

# 2020 Annual Program Review

Program Name: Sustainability Department

Program Review Author: Ferris Kawar

**I. PROGRAM DESCRIPTION:** In one or two paragraphs, provide a description of the primary goals of your program or service area. Attach an appendix to describe your program or service area in more detail, if needed.

*Note: If no changes have occurred, feel free to copy and paste from your last review. If it exists, feel free to copy the brief description of your program from the college catalog: <http://www.smc.edu/CollegeCatalog/Pages/default.aspx>*

The Center for Environmental and Urban Studies (CEUS) is an environmental resource center for faculty, staff, students and the Santa Monica community at large. The CEUS is a hub of sustainability providing a variety of services aimed at assisting the SMC community in achieving its mission, goals, and objectives. Services include:

- Providing student work and research positions that provide valuable hands-on experience and leadership development.
- Managing the partnership with Sustainable Works to offer the Student Greening program
- Promoting the Sustainable Technology Certificate Programs.
- Supporting academic departments in greening the curriculum.
- Developing new academic programs.
- Working with Facilities to reduce the impact from the campus' built environment.
- Managing the recycling and composting program.
- Performing an annual Greenhouse Gas Inventory and updating the Climate Action Plan.
- Developing and promoting alternative transportation options to employees and students (covered in the Transportation Program Review).

## II. PROGRESS SINCE LAST REVIEW (LAST YEAR'S OBJECTIVES)

Identify the original objectives from your last review, as well as any objectives that emerged during the year (if applicable). For each objective, determine status and explanation for status.

Objective	Status (Check one)	Status Explanation
Explore funding to expand the Sustainable Works Student Greening Workshop to be able to reach more students and faculty	<input type="checkbox"/> Not Completed <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed	This goal experienced a setback due to the Covid budget fallout. The City of Santa Monica, who has funded the program for the past 18 years, cut funding for fall 2020 and beyond to reduce expenses to the City. The Sustainability Department has found bridge funding at least for fall 2020 through the AS and Global Council but long term funding for the program will need to be identified for the program to be secure. At this point, expansion is no longer the goal.
Work with Purchasing and Facilities to re-write a new Request for Proposal (RFP) for the college waste hauling contract. The new contract would insure that the hauler that wins provides recycle bins,	<input type="checkbox"/> Not Completed <input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Completed	The RFP was completed and a new contract was signed. Shortly after the new contract begin in January of 2020, the Covid crisis shut down the college. Fortunately, our new contract allowed the college to adjust service levels to reduce pickups for landfill and recycling bins which will help save the college money on the contract.

landfill bins and organics collection bins.		
Coordinate with Custodial departments and cafeteria vendors to ensure the waste and recycling system provided by the new hauler works efficiently and effectively. This means training staff and vendors to keep materials separate at collection points and to deposit in the proper dumpsters. It also means providing the correct receptacles, bin signage and educational materials for staff and students to make the program successful.	<input type="checkbox"/> Not Completed <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed	No formal training took place but Custodial and Grounds did take over recycling at satellite campuses during fall 2019, winter 2020, and beginning of spring 2020. When Covid hit it was decided that recycling at ALL campuses would be handled by custodial and grounds to minimize the number of people entering buildings. Proper training still needs to happen to ensure recycling is being done right. Once social distancing ends this can happen.
Click or tap here to enter text.	<input type="checkbox"/> Not Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	Click or tap here to enter text.
Click or tap here to enter text.	<input type="checkbox"/> Not Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	Click or tap here to enter text.

**III. ACHIEVEMENTS**

**(Optional)** List any notable achievements your program accomplished in the last year.

- Drafted Climate Change & Sustainability resolution, which was passed by the Board of Trustees in January, 2020.
- Assisted AS in drafting State-wide resolution to require marine-degradable utensils and serving ware at all CCCs. Passed General Assembly March 2020.
- Produced video using student worker to promote how SMC professors have incorporated sustainability examples into their curriculum.
- Despite having to transition Earth Week to online with only three weeks notice, eco club students were able to attract over 500 other students to participate and take quizzes to earn extra credit from professors.
- Got solar installer to repair the inverter at the CEUS pro bono.
- Added recycling signs to indoor bins in common areas on main campus to graphically show what materials go in each receptacle.
- Successfully piloted a new recycling procedure in SSC requiring employees to empty desk-side recycling into common recycle bins.

**IV. CURRENT PLANNING AND RESOURCE NEEDS**

**Part 1: Narrative**

Broadly discuss issues or needs impacting program effectiveness for which institutional support or resources will be needed for the next academic/fiscal year.

- Energy costs may go up due to the need to increase air exchanges and finer filtration to protect from coronavirus. Facilities will need to keep tight control of energy use to control costs.

- Landfill waste may increase due to the rise of single-use items thanks to Covid concerns – Best purchasing practices should be employed to avoid unnecessary expenditures on items that
- Dangerous chemical use may increase due to coronavirus fears. Harsh chemicals that are harmful to building occupants, students and custodial staff don't need to be used to maintain a healthy campus. Risk Management and Custodial need to agree to maintain our green-cleaning protocols.
- Green building features may be “value engineered” out of building designs due to budget concerns. This would be short-sighted and end up costing the college far more in the long run.

## Part 2: List of Resources Needed

Itemize the specific resources you will need to improve the effectiveness of your program, including resources and support you will need to accomplish your objectives for next year.

*While this information will be reviewed and considered in institutional planning, the information does not supplant the need to request support or resources through established channels and processes.*

Resource Category	Resource Description/Item	Rationale for Resource Need (Including Link to Objective)
<b>Human Resources</b>	Recycling Program Specialist	Just before this position was ready to be hired permanently the budget crisis froze the process. Although the campus is not currently producing much waste material, this will only last a few more months and this position can help the college save money by examining purchasing practices and disposal habits which are costing the college tens of thousands of dollars each year.
<b>Facilities</b> <i>(info inputted here will be given to DPAC Facilitates Comm.)</i>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Equipment, Technology, Supplies</b> <i>(tech inputted here will be given to Technology Planning Committee)</i>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Professional Development</b>	Click or tap here to enter text.	Click or tap here to enter text.

## V. CHALLENGES RELATED TO SPRING 2020 COVID-19 CRISIS AND RESPONSE:

List significant challenges your program faced in Spring 2020 due to COVID-19. Please also Include your responses and solutions to this crisis.

- Loss of Recycling Program Specialist due to hiring freeze. – Their responsibilities will be assumed by the Sustainability Manager in the short term. We will request this essential position be filled as soon as possible.
- Loss of student recycling workers – Custodial staff have agreed to take over collection of indoor recycling. Outdoor recycling needs to be picked up by Grounds staff since they are charged with picking up outdoor trash. Currently the recycle bins were turned upside down to avoid being filled up with water from rain.
- Keeping students working despite not being allowed on campus. –Assigned remote projects and research duties.
- Maintaining worm compost machine without material from cafeteria – Asked Bobs’ Market to set aside spoiled produce twice a week which we pick up and feed to the worms until campus food vendors open back up.
- No events allowed on campus.-Earth Week had to pivot to online with only three weeks of notice. In lieu of Bike

Month we developed a website in conjunction with the city of Santa Monica promoting cycling resources.

- Sustainable Works lost it’s funding from the City of Santa Monica. – Approached AS with a \$15,0000 proposal to fund 10 workshops for fall 2020. This was approved. Also submitted a \$3,000 proposal to Global Council for two more workshops to keep the same level of workshops as normal.
- Keep the garden alive despite student workers not being allowed on campus – Organized 7 faculty and staff who have interests in gardening to absorb the responsibilities of maintaining the garden. This includes weeding, watering, harvesting, planting, composting, and dealing with pests. We will be requesting an exception to the moratorium on students being on campus to allow garden managers to help maintain the garden.

**VI. THE NEXT SECTION IS FOR CTE PROGRAMS ONLY**

**PARTNERSHIPS:**

**Part 1: Industry advisory meeting dates and attendance for 2019-2020.**

Date of Meeting	# of SMC Attendees	# of Non-SMC Attendees
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.

**Part 2: Employer partnerships/collaborations for 2019-2020. Identify the most salient partnerships or collaborations.**

Employer Name	Type of partnership or Collaboration <ul style="list-style-type: none"> <li>• Advisory attendance</li> <li>• Internship site</li> <li>• Donations</li> <li>• Job placement</li> <li>• Other</li> </ul>	Optional: Additional information about partnership or collaboration
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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**CONGRATULATIONS – that’s it! Please save your document with your program’s name and forward it to your area Vice President for review.**

**The following section will be completed by your program’s area VP**

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**Vice Presidents:**

First, please let us know who you are by checking your name:

- Christopher Bonvenuto, Vice President, Business and Administration
- Don Girard, Senior Director, Government Relations & Institutional Communications
- Sherri Lee-Lewis, Vice President, Human Resources
- Jennifer Merlic, Vice President, Academic Affairs
- Teresita Rodriguez, Vice President, Enrollment Development
- Michael Tuitasi, Vice President, Student Affairs

Next, please check this box to indicate that you have reviewed the program's annual report Provide any feedback and comments for the program here:

Click or tap here to enter text; the box will expand when you enter text.

Finally, please **save the document** and email it to both Stephanie Amerian ([amerian\\_stephanie@smc.edu](mailto:amerian_stephanie@smc.edu)) and Erica LeBlanc ([leblanc\\_eric@smc.edu](mailto:leblanc_eric@smc.edu)). If you have any questions, please contact us!