PWR

Attendees: Brad Henson (Director of Purchasing), Micah Kenfield (Sustainability Programs Coordinator), Maddie Liberman (student member), Robert McKim (Dept. or Religion and Philosophy), Morgan White (Associate Director, F&S for sustainability), Laura Schultz (iSEE senior sustainability intern), Joy Scrogum (Sustainability Specialist for Illinois Sustainable Technology Center), Julija Sakutyte (Transitioning clerk)
Date: 6 November 2018
Time: 12-1 PM

1. Introductions
2. Recycled Paper Policy—Presentation by Morgan White
    a. iCAP objective 1, Ch 6
        i. Apply standards to purchases of various things, including office paper.
        ii. Read potential strategy excerpts (2015 iCAP)
            1. Compliance with these environmental standards should be required, or at least given significant weight in purchasing decisions, campus **could revise its purchasing systems to curtail purchases of certain products and services which fail to satisfy selected environmental standards and preferences**.
            2. The **university purchasing process could be enhanced to explicitly track compliance with these campus environmental standards so that it could be straightforward to measure progress**.
    b. **History of Policy Discussion**
        i. FY15—bought truckload of recycled content paper.
            1. No longer higher price to switch to 30% recycled paper
            2. Policy went to the University System office, as the Purchasing and Strategic Sourcing reports to the Presidential (University System) level, not chancellor (campus).
                a. All purchasing decisions made here in FY16
        ii. **FY16—UIUC and UIC put forward proposal, demanding that paper policy be enforced through existing law, to SAVPAC**
            1. Senior Associate Vice President Advisory Council—Under Michael Bass, OBFS
            2. **Rejected in discussion** with SAVPAC.
                a. **Thought issue was campus level.**
                b. **Thought majority of paper bought was already recycled content (inaccurate).**
        iii. **FY17—PWR put forth recommendation for campus to update CAM (campus admin manual) policy**
            1. **Never went to decision team from F&S because of ownership problems**.
                a. F&S is not in jurisdiction of these issues. **Policy at a bureaucratic stall.**

2. Policy already discusses paper products
   a. Campus should still encourage recycling, maybe clean up policy.
   b. Next steps: Who should have responsibility for the policy? Purchasing? If not, who?
      i. Currently, purchasing doesn't have policies in CAM.
c. OBFS Report for FY15 Copy paper usage (sourced from iBuy data, student analysis)—does not include F&S stores data, FY18 data, and anomaly data.
   1. Since iSEE has gotten departments to commit to recycled paper, data for the period in which they were switching over is not included in the data.
   2. Data from FY2008 obtained.
   3. Robert McKim noted that there isn't a clear idea of how much paper was purchased from outside sources.
d. iBuy
   i. **See if allowable to work with vendors to remove undesirable products**
      1. **Simplest way to affect purchasing decisions**
   ii. Brad Henson voices that icons exist which depict product info (recycled or not) when a search is performed in iBuy.
      1. Recycled paper should pull up first in search
         a. If not, ask vendor to make this happen
         b. Note: Amazon is used to purchase for individual units, forfeiting discount opportunities
      2. Some products may be purchased directly at local stores (on or off campus) or online using purchasing credit cards (p-cards). Joy Scrogum—Employees using these cards need to submit p-card logs.That could leave paper trail to help analyze adherence or not to environmental product standards. But descriptions of products vary among individuals; there may not be enough detail in logs to foster proper analysis (e.g. Micah Kenfield noted a purchase of "office supplies" would be too vague to be helpful).
         a. iBuy has access levels, which might require permission. Training might be introduced as part of the process of obtaining permissions. AITS controls the permissions for iBuy; different departments work with them to get individuals the access needed.
         b. We discussed opportunities for training to reference the laws and awareness.
            i. Brad Henson—there is training of basic functionality (for purchasing at least)
            ii. Morgan White— suggestion to add "sustainability tips" during training

    c. Question to group—is there a way to insert environmentally responsible purchasing to key p-card members?

        i. Joy Scrogum—Training does exist for p-card holders, per regular basis. Suggests that this training could be used to mention sustainability information to raise awareness of preferred products, relevant laws, relative costs, etc.

        ii. Joy Scrogum—P-card logs are separate from iBuy, not part of same database. Also, P-cards are credit cards that individuals can use to make university business purchases. The logs monitor item costs, origins, and which account should be charged.

3. Joy Scrogum tested the process of using iBUY to purchase the recycled paper. The following denotes the process:

    a. I searched "everything" (i.e. from the main search page, not having opened a specific punch out first) for "office paper." I got 200 pages of results (over 4000 items) because the results included anything with the word "paper" in it; in fact the first item on the list was a paper clip cup, not paper at all. At any rate, I then chose to filter the results by "product flag" clicking on "recycled." This "narrowed" the search results to 554 items across 28 pages. I noticed the first page seemed dominated by items from Office Depot. So I looked at the search filter options again to see how I might easily navigate to the I-Stores items. That's when I saw that the only supplier listed (for all 554 items) was Office Depot Inc. So it's REALLY hard for anyone to stumble across the cheaper recycled content paper offered by F&S stores—you have to know that bulk purchase took place and that cheaper recycled content paper is available from campus stores. Then you MUST know the proper name for F&S stores (I-Stores) and you MUST open the I-Stores punch out and search within it for office paper to find the 30% recycled content paper which had been purchased in bulk. To me it's very little wonder that more people don't buy this; there is nothing about the existing system which makes this easy for the consumer.

e. F&S Stores—FY17 more than half of paper purchasing from stores were virgin.

f. Campus employees have to use environmentally preferred products (ex: 30% recycled paper) unless it is too expensive

    1. Preconceived notion that paper is too expensive, so people don't buy it

    2. F&S truckload at discounted price

      a. Issue: Office Max provides a more streamlined experience, whereas F&S recycled paper costs less, but has a different purchasing process, which could be considered a deterrent.
          i. 12k employees would have to be trained, restrictions there

  g. Stance on updating CAM policy—Morgan White to Brad Henson
    i. Brad Henson "This would be the beginning of the discussion"
    ii. How can we include paper policy with CAM?
      1. Meeting with Mike DeLorenzo on 6 Nov, will discuss possibilities
    iii. Morgan White—Options to remove virgin paper from iBuy?
      1. Reformation in purchasing at the moment.
      2. Sourcing group manages iBuy, but control will be transferred to Purchasing soon.
      3. Question is: Can we do it? Would campus (Morgan White clarifies—all the different stakeholders who discuss it) allow it?
         a. A vendor removing a single product should be possible; Brad Henson not sure of difficulty to accomplish that.
         b. Morgan White—Note: recycled paper perceived as inferior; might cause pushback.

  h. Morgan White—Who would negotiate a contract?
    i. Arrangement by strategic sourcing to get truckload was a bulk purchase, so why can't a university level purchase benefit from a similar set-up?
      1. Probably the structure of purchase, so the discount would have been for smaller bulk purchases, not one large one. (Brad Henson)
      2. Many vendors will only discounts on a conditional basis for each individual purchase.
      3. Would Sourcing arrange that? No, Purchasing would.
      4. Possible to look into how campus sets price for paper.
         a. Probably a future recommendation.

3. Questions
  a. Robert McKim—Can we contact key people in units to inform of law and availability of cheaper recycled paper? Is it a reputable option?
    i. Micah Kenfield—we are planning to have a major push for that program
      1. Developing a top down reach, maybe departmental or collegiate
    ii. Follow-up: What percentage of campus is participating?
      1. Micah Kenfield—About 20% now (80 offices, ~800-900 staff), want 50% by 2020

  b. Morgan White—who is in charge of pcard? iBuy?
    i. A: Brad Henson—training would go through Jim Shaw
      1. AITS is in charge of security; purchasing is in charge of system
    ii. BMG and BAC's have a listserv
      1. Business Manager's Group/ Business Affairs Committee

2. Joy Scrogum will draft email/notice about iCAP, objectives, laws, background to potentially distribute to BMG and BAC via appropriate email lists.
   c. Robert: Is there a possibility of referring to consultants?
      i. Ask if there are external sources that we should be paying attention to
         1. Morgan White—Good in anticipation of iCAP 2020
      ii. Morgan White: Utilizing faculty to obtain quotes of positive confirmation of iCAP direction make iCAP goals more reputable.
4. Recommendations
   a. Robert McKim notes building on connection with Ethics to unify recycling with ethics training
      i. Short recycling video is featured on campus ethics training website
         1. Reminds people of objectives.
         2. Ethics office launched this idea.
      ii. Is ethics training specific to a single campus?
         1. No consensus. Noted that laws are universal across all campuses.
   b. Purchasing POV: Good idea, unsure of who creates training, but there is a member who has legal training.
5. Summary of Paper Policy: Immediate Decisions
   a. Morgan White will send draft waste minimization policy to Brad Henson.
      i. Reach out to Gloria Keeley, start for update on FY17 data.
   b. Discussions on communicating need more work.
      i. Robert McKim will reach out and find out logistics of ethics training idea.
   c. Joy Scrogum will draft a letter to the appropriate contacts in BMG and BAC to see if they can "work towards raising awareness of laws, options, and address any misconceptions," (J. Scrogum)
   d. Next meeting: Discuss policy, iBUY options

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