office
-  Religious Life
-  Technical Services
-  Veteran and Military Affairs

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Sign the LIU Post  
Green Office Pledge at  
<http://tinyurl.com/greenofficeliupost>

## THINK BEFORE YOU PRINT!

**69 MILLION TONS**  
of paper is consumed in the U.S. every year

**Help to reduce this number by  
decreasing your printing.**

BEFORE you print:

- Consider electronic options

If you MUST print:

- Only print what you need instead of the entire document
- Make sure to print double-sided
- Reduce printing margins to 0.75" to fit more on each page
- Reduce font size, for example EcoFont to save ink
- Print in black/white, colored ink takes more energy and resources
- Use print preview to avoid printing unnecessary pages
- Print multiple PowerPoint slides per sheet

[LIUCommPost.com](http://LIUCommPost.com)



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