The background image shows a modern building with large glass windows and doors. A person is walking on the sidewalk in front of the building. A vertical sign on the building reads "Welcome Centre" and "Accueil McGill".

# ENROLMENT SERVICES

# CLIMATE AND SUSTAINABILITY ACTION PLAN

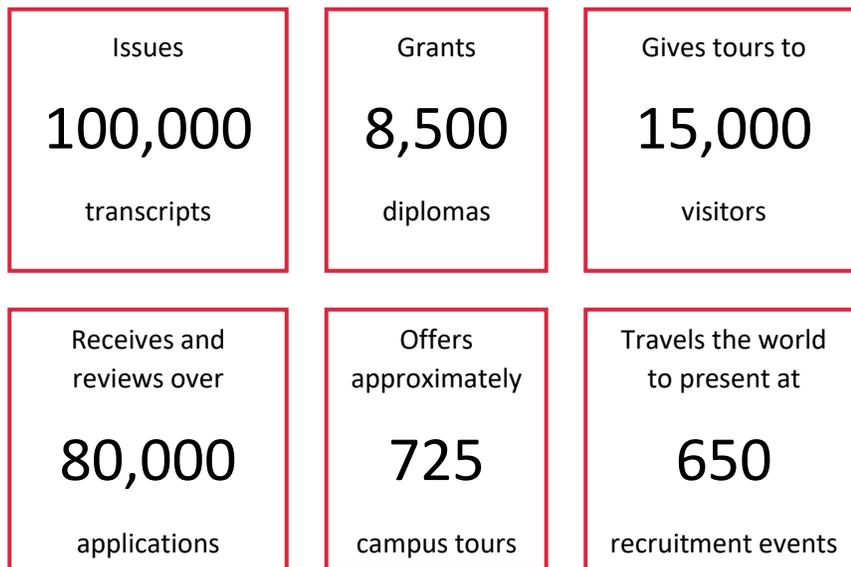
# 1. About Enrolment Services

Enrolment Services (ES) is a unit within Student Life and Learning. We are recognised as national leaders in the design and delivery of exceptional services that prioritize student success, support McGill’s academic goals, and advance the University’s global reputation for excellence. Our role is to provide expert registrarial student and enrolment services to the McGill University community, including the following groups:

- Prospective students and applicants
- Admitted and current students
- Incoming and outgoing exchange students
- Research trainees; postdoctoral fellows
- Families
- High school guidance counselors and CEGEP advisors
- Alumni
- Media and the general public

## Demographics

Each year, our team of **125** full-time permanent employees:



Last year, our Service Point staff communicated directly with over 175,000 prospective and current students, parents, guidance counselors, and alumni. ES also provides a tremendous array of services to the McGill community.

## 2. Sustainability at Enrolment Services

### **Sustainability Mission** – *what we offer to sustainability at McGill*

We interact with the student body throughout their time at McGill, from their first recruitment fair, to convocation. Because of this, we have many partners across campus and at other global universities. We believe we have an opportunity to shift the culture of sustainability at McGill, so that we are not only supporting our student body, but the planet they are living on.

### **Current initiatives**

Over the past few years, we have made efforts to incorporate sustainability into our work environment, including:

#### ***Staff Engagement***

Our Registrar, and our Administration and Finance unit have all received the Bronze [Sustainable Workplace Certification](#), with more units on the way. We encourage our employees to stay active and engaged through participating in the campus Staff Gardens program, lunchtime mountain walks, and staff fitness classes.

#### ***Operational Improvements***

Spring Convocation 2019 received the honour of being McGill's largest Gold Certified [Sustainable Event](#). Additionally, the 2020 Spring Virtual Convocation was the first and largest sustainable event certified under the new Virtual Sustainable Event checklist.

We have begun transitioning from paper acceptance letters, university transcripts, proof of enrolment letters and exams, to electronic versions. We recently removed the expiration dates from student ID cards, to minimize the number of times they need to be replaced. We have also implemented the OPUS-card "carte privilège" online ordering process.

#### ***Equity***

Our Indigenous Admissions Protocol allows Indigenous students to submit additional documentation such as personal statements and community references to be considered alongside their applications.

We also run outreach programs in marginalized communities, to encourage and support prospective students through their application process.

### 3. University Context

McGill adopted a Climate and Sustainability Action Plan that covers the 2017-2020 period. It outlines the University's commitment to reach two ambitious long-term targets:

- Achieve carbon neutrality by 2040
- Attain a Platinum sustainability rating by 2030.

To start closing the gap towards these targets, the Action Plan also includes 22 actions to be implemented by 2020, separated among 5 categories:

Research

Education

Connectivity

Operations

Governance & Administration

Beyond the actions laid out in the Climate and Sustainability Action Plan, a widespread effort from specific units is essential to advance the climate and sustainability agenda at McGill and to reach our long-term targets. Consequently, we are writing our own Climate & Sustainability Action Plan that is relevant to our own needs and challenges as a department.

## 4. 2020 Action Plan

This action plan was inspired by our staff members who got involved in sustainability at McGill on an individual basis, through both the [Staff Gardens](#) and the [Sustainable Workplace Certifications](#). We decided to further incorporate sustainability into Enrolment Services by striking a sustainability committee charged with consulting the rest of the department and writing this plan.

Before deciding on which actions to take, we collectively decided on our sustainability vision, representing how we imagine Enrolment Services at its most sustainable:

*“We want to promote wellness for our staff and students, through both our physical space, and the efficiency of our services. We will lead by example to offer an environment where the McGill community can learn about how they can contribute to sustainability.”*

We are eager to begin implementing our new action plan that we hope will both educate others and reduce our unit footprint.

### Education

1. Educate prospective students about existing sustainability initiatives at McGill
  - Include a land acknowledgement in campus tours and discuss services for Indigenous students on campus
  - Incorporate a sustainability stop into our campus tour
  - Provide accessibility information for campus tours on event descriptions

### Connectivity

2. Encourage our staff to make more sustainable choices
  - Have each sub-unit (HR, Admissions, etc.) achieve at least the bronze-level Sustainable Workplace Certification
  - Identify an indoor bike parking location for employees
  - Make it easier for staff to properly sort their waste through bin signage and education
  - Add land acknowledgements to all email signatures

3. Create more gardening and greening opportunities in ES
  - Apply to fund a hydroponic grow tower for the Welcome Centre through the Sustainability Projects Fund

## Operations

4. Cut down on printing in administrative processes
  - Ask all other units to identify one major source of printing they can switch to an online process
5. Reduce the air travel footprint of our operations
  - Create a teleconferencing space for Webinars and telecommuting

## Governance and Administration

6. Incorporate sustainability objectives into performance dialogues of unit leads
7. Encourage unit managers to utilize the work from home guidelines
8. Have all major on and off-campus events Sustainable Event Certified