

Department of Psychology Green Workplace Initiative

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Meeting Eco-Updates, Zero-Waste Events & Teleconferencing (R.2, C.3, & T.1)

- ▶ Eco-Updates have been added to every staff and department meeting, which are also zero-waste events.
 - ▶ Staff meetings are twice per month and department meetings are once per month.
 - ▶ Agendas are distributed digitally, and we allow for a telecommute option.
- ▶ The Department of Psychology has moved to purchasing laptops for most of our faculty and staff.
 - ▶ This allows for flexible meeting spaces through Teams or Zoom.
 - ▶ We also have cameras with speakers that can be checked out from DeGarmo 435A.

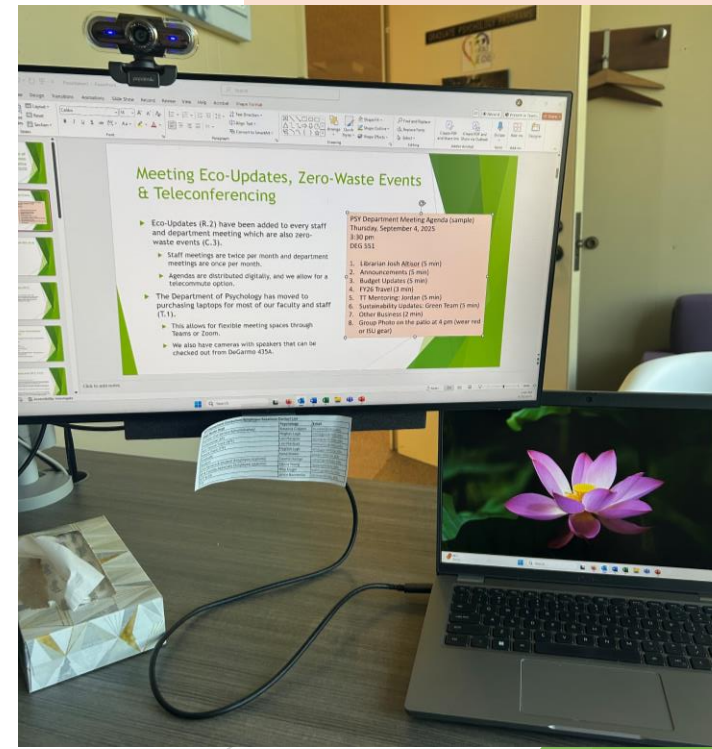
PSY Department Meeting Agenda

Thursday, September 4, 2025

3:30 pm

DEG 551

1. Librarian Josh Altisor (5 min)
2. Announcements (5 min)
3. Budget Updates (5 min)
4. FY26 Travel (3 min)
5. TT Mentoring: Jordan (5 min)
6. Sustainability Updates: Green Team (5 min)
7. Other Business (2 min)



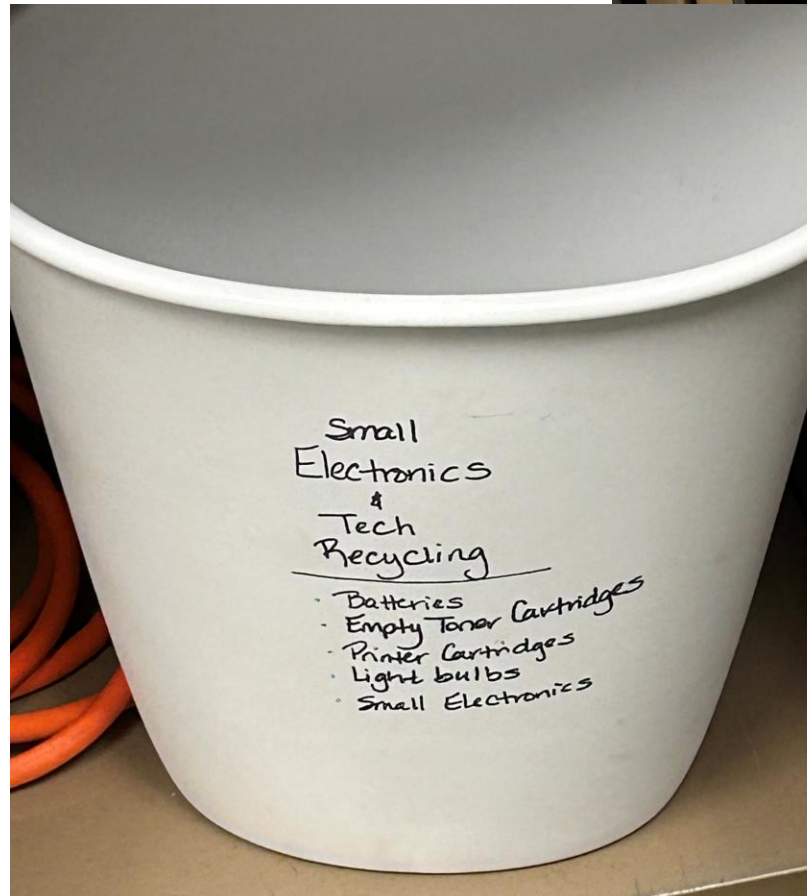
Paired Recycle Bins with Trash Bins (R.4)

- ▶ There are various recycle bins located throughout the Department of Psychology.
 - ▶ DeGarmo 1st Floor
 - ▶ DeGarmo 4th Floor
 - ▶ Fairchild 4th Floor



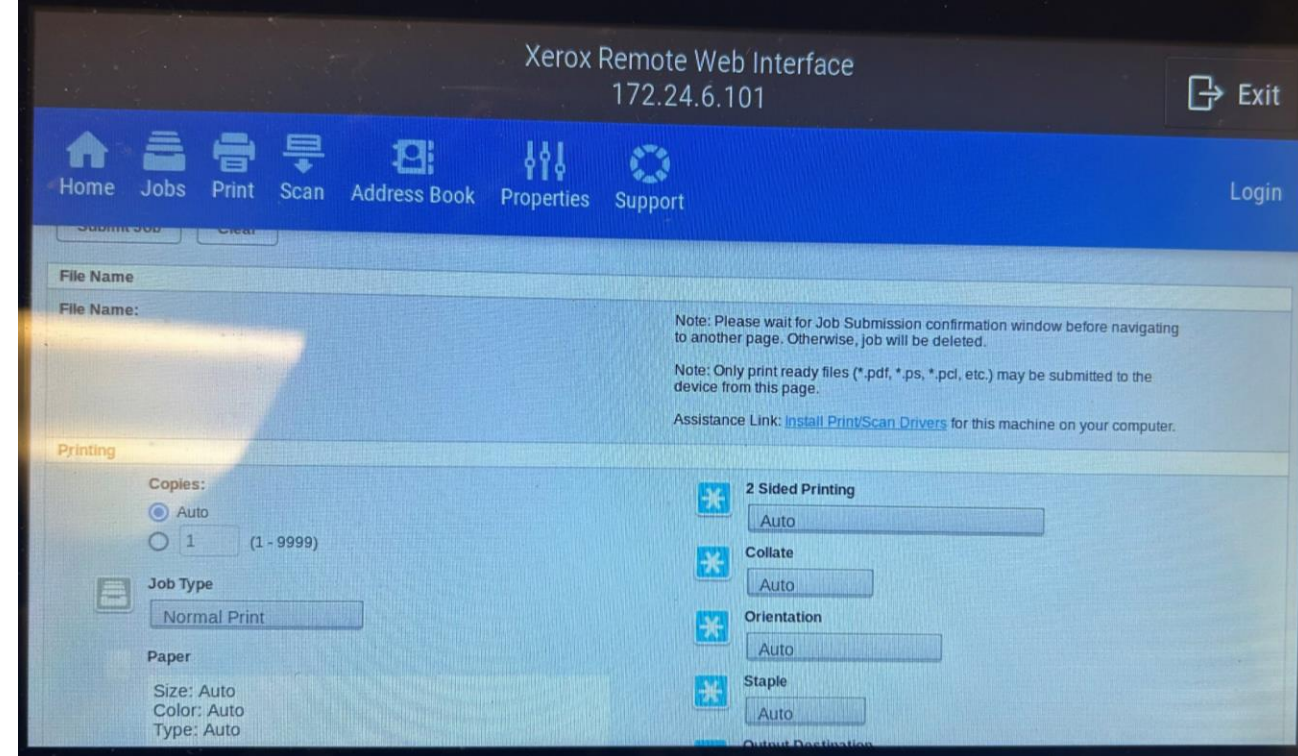
Recycled Electronic Waste (W.3)

Electronic waste, such as chargers, CDs, adapters, electrical cords, toner cartridges, or other computer-based materials are recycled in the main office. Angi Davis (DeG 435A) handles all recycling items except those tracked and monitored by the ISU inventory system. Computer-based materials such as monitors, mice or keyboards are given to CAS-IT for reuse.



Shift to more paper-free environment (W.4, W.5, & W.6)

- ▶ Over the last four to five years, the department has made a concerted effort to become more paper-free.
 - ▶ Some of the efforts we have made:
 - ▶ Digitizing all student records in Teams
 - ▶ Digitizing PSC client files (ongoing)
 - ▶ Distributing electronic agendas for meetings
 - ▶ Printing two-sided when items need to be printed
 - ▶ Electronic announcement boards



The screenshot shows the Microsoft Teams interface for the CAS Psychology Department. The left sidebar lists various channels: Main Channels (Proposals and Defenses, Student Headshots) and Hidden channels. The main content area displays a table of Graduate Student Records.

Name	Modified	Modified By	
CBS	December 4, 2024	DeLand, Hannah	
CCP	August 12, 2021	Harman, Kelly	
CxP	May 2, 2022	Harman, Kelly	
DEV	August 18, 2021	Harman, Kelly	
General Psychology	August 20, 2021	Harman, Kelly	
IOS	August 20, 2021	Harman, Kelly	
NON PSY Grad Students	August 20, 2021	Harman, Kelly	
PhD	August 20, 2021	Harman, Kelly	
QUA	August 20, 2021	Harman, Kelly	
SSP	August 20, 2021	Harman, Kelly	
Thesis & Dissertation Announcements	August 31, 2021	Harman, Kelly	

Shift to more paper-free environment, continued (W.4, W.5, & W.6)

- ▶ A scratch paper pile has been paired with photocopiers. We have them in DeGarmo 435C, DeGarmo 446, Fairchild 402
- ▶ When paper must be used, we purchase eco-conscious paper that is backed by the Forest Stewardship Council

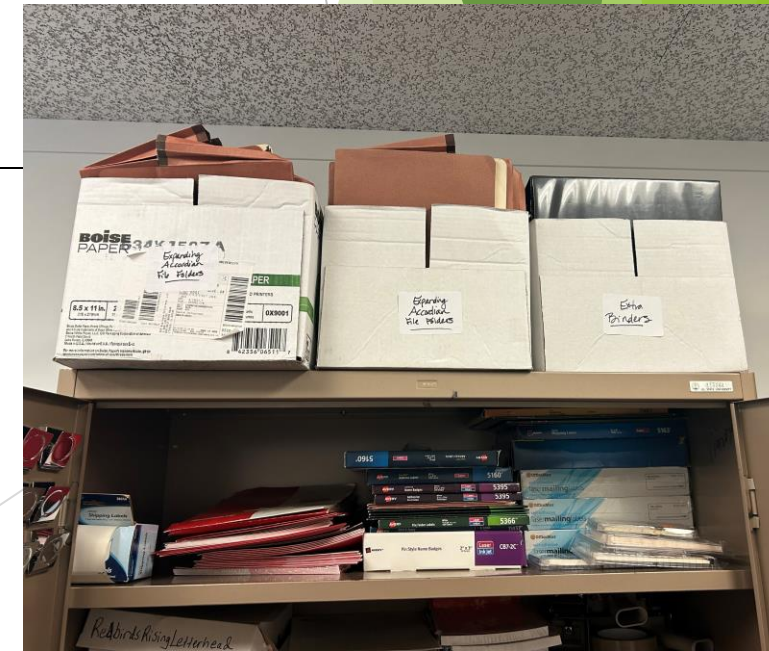


Office Supply Reuse Area (W.7, P.4 & C.8)

- ▶ An office supply reuse area can be found in DeGarmo 435B & C.
- ▶ We also do an extensive office clean out in May, when faculty and staff can put all unwanted items on a centralized table so that other people within the department (including students) can take the items for their campus or home offices (for ISU related tasks).
- ▶ We also have an office move-in time in August so that people can change or replace items in the offices before the semester starts. We have a table where used items can be placed and claimed in DeGarmo 435.
- ▶ We encourage all faculty and staff to check out the surplus warehouse before purchasing new.



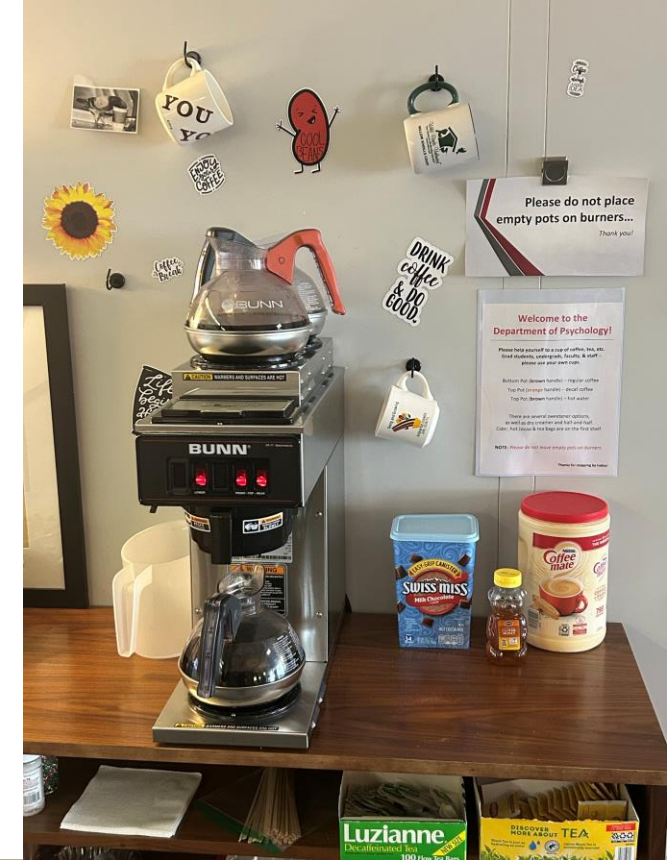
Example Email: I will be submitting an order for surplus removal either at the end of this week or sometime next week. If you have smaller, desktop items to get rid of, please bring those to the Main Office (DEG 435) and place them on/under the table outside of DeGarmo 435E. If you have larger (furniture) items, please take a photo of each item—one showing the item itself and the second showing the ISU tag/serial number (if applicable)—email photo(s) to me and then, place the item(s) in the hallway outside your office with “SURPLUS” clearly labeled on the item(s). Thank you!



Filtered water, coffee mugs and multi-serve supplies and beverages (P.2, W.8, W.9 & W.12)

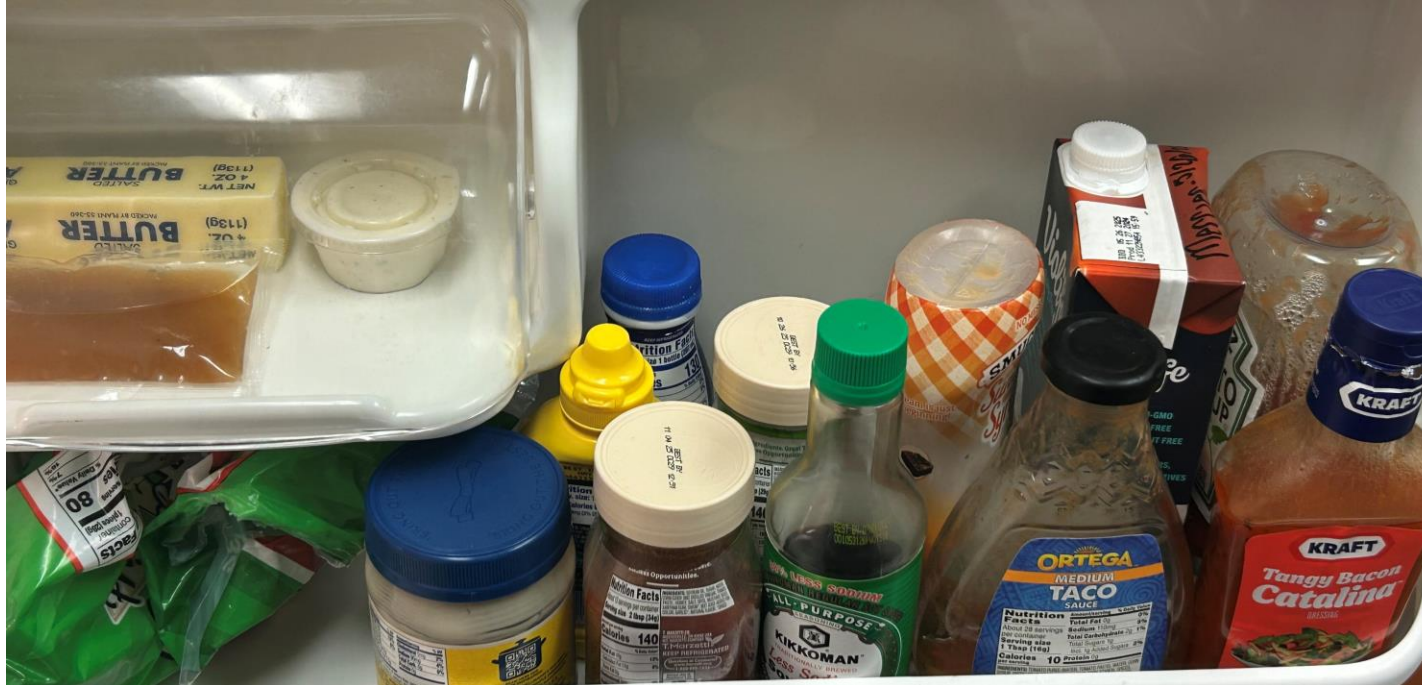
As a department, we have moved away from using single serving containers.

- ▶ Reusable water bottles and coffee mugs are available in the front office.
 - ▶ We also encourage our faculty and students to bring their favorite beverage container with them to work.
- ▶ A major change that the Department of Psychology has made was to buy a three-pot restaurant style drip coffee maker. This has eliminated most of the need for single use coffee pods.



Filtered water, coffee mugs and multi-serve supplies and beverages continued (P.2, W.8, W.9 & W.12)

- ▶ Water pitchers are in DeGarmo 407, 435, 450, and 453.
- ▶ Multi-serve condiments such as honey, cream, salt, and pepper are available in DeGarmo 435.



Eliminate/Reduce deskside trash bins (W.10)

With the abundant trash and recycling bins located in our hallways, we have encouraged faculty and staff to remove their trash bins from inside their offices. This process allows for thoughtful reflection about what is thrown away.

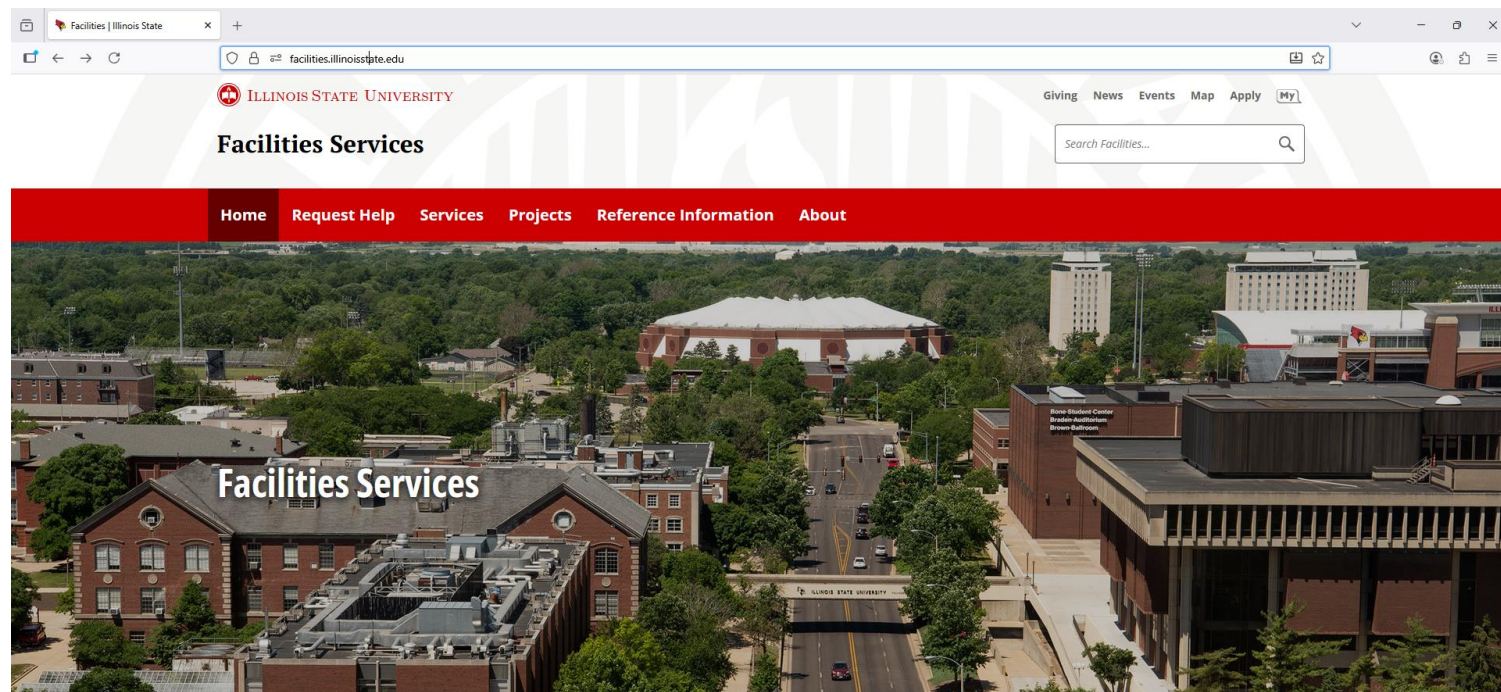


Report It (E.1)

As a department, all water, temperature, electrical or electronic issues are reported immediately. Faculty and staff report through email to our front of the house staff.

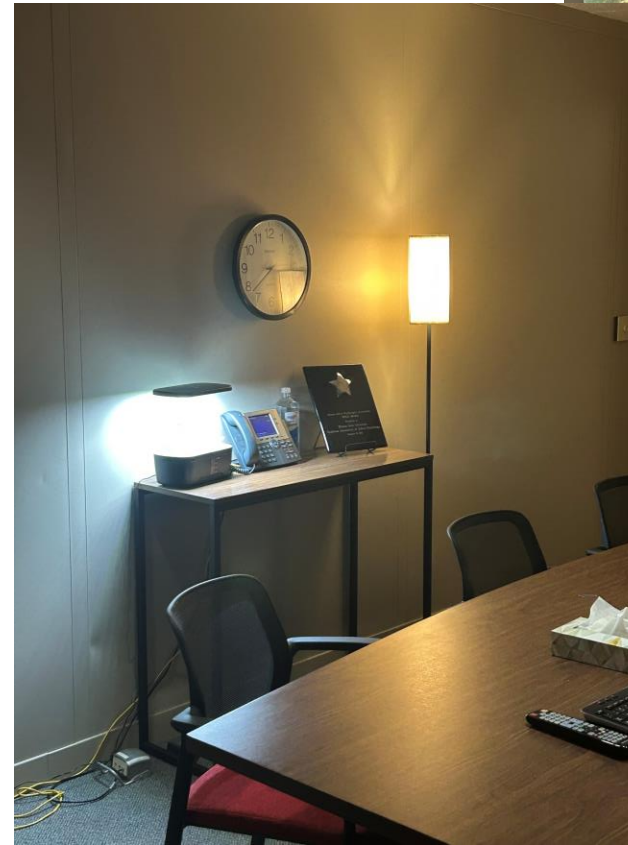
Facilities (water, temperature, bugs, etc.): <https://isd.illinoisstate.edu/>

Technology (computers, monitors, connectivity, etc.): <https://cas.illinoisstate.edu/about/casit/>



Energy-Saving Reminders (E.2, E.4, E.5, E.6, & E.7)

- ▶ Most of the faculty and staff have opted for using natural lighting or task lights when working in DeGarmo's 4th floor.
- ▶ Our main office and conference rooms use natural lighting or task lighting
- ▶ All lights are turned off by staff at the end of the day.



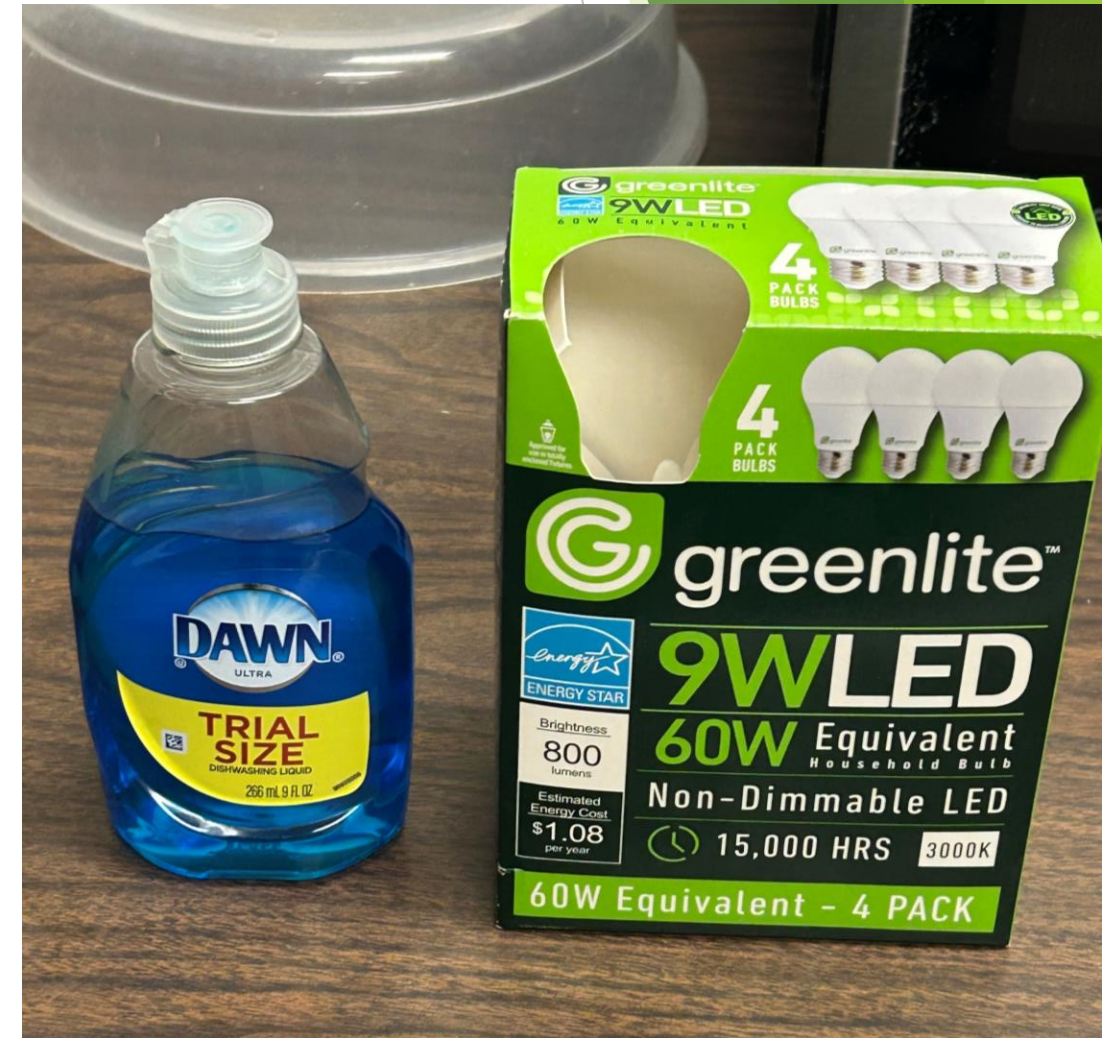
Energy-Saving Reminders Continued(E.2, E.4, E.5, E.6, & E.7)

- ▶ Reminders are sent out to all faculty and staff before a break.
- ▶ ISU CAS-IT have our computers set to go to sleep mode after 10 minutes of inactivity.
- ▶ We also remind faculty throughout the semester to Power down their electronics at the end of the day.

Example Email: This is your reminder that the microwaves and refrigerators in the main office supply room and grad lounge (DEG 0450/0453) will be cleaned by student workers on Friday, December 13th, so all personal items, food, etc. will need to be removed, including all beverage/coffee cups – please take those home to clean them. Please also clean out your office refrigerators and unplug or power down any electronics that will not be in use over the break. Please let us know if you have any plants that will need to be tended to in your absence. Enjoy your break.

Green Products (P.1 & P.5)

- ▶ We strive to purchase green cleaning products for the department. Rather than single use items, we purchase large containers of commonly used cleaning items that are kept in DeGarmo 435B.
- ▶ We also strive to purchase items with low VOCs.



Alternative Transportation & Commuting (T.3., T.5, & T.6)

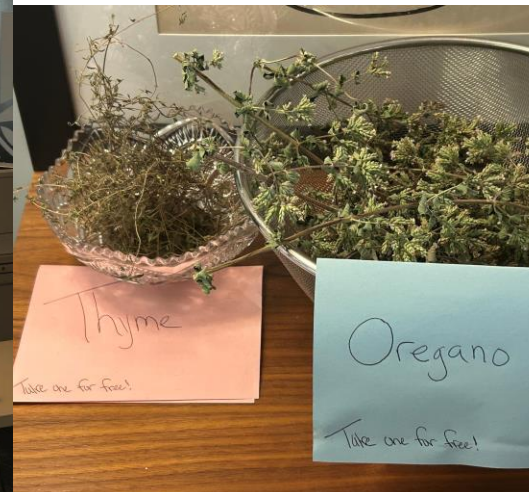
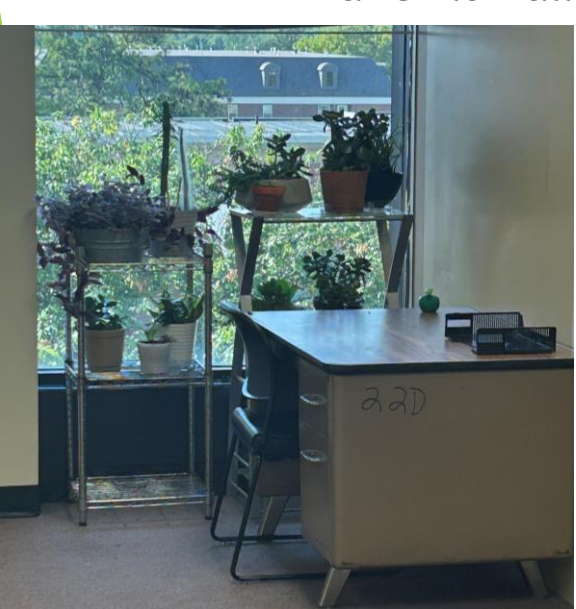
The Department of Psychology is passionate about the footprint that we leave in our community. We encourage our faculty and staff to use alternative transportation methods (commuting, public transit, biking, ridesharing or walking). Over 20% of our faculty or staff bike, rideshare or telecommute from home at least one day per week.

Safe bike storage is located on the south side of DeGarmo Hall.



Biophilic Design in Workplaces (C.2, C.12)

- ▶ One of the major changes that we have done over the last calendar year is to incorporate more greenery into our department.
 - ▶ DeGarmo 435 has an edible herb garden which includes basil, oregano, dill, and parsley
 - ▶ We also have multiple plants located throughout the 4th floor of DeGarmo and Fairchild Hall.



Food for Everyone (C.4)

- ▶ When planning for a meal that is served by the department, we make every concerted effort to offer a variety of food.
- ▶ The department also has a student food pantry.



Alumni Day Menu Includes: (Dietary restrictions will be generously accommodated when advanced notice is provided.)

Appetizers (5:30 - 6:30 pm):

- Asparagus Wrapped in Philo (V)
- Bacon Wrapped Dates (GF)
- Balsamic Strawberry Crostini's w/ Basil Infused Cheese
- Domestic Cheese & Crackers
- Vegetable Crudités w/ Hummus (V) and Ranch
- Raspberry Almond & Brie Canapes
- Seasonal Fresh Fruit Display (GF/V)
- Spinach/Artichoke Dip w/ Pita Crisps
- Sweet Hawaiian Chicken Bites

Buffet (6:30 - 7:30 pm):

- Mixed Green Salad w/ Assorted Dressings (GF/V)
- Caesar Salad
- Rolls & Butter
- Grilled Honey Herb Chicken (GF)
- Sliced Beef Baron in Au Jus (GF)
- Grilled Vegetable Entree (GF/V)
- Italian Marinated Mushroom Salad (GF/V)
- Pasta Salad Primavera (V)
- Green Beans Almandine (GF/V)
- Au Gratin Potatoes (GF)

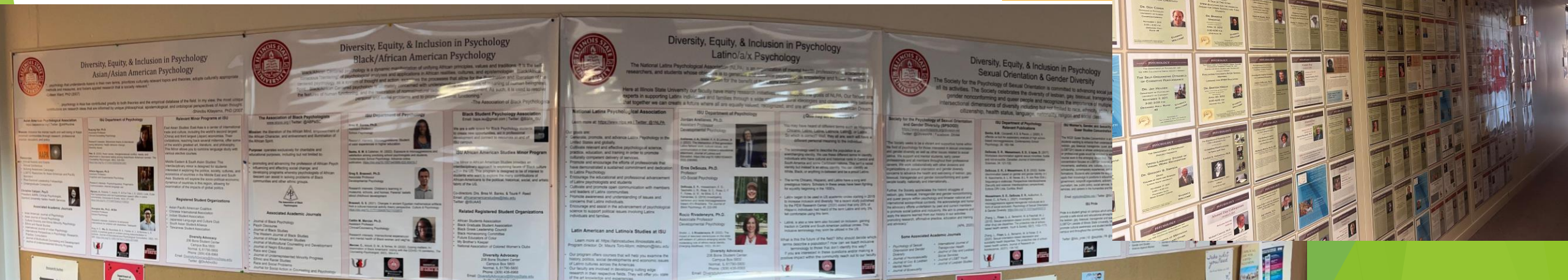
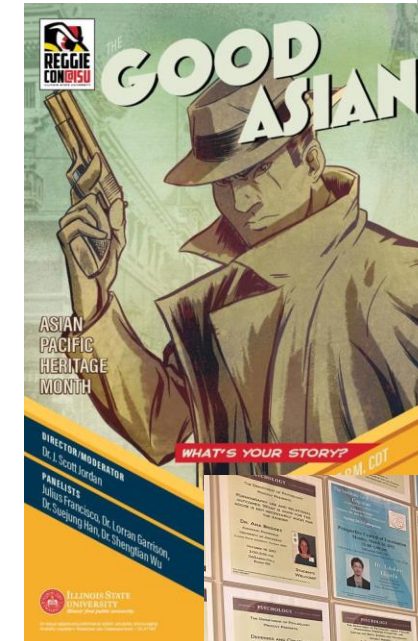
Eco-Friendly Party Decorations (C.5)

All decorations that are purchased using department funds are meant to be reusable. Whether we are decorating for homecoming or other events throughout the year, we keep bins that are processed and reused based on the occasion.



Equity, Diversity and Inclusion in the Workplace (C.6)

- ▶ The Department of Psychology strives to keep EDI in the forefront of all activities conducted. <https://psychology.illinoisstate.edu/about/>
 - ▶ We try to participate in the SDEP/EDEP program for hiring new faculty.
 - ▶ We provide food that can be eaten by every participant.
 - ▶ We have a student success center for our students. <https://psychology.illinoisstate.edu/student-life/student-success-center/>
 - ▶ We have a land acknowledgement in our main office.
 - ▶ Curriculum-based cultural competencies are present in our courses
 - ▶ We provide bulletin boards that highlight faculty diversity
 - ▶ We support and arrange diverse speakers and panels
 - ▶ ReggieCon <https://about.illinoisstate.edu/reggiecon/>



Encourage Health and Wellness Activities (C.7)

- ▶ ISU encourages its employees to participate in health and wellness activities that are offered. ISU's 3.1.36 Wellness Participation policy allows for 90 minutes of release time away from normal work duties per week (<https://policy.illinoisstate.edu/employee/general/3-1-36/>).
- ▶ Events offered as part of this program can be found at <https://wellness.illinoisstate.edu/>

Examples of approved programs, activities or events:

Family swims, faculty-staff bowling league, family bowling/Children's Discovery Museum events, health screenings, campus wellness/campus nutrition fair, Homecoming blood drive, massage therapy, walking on campus, fitness classes/activities held at Illinois State University owned and operated facilities, educational presentations, badminton, table tennis, T'ai Chi classes, nutrition consults, and ergonomic reviews.