Final Report

Name: Hillary Pan
Position: Green EDGE Fund Efficiency Liaison
Academic Year: 2014 - 2015
Date: 18 May 2015

Introduction

The aim of this position is to serve as a liaison between the Office of Environmental Sustainability and the Green EDGE Fund and to develop and enhance energy efficiency projects on campus. The liaison will serve as a voting member of the Green EDGE Fund’s student board and as an intern of the Office of Environmental Sustainability.

The main responsibility of the liaison is to work with the Green EDGE Fund, the Office of Environmental Sustainability, and Facilities Operations to research, develop, and implement comprehensive, large-scale infrastructural projects that promote environmental efficiency at Oberlin College and generate paybacks for the fund. This includes: working alongside students and the Oberlin community to generate projects, coordinating with campus staff and administration (Facilities Operations, Facilities, Planning, and Construction (FP&C), and the Vice President for Finance and Administration) to strategically develop and implement projects, and see projects through to completion (brainstorm and generate ideas; receive and incorporate feedback; develop and implement the project and work with the appropriate channels to accomplish this; track and report monetary savings).

Accomplishments

- Efficiency Loan Projects
  - Elevator Lighting Retrofits
    - This is a proposal to change out the cec1383 elevator lights that we currently use in several locations across campus. They have a 300 hour lifespan and use 20 Watts. The new LED 1383 lights have a 25,000 hour lifespan and use only 2.2 Watts. The ROI on this proposal is about 4 months and it costs about $3,500. Over the course of the 2.85 year lifespan, these light bulbs will save the college $25,145.20.
    - APPROVED Spring 2015
  - Residential and Academic Hand Dryer Installation
    - This is a proposal to switch from paper towels to hand dryers in all of the residential bathrooms and 5 of the most used academic buildings (Conservatory, Mudd, King/Rice, Science Center, and Wilder). The initial cost of this proposal is $120,000 and the ROI is 3 years (which
means we will be paid back in 4.5, within the 5 year warranty of the hand dryers).

- TABLED Spring 2015
  - The Green EDGE Fund, as of Spring 2015, doesn't have enough funds to support the project. We will look at this proposal again Fall 2015, however, the general consensus is that everyone is in favor of the proposal.

**Deliverables**

- Efficiency Loan Projects
  - Elevator Lighting Retrofits
    - Green EDGE Fund Efficiency Loan Proposal
    - Approval Document
  - Residential and Academic Hand Dryer Installation
    - Green EDGE Fund Efficiency Loan Proposal
- Copious notes on various other projects that were either scrapped, are still in their infancy, or are tabled for future deadlines (internal documents that may be found on the Green EDGE Fund Google Drive under the folder name ‘Hillary’s Stuff’)

**Challenges**

Because this is a new position, I think one of the biggest challenges I faced this year was establishing more of the finer details of what my role actually entails. There was definitely a learning curve; I spent much of my time this year familiarizing myself with the protocols within the Office of Environmental Sustainability and the Green EDGE Fund as well as building relationships with key stakeholders and absorbing information about past projects and areas that still need improvement in order to really understand and gain experience about my role as liaison. Because I will be continuing my role as Green EDGE Fund Liaison for the coming year, I expect to be much more knowledgeable and efficient in providing tangible results.

Additionally, I became a voting board member of the Green EDGE Fund during a time of restructuring. I got to witness the first disapproval vote, the first symposium, and was a key player in the revamp of our charter and bylaws as well as the creation of a standard operating procedures handbook. With these strides in improvement, however, came challenges. I definitely felt like my lack of knowledge and experience hindered me from being the most effective board member and it was definitely a challenge to both learn the basics of the organization while also trying to help redefine them and pave the way for future board members.

In terms of projects, because I work on large, infrastructural changes in the college, it definitely takes a lot more planning than I originally assumed. Several projects (i.e. windows and other renovations for village housing) sounded like interesting projects to pursue, however, their monetary savings weren’t really substantiated; other projects (i.e. wind turbines
and geo wells) were still in the very early stages of progress; projects such as the hand dryer installations took months (years if we are to include previous work) of research, planning, and revising. Every project has its own shortcomings and I found it a challenge (albeit a fun challenge!) to satisfy everyone’s concerns.

**Key Stakeholders**

- Gree' EDGE Fund Board Members (2014-2015)
  - Liam Leslie, Chair wleslie@oberlin.edu
  - Julia Murphy, Vice Chair jmurphy@oberlin.edu
  - Alexander Katz, Treasurer akatz@oberlin.edu
  - Elaine Hinrichs, Accounts Manager ehinrich@oberlin.edu
  - Yuran Pan, Outreach Coordinator ypan@oberlin.edu
  - Darrell Davis, Senate Liaison ddavis2@oberlin.edu
- Sean Hayes, Oberlin Project Executive Director (GEF Advisor) Sean.Hayes@oberlin.edu
- Meghan Riesterer, Assistant Vice President of Energy Management and Sustainability mriester@oberlin.edu (440)775-5563
- Bridget Flynn, Sustainability Coordinator Bridget.Flynn@oberlin.edu (440)775-6354
  - Answers faster with texts, gets way too many emails
  - Cell: (440)935-4113
- Keith Watkins, Director of Facilities Operations Keith.Watkins@oberlin.edu
- Bill Frawley, Facilities Operations Manager Bill.Frawley@oberlin.edu (440)775-8445
- Dennis Grieve, Grounds Services Manager Dennis.Grieve@oberlin.edu (440)775-8435
  - Doesn’t answer email very often
  - Best way to contact him is by phone number: (440)537-0257
- Steve Varlemann, College Architect Steven.Varlemann@oberlin.edu
- Nick Bobulsky, Manager of Construction Nick.Bobulsky@oberlin.edu (440)537-2825
  - Prefers to be contacted by phone number
- Heidi Pycraft, Controller Heidi.Pycraft@oberlin.edu
- Mike Frandsen, Vice President of Finance Ron.Watts@oberlin.edu
- Samuel Hartman, Sustainable Energy Technology Research Fellow Samuel.Hartman@oberlin.edu (440)775-5306
- Catherine Hoyle, AJLC Facilities Manager Catherine.Hoyle@oberlin.edu

**Recommendations**

I recommend always keeping certain stakeholders in the loop (at least once a week), especially the Assistant Vice President of Energy Management and Sustainability, the Director of Facilities Operations, and members of the Green EDGE Fund because they give great feedback and suggestions. I also recommend following a structured plan -- first
brainstorm, then meet with the relevant stakeholders, write the proposal, ask for comments, revise, and then review and submit -- it’s a fairly straightforward procedure but a bit more complicated to execute than you may think.

Since I will be continuing this position in the coming year, I guess some general recommendations for myself are to always, always, always be proactive, keep learning how to ask the right questions, and don't be afraid to have and share bold ideas.

Suggestions
- Keep your notes organized; you'll be going to a lot of meetings and swapping around a lot of information as liaison so it's important that you're always prepared with the relevant questions and information.

Unanswered Questions:

This is more of a Green EDGE Fund unanswered question, but what is the correct/official way to approve/disapprove proposals (based on parliamentary procedures)?

Conclusion:

This year was instrumental in establishing a starting point for future large, energy efficient, infrastructural changes to the college. It's been such an exciting experience -- I've gotten to meet wonderful people I wouldn't normally have a chance to interact with, sit on the Green EDGE Fund and present them with proposals that I've been working on, and save the college money while generating money for the students on sustainable projects. This is an ever-evolving position that leaves a lot up to imagination and creativity; I've gotten to learn as I go and make things up on the way. Can't wait to see what happens next!