



COLLEGE OF SAINT BENEDICT AND SAINT JOHN'S UNIVERSITY

GREEN OFFICE GUIDE

COLLEGE OF
Saint Benedict



Saint John's
UNIVERSITY

The Green Office Program

The College of Saint Benedict and Saint John's University are committed to building a sustainable community. The Green Office Program, led by the Sustainability Office, is designed to support faculty and staff in all departments and areas across our campuses to gain awareness, concern, and incorporate best practices to improve campus sustainability. This program will guide campus offices on a journey to foster sustainable culture and operations.

Why is this important?

Small actions add up to big change. As an institution of learning, it is our responsibility to model and demonstrate the concepts and practices we teach. This program will take you on a journey to heighten awareness, take action, build relationships, and become a sustainability steward.

Who can participate?

The program is designed for faculty and staff members, and the 'office' is however you choose to define it. Your team can be as large or small as you wish, but it should be comprised of employees (including student employees) who share common spaces, resources, and practices, such as academic departments, operational departments, or support services.

Benefits

The Green Office Program will provide participating offices with support from sustainability staff members, resources to aid in completing items on the checklist, and tools to successfully transform their office. Offices can expect to reduce costs, conserve resources, expand communication and partnerships, and become leaders in sustainability efforts.

Process

- 1. Familiarize yourself with the Green Office Program (30-60 minutes of individual review at your own pace)**

Review resources found on the CSB+SJU website under [Green Office Program](#) and read through the Green Office Guide.

- 2. Determine your team and appoint a Green Office Leader(s) (5-10 minutes of discussion during a regular office meeting)**

Identify a leader or leaders within your team that are best suited to keeping the office on track and organized for the Green Office Program, including scheduling meetings. The leader(s) will share the link to the Green Office Guide for review and inform colleagues of the Office Assessment plans.

- 3. Complete an Office Assessment (1 hour team meeting focused on the Office Assessment)**

This can be conducted however it works best for each office. One method we suggest is to have the Green Office Leader(s) convene a meeting with the office team after people have reviewed the Green Guide. Using the assessment form to track input, this meeting is an opportunity to have a conversation around best practices and office culture towards sustainability. The assessment form asks Offices to identify practices already in place along with identifying areas of improvement, clarifying questions, and including additional

practices that specific offices may conduct. The completed assessment will be submitted to the Sustainability Office.

4. Meet with the Sustainability Office and implement best practices (1 hour meeting between Sustainability and Green Office representatives)

Sustainability staff will review the submitted Office Assessment and follow up with your office. Sustainability will work with the Green Office Leader(s) (and other office employees as available) to meet and review the assessment. We will work collaboratively to review and identify best practices for your office going forward.

5. Receive your Green Office Certification!

Offices that complete steps 1-4 of the above process will earn their Green Office Certificate provided by the Sustainability Office. It is strongly encouraged that Offices will periodically revisit the Green Office program to reassess and continuously improve upon their actions (**1-2 hours** per year in office meetings).

Table of Contents

Reduce, Reuse, Recycle.....	6
I. Paper	6
a. Avoid Printing <input type="checkbox"/>	6
b. Purchase Recycled Paper <input type="checkbox"/>	7
c. Printing Etiquette <input type="checkbox"/>	7
d. Keep a Scrap Paper Pile <input type="checkbox"/>	8
II. Office Supplies.....	8
a. Visit the campus Swap Shops.....	8
c. Shop at Secondhand Stores <input type="checkbox"/>	8
III. Breakroom.....	9
a. Invest in Reusable Kitchen Items <input type="checkbox"/>	9
b. Participate in Campus Composting <input type="checkbox"/>	9
c. Utilize Shared Spaces and Appliances <input type="checkbox"/>	9
V. Recycling	10
a. Recycle Properly <input type="checkbox"/>	10
b. Specialized Recycling Streams <input type="checkbox"/>	10
Sustainable Purchasing	11
I. Sustainable Purchasing Practices	11
a. Buy in Bulk <input type="checkbox"/>	11
b. Buy Local <input type="checkbox"/>	12
c. Buy Green <input type="checkbox"/>	12
II. Office Supplies.....	12
a. Paper Purchasing Options <input type="checkbox"/>	12
b. Sustainable Supplies <input type="checkbox"/>	13
c. Energy Efficient Electronics <input type="checkbox"/>	13
III. Food and Drink.....	13
a. Eat Locally Grown and Seasonal Foods <input type="checkbox"/>	13
b. Fairtrade and Organic Products <input type="checkbox"/>	14
c. On campus <input type="checkbox"/>	14
Energy and Water Conservation	15
I. Building Policies	15
a. Windows and Doors <input type="checkbox"/>	15

b. Reporting Issues to Facilities <input type="checkbox"/>	15
II. In the Office	16
a. Lights <input type="checkbox"/>	16
c. Adjusting the Thermostat <input type="checkbox"/>	16
III. Technology	16
a. IT Policies <input type="checkbox"/>	16
b. Electronics <input type="checkbox"/>	17
IV. Water Conservation	17
a. Hydration Stations <input type="checkbox"/>	17
b. Water Use <input type="checkbox"/>	17
Transportation	18
I. Public Transportation	18
a. The Link <input type="checkbox"/>	18
b. Public Transportation in your Area <input type="checkbox"/>	18
II. Alternative Transportation	19
a. Bike to Work <input type="checkbox"/>	19
b. Carpool to Work <input type="checkbox"/>	20
IV. Reduced Travel	20
a. Remote and Flexible work schedules <input type="checkbox"/>	20
b. Host and Attend Virtual Meetings, Workshops, and Conferences <input type="checkbox"/>	20
c. Air Travel Awareness <input type="checkbox"/>	20
Community	21
I. Outreach and Education	21
a. Participate in Sustainability Events on Campus <input type="checkbox"/>	21
b. Volunteer <input type="checkbox"/>	21
c. Sustainability Innovations <input type="checkbox"/>	22
d. Host Sustainable Events and Meetings <input type="checkbox"/>	22
e. Explore and Share resources <input type="checkbox"/>	22
II. Climate Justice	23
a. Climate Justice Resources <input type="checkbox"/>	23

Reduce, Reuse, Recycle

Help your community and the environment by following the [EPA's hierarchy of reducing, reusing, and recycling](#). Small actions will save the institutions money, energy, and reduce greenhouse gas emissions as well as help your office develop an awareness about using products to their full extent.



I. Paper

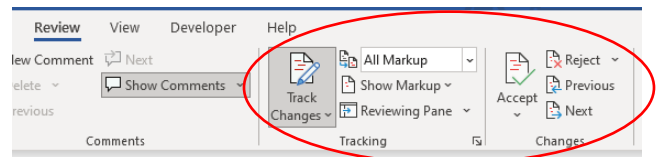
a. Avoid Printing

In most cases, it is more convenient to not print your documents! Follow these tips to perfect your "paperless office":

- ✓ **Create a Digital File Cabinet** on your computer where you can save documents instead of printing them. IT Services recommends Microsoft OneDrive as the best cloud storage option. For local storage, you can save items on your PC (C: Drive), just be sure to back it up. Read IT services' policies on [local storage and software](#).
- ✓ **Use "Bookmarks" or "Favorites"** to save pages to your web browser to reference later rather than printing them off and possibly losing them.
- ✓ **Draft Electronically** by using features such as "comment" and "tracking" in the review tab.

Highlight a portion of your document or the document you are reviewing, right-click and select "**new comment.**" (Word and Google Docs)

Track changes (Word) by going to **Review > Tracking > Track Changes**. Once this feature is turned on you can choose to show or hide markup, as well as accept and reject changes.



- ✓ **Utilize a Network Drive** as a place to access shared documents within your office. If your office does not have an existing network drive, contact the [Help Desk](#).
- ✓ **If you are not able to avoid printing** remember to use software like [PaperCut](#) to track your printing output and print on recycled paper.

Remember: not only can you reduce paper usage, but ink cartridge usage, costly printer purchases, and energy!

b. Purchase Recycled Paper

If printing is necessary, you can still limit environmental impacts by printing on recycled paper. [Recycled paper](#) is produced in many different forms. Most of the time you will see that a percentage of your paper is recycled, but this material can come from both post and pre-consumer product. What does this mean and what is the best option for your office? Use these questions to fuel your research into different types of recycled paper.

c. Printing Etiquette

i. Set Default on Printers to Double-Sided

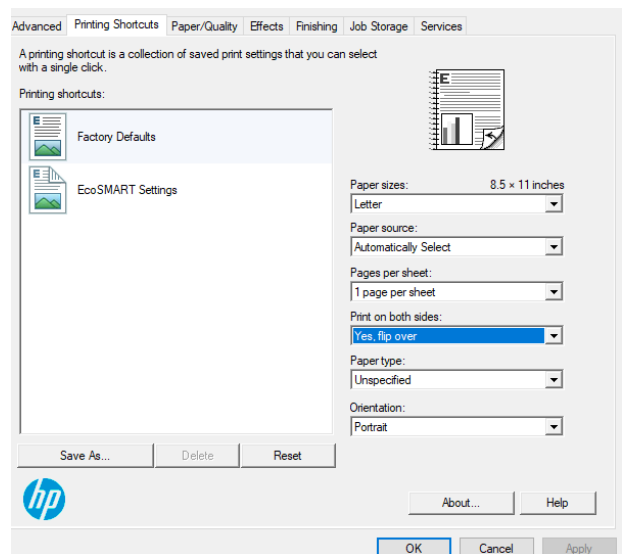
Navigate to your computer's print settings:

Start menu > Settings > Devices > Printers & Scanners

Click on the printer(s) you use and edit your printing preferences:

Manage > Printing Preferences > Printing Shortcuts > Print on both sides > Yes > Apply > OK

***Pro-tip:** These settings are not always available for network printers. If your team is wanting to make this a standard on your printer, contact [IT Services Help Desk](#)!



ii. Reduce Margins

Reducing margins is a simple way to limit the amount of paper you are printing off. With Microsoft, click on **"Layout," "Margins,"** and change from Normal to **"Narrow."** This can be done manually in Google Docs by going to **"File," "Page Set-up,"** and manually entering 0.5 for top, bottom, left, and right margins.

iii. Preview Before Printing

Using print preview allows you to view your document as it will look once it is printed off. This will allow you to fix any formatting issues before printing and possibly wasting paper. Navigate to **"File"** and **"Print."** Be sure to check that you are printing double-sided!

d. Keep a Scrap Paper Pile

Reuse! Your misprints have more purpose. Create a scrap paper pile and use it to print drafts or take notes.

***Pro-tip:** IT Services has printing data on all public printers across each campus. Email the [Sustainability Office](#) if you are interested in looking at the data from the printer your office uses.

II. Office Supplies

a. Visit the campus [Swap Shops](#)



Save your office money, reduce overconsumption, share campus resources, and prevent office supplies from being landfilled by visiting the campus Swap Shops. Leave items, take items.

SJU - Quad 116

CSB - Mary Commons 120

b. Campus Free Store

Keep an eye and ear out for seasonal FREE STORES on campus, especially during spring move-out in mid to late May. Student housing items (furniture, kitchenware, home décor) that are discarded during move-out are collected and made available first come, first serve at select Free Store locations on campus. Institutional surplus from Facilities, IT, Culinary, and the Sustainability Office may be made available at various times throughout the year for a super discounted or FREE rate. Free Store notice will be posted to the Daily Bulletin Board as needed.

c. Shop at Secondhand Stores

If you cannot find what you need or have an item you cannot bring to the Swap Shop, consider Secondhand stores.

Stores near campus: Treasure Chest, ThriftWorks, Salvage Sisters, Savers, Goodwill.

***Pro-tip:** Do you know of other departments with gently used office supplies? Consider organizing a supplies drive and donate your items to an organization in need or contact the [Sustainability Office](#) and we will help coordinate.

III. Breakroom

a. Invest in Reusable Kitchen Items

Encourage your office to stop using disposable, single use kitchen items to help reduce waste and expenses. Remember these actions need to be sustainable for your office as well as the environment. Ensure that your team has the discipline to regularly clean your breakroom space by doing dishes, putting items away, and washing reusable rags. Have your Green Leader appoint kitchen tasks as necessary.

- ✓ Replace paper or plastic plates and bowls with glass or ceramic.
- ✓ Replace plastic utensils with silverware.
- ✓ Have stainless steel cups, glasses, and ceramic mugs for drinks.
- ✓ Use cloth wash rags and hand towels instead of single use items.
- ✓ Reusable bags and containers for lunches.
- ✓ Shared condiments and spices instead of individual packages.

b. Participate in Campus Composting

Reduce landfill waste and greenhouse gas emissions by [composting](#) your food scraps. Grab a compost container from the sustainability office and empty it at the nearest compost bin on campus.

***Pro-tip:** Inspire your department (and students!) with [The Compost Story](#)

Compostable Items

Fruits
Vegetables
Nuts and Seeds
Eggshells
Flowers
Houseplants
Coffee Grounds and Filters
Tea Bags



Do NOT Compost:

Liquids
Dairy
Bread
Meat or Bones
Fats and Oils
Chemicals
Plastic and Paper
Trash

Compost Tips

Empty in Campus Compost Bins Near Dumpsters
Empty This Container at Least Once Per Week to Prevent Odor
Rinse Container After Emptying

c. Utilize Shared Spaces and Appliances

Does your office have its own breakroom with shared appliances? Duplicate appliances in personal offices unnecessarily increase energy demand (especially refrigerators). Consider sharing rooms and appliances with other departments or donating extra breakroom appliances.

***Pro-tip:** Ditch the personal mini-fridge, microwave, or coffee maker from your office and join your community in the breakroom, even if only for a few minutes to store or prep your lunch!

V. Recycling

a. Recycle Properly

Make sure your team is following proper procedures for recycling on our campus. Review the [recycling resources](#) on the Sustainability website. Note that CSB+SJU are serviced by [Republic](#). Take the time to explore their site and recycling resources with your team, and follow these tips to ensure recycling in your department is effective:

- ✓ **No plastic bags** in recycling ever. These clog sorting machinery in recycling facilities creating inefficiencies that hamper the recycling industry as well as increase costs to the institutions
- ✓ Ensure recyclables are **empty** and reasonably **clean/dry**
- ✓ SJU+CSB recycling is comingled. Closely read signage for what can be recycled:



→ Plastics #1, #2, and #5 (with lids attached)

→ All metal cans

→ Glass bottles and jars with lids

→ All paper and unsoiled cardboard (flattened)

- ✓ Pair recycling and waste bins. If your office does not have paired bins, fill out a work order request. [CSB maintenance request](#) or [SJU work order request](#).
- ✓ Signage posted near bins with recyclable contents listed. Printable signage available on [Sustainability's recycling webpage](#)
- ✓ Detailed [recycling resources](#) to inform the office
- ✓ **When in doubt, throw it out in the trash.** If there is cross contamination, everything can end up in the landfill.

Republic Recycling-
blue lid with blue recycling symbol



Republic Waste-
Black lid with no recycling symbol



***Pro-tip:** hold annual meetings to review proper recycling protocol with your department. Keep students informed as well!

b. Specialized Recycling Streams

Programs in place at CSB and SJU allow convenience in disposing certain "hard-to-recycle" items. Check the website for [specialized recycling](#) directions and locations for **batteries, ink cartridges, electronic devices, and plastic film.**

- **Plastic Film:** Collected in the Swap Shops on each campus (SJU- Quad 116 and CSB- Mary Commons 120), the sustainability office will take your contributions to Coborn's in St. Joseph where the [NexTrex recycling program](#) is available. Learn more about what is accepted and what happens to your "garbage" in this [program!](#)
- **Batteries:** Always tape battery terminals to avoid fire hazards. Follow [Call2Recycle](#) battery guide or the CSB+SJU website for an updated list on types of batteries accepted.
- **Small Electronics:** Items accepted include cellphones, tablets, cameras, watches, headphones, and charging cables.

Sustainable Purchasing

As an institution we can practice values of stewardship, frugality, and community with our purchasing power. Sustainable purchasing has powerful environmental, economic, and social impacts. Taking steps to understand your spending as an office will help you shift toward [better buying practices](#). Let us think beyond just price and quality when purchasing products, but also consider the environmental and social impacts.

I. Sustainable Purchasing Practices

a. Buy in Bulk

Not only does purchasing items in bulk save money, but it also reduces waste and energy by avoiding excessive packaging and transportation needs. Consider researching vendors that have options for buying in bulk.

- *Plan ahead when purchasing so timing and availability does not limit your options.*
- *Communicate with your co-workers and students to see if other departmental purchases can be included on one order and delivery.*

b. Buy Local

Practice community by supporting local economies and buying local. This habit will save you time and limit transportation impacts.

****Pro-tip:** Buying in bulk and locally can be difficult habits to adopt, but the number one sustainable purchasing hack is planning ahead!*

c. Buy Green

Many companies recognize that their customers are demanding green, environmentally and climate friendly products. With a little research and education, you will be surprised to find green alternatives to many of the products you regularly purchase.

****Pro-tip:** Share what you learn with colleagues, students, and the Sustainability Office so we can all adopt sustainable purchasing practices.*

II. Office Supplies

a. Paper Purchasing Options

Do you know where the paper your department is purchasing comes from? Paper manufacturers can have many different certifications and manufacturing methods. Research different types of paper and determine which type is best for your office and the Earth.

→ **Recycled Paper:** What does recycled paper really consist of? For some manufacturers, recycled paper is a mix of post-consumer wastepaper and pre-consumer paper (unsold paper discarded at the mill), but there are many different combinations. Be sure to take a closer look at the [recycled paper](#) you are purchasing.

→ **FSC and SFI-Certified Paper:** Strict guidelines are in place for the [Forest Stewardship Council certification](#) and the [Sustainable Forestry Initiative](#). Explore these options with your department and determine if this paper is right for you!



b. Sustainable Supplies

When you need something for the office, it can be so easy to run and buy supplies brand new. Consider following a [supply purchasing guide](#) and taking time to learn about the item you are purchasing and explore these more sustainable options:

- ✓ [Amazon Climate Pledge](#)
- ✓ [FSC-Certified Products](#)
- ✓ [SFI-Certified Products](#)
- ✓ And [more!](#)
- ✓ Look for these key words: reusable, compostable, recycled-content

***Note:** While this guide has provided you with great sustainability certifications to look for it is always important to be cautious of [green washing](#). Adopt ways to combat this issue by putting in the time to research the products you are purchasing.

c. Energy Efficient Electronics

When purchasing new devices for the office (electronics or appliances), look for [Energy Star](#) or [TCO](#) certified products (note that IT Services purchases energy star rated equipment). When getting rid of an institution owned device, check the [electronic waste policy](#) for a list of accepted devices.



III. Food and Drink

***Note:** Food and drink are things we interact with multiple times a day. Awareness of the food you eat and the beverages you drink is a great way to reduce your carbon footprint and adopt a healthier lifestyle. Although this section may seem less applicable to office sustainability and more personal, take time to explore the resources and try to incorporate these practices if it is feasible for your office.

a. Eat Locally Grown and Seasonal Foods

When you purchase local, seasonal foods, you reduce the amount of travel that food must do to reach your plate while also supporting local producers. One of the best options for campus events is ordering from culinary services. Contact [SJU](#) or [CSB Catering Services](#) for options. Explore additional local options listed below.



→ [Full Circle Greenhouse](#) grows fresh produce all winter on both SJU and CSB campuses. Pay attention to the bulletin, Full Circle Greenhouse Instagram, and Sustainability Instagram for sale information.

→ [MN Street Market](#) (a.k.a “the co-op”) offers a variety of local seasonal foods and other sustainable products for your office or home.



→ The [St. Joseph Farmers Market](#) runs every Friday, 3-6pm, May-October and offers a variety of locally produced food, crafts, and entertainment. The Market was co-founded by OSB’s Sister Phyllis Plantenberg.

→ [Good Earth Food Co-op](#) in Saint Cloud supports sustainable, organic, and local agriculture at the most affordable prices possible. It is run and supported by its members; become one today!

→ Visit the [Minnesota Grown Directory](#) to locate and connect with local farmers, farmers’ markets, and other food producers.

→ Explore a harvest or you-pick calendar when planning food purchases for your workday.

b. Fairtrade and Organic Products

Purchasing [Fairtrade](#) and [USDA Organic Products](#) is a step toward combating issues of climate justice and sustainable food production. Explore and encourage your office to make this switch.

Did you know: Coffee is not the only Fairtrade product! Explore more products [here](#).



c. On campus

Many employees choose to pack lunches while working on campus, others prefer to eat out. Whatever you decide to do for lunch, make it sustainable!

- ✓ Pack your lunch in reusable containers
- ✓ When eating out, choose local options
- ✓ Choose environmental friendly food and drink options (organic, fairtrade, vegan, vegetarian)
- ✓ Participate in the [Ozzi Program](#) on campus
- ✓ The Celmens Perk offers a 10% discount when drinks are ordered in a reusable mug.

Energy and Water Conservation

Energy and Water use are perhaps the largest environmental impacts from campus operations. These resources are used daily in office operations; however, we want to encourage efficiency and mindfulness with their use. Simple habits can save the institutions money and reduce our ecological footprint.

I. Building Policies

a. Windows and Doors

The best practice on campus is to keep windows closed and locked, and external doors shut. Never prop external doors open for extended periods.

South facing [windows](#) can play an especially significant role in the energy balance of the building. South facing window blinds should be shut in the summer and opened during the day in the winter. Doors should remain closed, so systems are not heating or cooling more than necessary.



b. Reporting Issues to Facilities

The facilities department on campus will conduct routine inspections regularly occupied spaces, but if you notice something wrong with equipment, doors, or windows in your area, be sure to submit a [maintenance request](#) (CSB) or [work order request](#) (SJU) in order to save time, money, and energy. Some things to watch for:

- ✓ *Exterior windows and doors that don't latch or seal properly*
- ✓ *Condensation around doors and windows*
- ✓ *Heating or cooling systems that are not operating optimally (e.g., hot radiators during the cooling season, cold radiators when the heat is on, strange noises from heating systems, excessively hot or cold air, etc.)*
- ✓ *Lights that are routinely left on, but could be off (a.k.a. opportunities for occupancy sensors)*

II. In the Office

a. Lights

One of the easiest ways to reduce wasted energy in the office is by using lights efficiently. Simple tips include:

- ✓ *Turning off lights when ANY room is empty.*
- ✓ *Taking advantage of natural lighting.*
- ✓ *Using lighting only where it is needed in the room (task lighting).*
- ✓ *Using LED bulbs in desk lamps.*
- ✓ *Working in public areas where lights remain on during the day.*



c. Adjusting the Thermostat

*A simple way to reduce energy consumption within your department is by adjusting the thermostat to complement the season (73°F - 75°F in the Summer and 66°F - 68°F in the Winter). In the winter, turn the heat down a few degrees and in the summer turn the temperature up a few degrees if cooling. The temperature change can be barely noticeable and save significant amounts of energy. Dressing appropriately and layering for the season and building conditions is another thing to keep in mind. **Never** use a space heater in your office. Not only can this be unsafe but use large amounts of unnecessary energy.*

****Note:** not all campus spaces have adjustable thermostats and even the ones that do can only be adjusted within a narrow range to ensure space conditioning temperatures are adequate for building function.*

****Pro-tip:** Check out these other campus energy [conservation tips](#).*

III. Technology

a. IT Policies

IT services are more than just a contact for when you are having computer problems. These staff members are useful resources for providing innovative knowledge and services and can play a key role in helping your department limit energy usage. Explore the Knowledge Base on the [IT Self-Services Portal](#) and encourage your team to adopt some of the following habits (in the [Green Guide to Computing](#)):

- ✓ In settings, set your computer monitor to power off after 10-15 minutes of inactivity.
- ✓ Get rid of Screen Savers, let your device go into sleep or hibernation mode.
- ✓ Shut down your computer (and all other devices) for evenings and weekends.

b. Electronics

Although powering down your electronics at the end of the day is great, if these devices are plugged into the wall, they are still drawing energy! A simple solution is unplugging your devices at the end of the day, or utilizing a power strip that can “unplug” multiple devices at once with a simple switch. Look for these devices around your office and consider unplugging them (**especially during long breaks or time away!**): computers, monitors, lamps, chargers, coffee makers, and microwaves. If your office budget allows, you might also consider swapping desktop computers for laptops, which use much less energy and provide better convenience for employees. [IT Services](#) can provide cost details and guidance with the transition.

Did you know: the draw of electricity to electronics that are not actively being used is called [Phantom energy](#) or vampire power? These sources of power that are not used or needed can contribute a significant amount to electric bills and energy inefficiency.

IV. Water Conservation

a. Hydration Stations

CSB and SJU have several hydration stations across campus that encourage reusable water bottle use. If your coworker prefers flavored beverages, encourage them to purchase aluminum rather than plastic due to higher recyclability of aluminum.



b. Water Use

When washing hands or dishes be sure to have the faucet running only when washing and off when scrubbing. If you notice leaks in faucets, toilets, ceilings, windows, or any other areas around the office, be sure to report this to facilities as soon as possible.

***Pro-tip:** Conduct a [household carbon footprint calculation](#) to gain a better understanding of aspects that can lower (or add) to greenhouse gas emissions from your office (and home). Do this together with your team and bring any questions to the Sustainability Office!

Transportation

For most of us, driving to and from work is a necessary task of the work week. The heat-trapping carbon emissions from the tailpipe are, of course, contributing to global climate change. Because the transportation sector is the [highest emitter of greenhouse gases](#) in the United States it is crucial to be aware that low and zero carbon alternatives exist that are not only more relaxing for you as a driver, but cheaper as well. Explore all your options and take action to [reduce pollution from your vehicle](#).

I. Public Transportation

a. The Link

One of the most reliable methods of transportation on campus, the [Link](#) offers trips between the two campuses nearly 25 times throughout the day. It is a privilege that this convenient and sustainable ride is available to faculty, staff, and students, so relax and enjoy the ride!



b. Public Transportation in your Area

Off campus, explore options to reduce your transportation footprint. Explore the following for public transportation options, and determine if they are the right fit for members of your office:

- ✓ [St. Cloud Metro Bus](#) **METRO BUS**
The most well-known form of public transportation in the area, the Metro Bus offers 16 routes covering the greater St. Cloud area. Of course, it can be quite intimidating to use the bus for the first time, but with Metro Bus offering [free online travel training](#), there are no more excuses!

***Note:** Metro Bus does not currently service Saint Joseph. However, the nearest stop is approximately 4 miles from Saint Benedict's campus. This stop would be easily accessible by bike via the Wobegon Trail. Look into the [Bike and Board program](#)!

***Pro-tip:** gather interested members in your department to complete the travel training together!

- ✓ [Tri-Cap](#)
Another local public transportation option, Tri-cap extends operations to Benton, Morrison, Sherburne, and Stearns Counties. If you are a first-time rider, simply give them a call at (320) 251-1612 and tell them your desired route.
- ✓ [Groome Transportation](#)
Groome is a shuttle service that takes you directly to major airports. This convenient and sustainable option comes right to campus and will take you all the way to MSP airport- check out the [schedule!](#)
- ✓ [The Northstar Line](#)
Owned and operated by Metro Transit, The NorthStar Link offers service between the Metro Bus Transit Center, SCSU Miller Center, and East Saint Cloud Park and Ride to the NorthStar rail in Big Lake that travels to downtown Minneapolis.
- ✓ [Jefferson Lines](#)
If you are looking to travel further distances, Jefferson lines offers daily travel to over 2,000 locations across 14 states in America.
- ✓ [Amtrak](#)
With a local station in Saint Cloud, this train can take you to over 500 destinations in the United States. Explore the [map](#), book a trip, and be sure to learn more about sustainability at Amtrak.
- ✓ Explore more options for public transportation at the [Minnesota Department of Transportation \(MnDOT\) Site](#).



II. Alternative Transportation

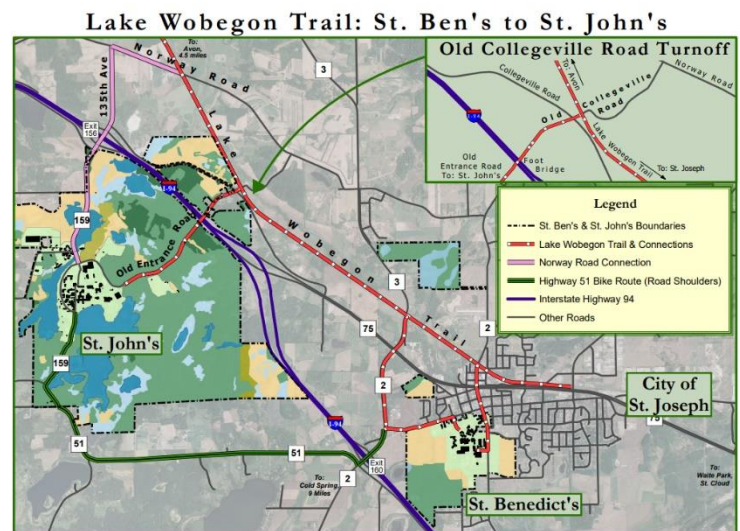
a. Bike to Work



This form of transportation may only be available to local staff but can be one of the most enjoyable ways to travel!

If there are members of your office that must travel between campuses The Lake Wobegon Trail offers a scenic route.

If you are interested in traveling by bike, check out the [MnDOT Bicycling](#) webpage and learn more about traveling routes in the area.



b. Carpool to Work

Team up, save money, and reduce your carbon emissions by carpooling to work. An easy way to start this habit is by riding with family or friends that travel at similar times as you. Reach out and ask any coworkers if they would be interested in carpooling. If these are not options, consider signing up on [Metro Transits](#) regional ride matching database!

IV. Reduced Travel

a. Remote and Flexible work schedules

When possible and appropriate, consider working from home as not only a way to find work-life balance, but also a way to reduce our carbon footprint. Look into CSB and SJU's [Flexible Work Program](#) and talk with your supervisor about this option.

b. Host and Attend Virtual Meetings, Workshops, and Conferences

Consider exploring options for virtual meetings before requiring in-person meetings. CSB+SJU have a variety of small and large meeting rooms with all necessary equipment available. Book a room and contact IT Services for any additional equipment you may need. Likewise, many professional development and networking opportunities are available virtually. Consider registering for these before traveling when possible. Try [zoom](#) as a free, well known, and user-friendly platform for hosting virtual meetings.

c. Air Travel Awareness

Careers in higher education come with great opportunities for travel. These opportunities are part of what draws many of us to this field. It is important to be aware that air travel comes with a large carbon footprint. Consider alternatives to flying when possible. When you must fly, [calculate the amount of carbon](#) your flight will emit and consider purchasing carbon offsets. [Carbon offsets](#) can be a great way to reduce your carbon footprint while traveling by funding climate positive projects.

Community

Sustainable communities include more than actions for reducing our impacts on the environment and climate. Our relationships with those around us play a prominent role in sustainability. CSB+SJU have a strong history of Benedictine hospitality, community, and stewardship. Work with your team to strengthen relationships in the office and make time for community engagement and service.

I. Outreach and Education

a. Participate in Sustainability Events on Campus

Encourage your department (and students) to participate in sustainability related events on campus. Showing up not only supports the continuation and improvement of sustainability on campus but also encourages student participation. Visit the [Sustainability](#) website to learn about our ongoing projects and how you can participate and keep an eye on the bulletin for events that occur throughout the year!

b. Volunteer

Volunteering is a terrific way to support your community and the environment. Start by exploring some of these opportunities with your office.

- ✓ [Community Kitchen](#)
- ✓ Volunteer with [Outdoor U](#)
- ✓ [Habitat for Humanity](#)
- ✓ [Big Brothers Big Sisters](#)
- ✓ [Great River Greening](#)
- ✓ [Volunteer Match](#)
- ✓ [United Way](#)



GREAT RIVER GREENING
RESTORING LAND, WATER AND WONDER

c. Sustainability Innovations

In the realm of sustainability, there is always room for improvement. Be creative or do some research and think of ways to initiate or expand upon a sustainability project in your office. Connect with the Sustainability Office for ideas and suggestions, sustainability@csbsju.edu.

d. Host Sustainable Events and Meetings

A wonderful way to encourage others to be more sustainable is by our own actions. Consider hosting more sustainable meetings and events and watch how your actions can encourage others. Some things to focus on include:

- ✓ *Sharing and discussing at-home sustainability practices.*
- ✓ *Providing reusable dishes.*
- ✓ *Sustainable food and beverage.*
- ✓ *Provide compost and recycling.*
- ✓ *Promote eco-friendly transportation.*
- ✓ *Encourage electronic note taking.*
- ✓ *Avoid printing.*

e. Explore and Share resources

We can only begin to have an impact when we take the time and effort to educate ourselves and others. Use these resources as a starting point of exploration and sharing with your community!

- ✓ [CSB+SJU Sustainability Office Website](#)
- ✓ [Sustainable Development Goals](#)
- ✓ [Project Drawdown](#)
- ✓ [AASHE](#) and [UMACS](#) (professional organizations in Higher Education Sustainability)
- ✓ [Environmental Protection Agency](#)
- ✓ [En-roads Climate Simulator](#)
- ✓ [National Climate Assessment \(Midwest Chapter\)](#)



II. Climate Justice

a. Climate Justice Resources

Climate justice is a term used to describe the importance of advocacy for and involvement of all people when working toward healing the environment. Support the diverse array of social justice clubs on campus by attending events and programming put on by the [Multicultural Center](#) and review the wonderful [resources](#) provided by the Environmental Studies department and learn how your office can incorporate this into creating a more sustainable work environment. Some other local resources to review include:

- ✓ [CSB+SJU Multicultural and International Clubs](#)
- ✓ [Gender and Sexuality- QPLUS](#) and [LGBTQ+ Resource Guide](#)
- ✓ [Institute of Women's Leadership](#)
- ✓ [Extending the Link](#)
- ✓ [Climate Justice Club](#)
- ✓ [Initiative for Native Nation Relations](#) and [The Indigenous Student Association](#)
- ✓ Explore broader [Climate Justice](#) resources