



# Massachusetts College of Art Sustainability Plan

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Agency Coordinator: **Luanne E. Witkowski, Design Studio Manager**

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This Sustainability Plan has been reviewed and approved by President Katherine Sloan of Massachusetts College of Art (MassArt) on April \_\_\_\_, 2005.

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*Katherine Sloan, President, Massachusetts College of Art (MassArt)*

## 1. Agency Information, Impact Identification and Sustainability Team

### 1.1 Agency Description and Scope

Established in 1873, Massachusetts College of Art (MassArt) was the first, and remains the only independent, four-year public art college in the United States.

The college's current mission statement was developed during the 1997/98 academic year through a broad participatory process, and was approved by the MassArt Board of Trustees in June 1998.

Massachusetts College of Art is:

*A public, free-standing college of art and design. The college's professional baccalaureate and graduate degree programs enable students to contribute to the New England economy as fine artists, designers, and art educators, and to engage creatively in the well being of their society. Continuing education classes, exhibitions, and cultural programs fulfill the college's public purpose of providing access to the arts for the citizens of the Commonwealth. The college aspires to be a leader in the art and design professions and to influence the direction of the arts nationally through the accomplishment of its graduates and the creative activities of its faculty and staff.*

The mission statement is posted on the MassArt web site and is included in college publications. It is accompanied by more specific lists of shared values and priorities which set the direction for developing the college's strategic goals and objectives.

Priorities include:

- commitments to offering rigorous professional programs in art and design which are grounded in liberal learning by choosing faculty who are working art and design professionals & developing students' critical thinking abilities
- building diversity in the college curriculum and community
- affirming the inherent value of the arts as a life enhancing force recognizing the power of art and design in many spheres of public life
- accepting the responsibility to be accessible, responsive, and accountable to the citizens of the Commonwealth
- embracing new technologies as opportunities to advance the creative potentials of our disciplines, and promote innovative and responsible uses of technology on and off campus
- recognizing and serving the need for lifelong learning for all MassArt community members

**Students:** Fall 2004 credit enrollment at MassArt is 1587 full-time equivalent (FTE), of which 1350 FTE are enrolled in BFA programs, 83 FTE in graduate programs, and 154 FTE in non-degree programs. The college plans to increase undergraduate degree student enrollment by approximately 10% by Fall 2007.

**Faculty:** In fall 2004, 88 full-time faculty were employed in the undergraduate degree program. An additional 28 part-time faculty (14 FTE) are employed on permanent faculty lines. Adjunct instructors are hired by the course on a semester basis to cover the remaining instructional load in the undergraduate degree program.

**Staff:** In Fall 2004, the college employed 215 staff in administrative and support positions. Most employees are full time.

#### **Location:**

**Main Campus:** One (1) city block bordered by Huntington Ave, Palace Rd, Tetlow St, Evans Way

Address: 621 Huntington Avenue, Boston, MA 02115

Smith Hall 640 Huntington, Avenue, Boston, MA 02115

Artist Residence (Dormitories) located at: 600R Huntington, Avenue, Boston, MA 02115

Overall Sq. footage: 193,070 sq. ft.

**Tower Building:** Library; design studios – offices & classrooms, model/wood shop, spray booth, letterpress, publishing studio, painting studio, computer labs; administration/business offices; mailroom/receiving; galleries; conference rooms; café; audio/visual services; auditorium, HVAC, water & sewer, electrical, elevators, waste removal. Sq. footage: 273,000 sq. ft.

**East & Gym Buildings:** gymnasium; Public Safety Headquarters; offices; printmaking studio – presses, darkroom, offices; woodshop; continuing & graduate education studios, facilities/trades offices, HVAC, water & sewer, electrical, elevators, waste removal.

Sq. footage: East – 52,250 sq. ft.; Gym – 31,450 sq. ft.; Total – 83,700 sq. ft.

**North Building:** sculpture & fiber studios, classrooms, offices; studio for inter-related media (SIM) classrooms, studios, offices; theater/performance space, facilities/trades offices, Boiler, HVAC, water & sewer, electrical, elevators, waste removal. Sq. footage: 59,500 sq. ft.

**Collins Building:** ceramics, metals, foundry studios, classrooms, offices, facilities/trades offices, HVAC, water & sewer, electrical, elevators, waste removal. Sq. footage: 46,750 sq. ft.

**Hot Shop:** glass blowing and working studio, HVAC, water & sewer, electrical, elevators, waste removal. Sq. footage: 2,500 sq. ft.

**South Building:** offices, classrooms, studios, galleries, facilities/trades offices, HVAC, water & sewer, electrical, elevators, waste removal. Sq. footage: 74,000 sq. ft.

**Kennedy Building:** photography studios & darkrooms, classrooms; painting studios; auditorium; admin., academic & health offices; student lounge; galleries; dining hall; fitness center; HVAC, water & sewer, electrical, elevators, waste removal. Sq. footage: 132,000 sq. ft.

**Smith Hall:** dormitories: Living quarters, lounges, gallery, reception, public safety/director office. Facilities/trades offices, Boiler, HVAC, water & sewer, electrical, elevators, waste removal.

Sq. footage: 32,000 sq. ft.

**Artist Residence:** apartment living quarters, lounges, gallery, reception, public safety/director office. facilities/trades office, Boiler, HVAC, water & sewer, electrical, elevators, waste removal.

Sq. footage: 110,000 sq. ft.

## 1.2 Agency Impacts on the Environment and Human Health

In FY2004 the combined totals of all buildings on campus, used by students, faculty, staff and visitors consumed 600,000 Therms of Natural Gas, 5,804,318 KWH of electricity, 7,900,000 Gallons of water, 435 tons of solid waste. The college recycled 8,989 lbs of metal, glass, plastic, computer housing and peripherals (28,426 lbs. since 2001), 1,260 feet of fluorescent lamps and 135 beds, bureaus, and desks.

MassArt implemented an energy management system in 1999. This system was installed under a contract with DCAM and an energy savings contractor (CONECO). As part of this contract, new efficient chillers were installed to replace antiquated steam absorption machines. Many high horsepower electric motors were replaced with "Super E" high efficiency motors. Pneumatic HVAC controls were replaced with direct digital controls (DDC) and tied into an automated logic controls computer. This enables MassArt to set parameters, schedules and setpoints to optimize energy savings and occupant comfort in selected parts of campus. Water savings devices were installed on all toilets campus wide and an abatement meter was installed on the cooling tower drain line. Power factor correction units were installed on high demand lines and variable speed drive units were installed on air handling units.

Included in this contract was the replacement of all ballasts and bulbs to energy efficient ones. Some non-chemical water treatment devices were installed as well as gas line non-chemical treatment units.

MassArt is also committed to recycling where practicable. Palettes, paper, batteries, cell phones, ink cartridges, monitors and computer equipment are recycled.

Freon is reclaimed from all portable a/c units as well as refrigerators before they are disposed of.

MassArt uses gas fired, low emission boilers to heat. The boilers are cleaned annually to optimize heat transfer of the fire tubes. This results in improved fuel economy and boiler life. Over 500 orifice type steam traps were installed on the condensate return system to further improve the efficiency of the boilers and steam distribution system.

MassArt has contracted hazardous waste collection company Triumvirate Environmental. They visit our campus on a regular (weekly) basis to handle, store and collect the waste produced by artmaking activities in photography, painting, printmaking, glass, ceramics, metals, fibers, plastics, resins, various dusts, woods, and other chemistry.

Brush (small parts) cleaners are installed in all painting areas for the recycling of solvents – thus creating less waste and avoiding sink/sewer dumping. Dust and vapor collection and ventilation is installed in all wood, model, metal and glass areas.

With students, Studio Managers facilitate and participate in the collection of recyclable and donated materials for artmaking such as paint, wood, metals, plastics, and foams. Reusing, sharing and proper storage is encouraged.

Studio Managers work with, support, and educate students, faculty and staff in proper health & safety and proper materials and equipment handling and usage in their specific areas on a daily basis.

## 1.3 Agency Operational Costs

Use of a Procurement Card has helped to reduce the amount of paperwork in the Accounts Payable Department. Now instead of writing 100 tiny checks for spur-of-the-moment purchases, we write one check to the credit card company. This saves paper, ink, postage, and most of all, personnel for processing.

We have switched bottle water users over to a company that has a contract with the State. This had an immediate effect of cutting our bottle water bills by more than 50%.

The following are examples of MassArt group purchasing:

MHEC – Group purchasing through the MHEC includes office supplies, educational supplies, furniture, facilities maintenance supply contracts, office equipment, mailroom equipment and supplies, computers, copiers, telecommunication and networking products, automobile rentals, and facilities equipment.

The Massachusetts Higher Education Consortium (MHEC) is a nonprofit purchasing consortium established in 1976. Membership includes 47 private colleges and universities including all Colleges of the Fenway, and all public institutions of higher learning including fifteen community colleges, nine state colleges, and the five campuses of the University system.

PowerOptions – Group purchasing through PowerOptions includes electricity and natural gas. PowerOptions was created by the Massachusetts Health and Educational Facilities Authority in 1996 to enable nonprofit organizations to benefit from the deregulated electricity and natural gas industries.

MASCO – Group purchasing through MASCO include elevator maintenance, recycling programs with the Institutional Recycling Network (also on MHEC contract), travel agency services including the Expedia.com corporate travel program.

MASCO (Medical Academic and Scientific Community Organization, Inc.) is a charitable corporation established in 1972 by its member institutions to plan, develop, and enhance the Longwood Medical and Academic Area for the benefit of the general public and its members, and to create and implement programs that assist the institutions and individuals in the LMA. MASCO and its affiliates -- MASCO Services, Inc., and the Longwood Medical Area Child Care Center -- offer a wide range of services including area planning and development, parking and transit services, group purchasing, shared business services, and child care. MASCO's mission is to pursue programs that promote a sense of community among its members, and create and deliver services more effectively provided on a shared basis.

Operational Services Division (OSD) Commonwealth of Massachusetts – Purchases through OSD include computers, building materials and supplies, cleaning products, electrical supplies, express mail services, hazardous material disposal, solid waste disposal, IT equipment and services, pest control services, plumbing and heating supplies, telecommunication cabling and equipment and tradespersons contracts.

Other – MassArt Bookstore contract was entered into along with the other state colleges to Follett Bookstores. Dining Services are contracted to Chartwell's.

## 1.4 Agency Sustainability Team Members

Plan Coordinator: Luanne E. Witkowski, Design Studio Manager & Campus Sustainability advocate  
 Howard G. Larosee, Director of Facilities & Sustainable Architecture advocate  
 James M. Mcdaid, Director of Administrative Services/Purchasing & Group Purchasing advocate  
 Laurence Levison, Accounting Manager & Recycling/Conservation advocate  
 Keri Powers, Human Resources  
 Eric Bird, Chief Information Officer  
 Richard Aronowitz, Vice President of Administration & Finance

## 2. Long-Term Goals/Vision

### 2.1 Long-Term Goals

- Establish a full-time position: “Director of Campus Sustainability, Health & Safety”. The creation of this new position would enable the Sustainability Team to achieve their Plan goals through concerted effort.

The Full-time Director of Campus Sustainability, Health & Safety will co-ordinate sustainability efforts across campus (section 3.2 Agency Action Steps 1–10; 4.2,3 Education, Training, Management; 5.1,2 Tracking, Reporting, Continuous Improvement) with the Offices of the President, Academic Affairs, Student Development, Finance & Administration, Administrative Computing and Database Management, Facilities Department, Studio Managers, and Human Resources to promote, encourage and facilitate sustainability endeavors throughout campus.

- Use of sustainable products in new building, renovation, restoration, and maintenance
- Energy conservation and efficiency
- Move towards “paperless” environments – engage online and interactive communication
- Campus-wide involvement in Sustainability efforts

## 3. Short-term Actions and Priorities

### 3.1 Priority and Areas Goals

- Energy conservation and efficiency
- Use of sustainable products
- Develop new and more effective recycling programs
- Develop educational and professional workshops, trainings, and classes in sustainability – practice & lifestyle – through the Human Resources, Student Development, and Academic Affairs Offices

### 3.2 Agency Action Steps

1. track and report on sustainable product use in new building, renovation, restoration, and maintenance (Administration & Finance, Facilities Office, Health & Safety Office)
2. coordinate, research, and develop new and more effective recycling programs – with staff, faculty & students (Administration & Finance, Facilities Office, Health & Safety Office)
3. continue the work of the college's current part-time Health and Safety Officer (William Jordan). build on and utilize extensive records, data, & resources to expand the Health & Safety manual & website to educate faculty and students about the potential hazards of art-making practices. (Health & Safety Office)
4. track and report on energy use & efficiency (Administration & Finance, Administrative Services)
5. purchase and install Energy Star equipment wherever possible (Administration & Finance, Facilities, Administrative Services)
6. Enhance and expand campus-wide email and internet access (Administrative & Academic Computing)
7. develop educational and professional workshops, trainings, and classes in sustainability – practice & lifestyle – to provide current, relevant, and cutting edge scientific and technological information and news to all areas on campus to further efforts toward healthy & sustainable environments for all community members, guests, and visitors. (Human Resources, Health & Safety Office, Student Development, Health Services, and Academic Affairs Offices)
8. work with off-campus organizations to bring students, faculty, and staff a more holistic approach to lifestyle and practice. (Human Resources, Health & Safety Office, Student Development, Health Services, and Academic Affairs Offices)
9. work with the EOE and other state government offices to submit Tracking Reports and take advantage of grants and government programs. (Administrative Services, Facilities Office, Health & Safety Office)
10. enlarge the Sustainability Team membership to include Student Development V.P., Faculty, and Students (President's Office, Administration & Finance, Academic Affairs, Student Development)

## 4. Management Systems and Institutionalization

### 4.1 Integrating Environmental Impacts into Key Decision Points

- Purchasing – on all levels
  - Incorporate environmentally-preferable options into specifications, bids, RFP's
  - Train employees who make purchases in environmental impacts of their choices and preferable alternatives
  - Add check-off on purchase authorization form to confirm environmental options considered before key purchases approved, e.g., chemicals, energy-using equipment
- New construction, building modifications – work with Designer Selection Board & DCAM to:
  - Select architect, builder, etc. with sustainable design experience
  - Require LEED certification or equivalent for contractors and building
  - Specify materials that meet environmental criteria
- Budget meetings
  - Incorporate criteria that requires that those requesting budget approval for new projects demonstrate that environmental impacts are considered and minimized where feasible
- Facilities management
  - Make sure solid and HazMat waste contractors are asked to propose recycling options with associated cost comparisons

### 4.2 Education and Training of Staff

Employee workshops/training, forums, campus e-mail, newsletters on progress, incentives.

### 4.3 Management Systems

Sustainability Team reviews all action and progress (future: Director of Campus Sustainability, Health & Safety with Sustainability Team)

## 5. Tracking Progress and Program/Plan Review

### 5.1 Agency Tracking and Reporting Form

Coordinator of Sustainability Plan will submit the College tracking plan when reporting form is available (future: Director of Campus Sustainability, Health & Safety)

### 5.2 Continuous Improvement

Coordinator of Sustainability Plan will submit the College tracking plan when reporting form is available. (future: Director of Campus Sustainability, Health & Safety)