

**From:** [Bosarge, Elizabeth Marie](#)  
**To:** [Durnbaugh, Aaron](#); [Klein-Banai, Cynthia Lee](#)  
**Cc:** [Lopez, David](#); [Simon, Elaine](#)  
**Subject:** RE: STARS External Reviewer Request  
**Date:** Friday, March 6, 2020 3:33:38 PM  
**Attachments:** [image001.png](#)  
[Loyola STARS 2.2 Review Template \(03.06.20\).xlsx](#)

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Hi Aaron,

Here is the completed review sheet. Hope this is ok, but let me know if you need us to do something more in the review sheet.

Affirmation:

The Loyola University STARS report has been reviewed in full by Cynthia Klein-Banai, Assistant Vice-Chancellor and Director of Sustainability and Elizabeth Bosarge, Administrative Assistant, and all identified inconsistencies and errors have been successfully addressed.

Thanks,

**Elizabeth Bosarge**

Administrative Assistant

Office of Planning, Sustainability and Project Management  
The University of Illinois at Chicago

1140 South Paulina Street  
Suite 150 Paulina Street Building, MC996  
Chicago, IL 60612  
(312) 413-9816  
Eschmi21@uic.edu



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**From:** Durnbaugh, Aaron <adurnbaugh@luc.edu>  
**Sent:** Friday, March 6, 2020 12:22 PM  
**To:** Bosarge, Elizabeth Marie <eschmi21@uic.edu>; Klein-Banai, Cynthia Lee <cindy@uic.edu>  
**Cc:** Lopez, David <llopez10@luc.edu>; Simon, Elaine <esimon8@luc.edu>  
**Subject:** RE: STARS External Reviewer Request  
**Importance:** High

Hi Cindy and Liz,

Just want to double-check that I will get the completed review sheet and affirmation by the end of today?

I must have it by the end of today for it to be of help.

Thanks,  
Aaron

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**From:** Durnbaugh, Aaron  
**Sent:** Thursday, March 5, 2020 2:15 PM  
**To:** Bosarge, Elizabeth Marie <[eschmi21@uic.edu](mailto:eschmi21@uic.edu)>; Klein-Banai, Cynthia Lee <[cindy@uic.edu](mailto:cindy@uic.edu)>  
**Cc:** Lopez, David <[llopez10@luc.edu](mailto:llopez10@luc.edu)>; Simon, Elaine <[esimon8@luc.edu](mailto:esimon8@luc.edu)>  
**Subject:** RE: STARS External Reviewer Request

I also noticed that I beyond the finished review spreadsheet, I need to upload an “\* **Affirmation from the reviewer(s) that the report has been reviewed in full and that all identified inconsistencies and errors have been successfully addressed prior to submitting it to AASHE**”.

I assume that this can just be an email to that effect. I will then pdf and upload.

Thanks,  
Aaron

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**From:** Durnbaugh, Aaron  
**Sent:** Tuesday, March 3, 2020 12:37 PM  
**To:** Bosarge, Elizabeth Marie <[eschmi21@uic.edu](mailto:eschmi21@uic.edu)>; Klein-Banai, Cynthia Lee <[cindy@uic.edu](mailto:cindy@uic.edu)>  
**Cc:** Lopez, David <[llopez10@luc.edu](mailto:llopez10@luc.edu)>; Simon, Elaine <[esimon8@luc.edu](mailto:esimon8@luc.edu)>  
**Subject:** RE: STARS External Reviewer Request

Hi Liz and Cindy,

I have addressed all of the comments in your review.

I think I need to have you review these comments (attached) confirm the ‘Final Status’ in column I.

\*Both PA-4 and IN-11 will be finalized with these documents.

Also, I didn’t see a review of OP7 – Food and Beverage Purchasing. Can you double-check that one. We are really close. Thanks!

Aaron

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**From:** Bosarge, Elizabeth Marie <[eschmi21@uic.edu](mailto:eschmi21@uic.edu)>  
**Sent:** Tuesday, March 3, 2020 11:40 AM  
**To:** Klein-Banai, Cynthia Lee <[cindy@uic.edu](mailto:cindy@uic.edu)>; Durnbaugh, Aaron <[adurnbaugh@luc.edu](mailto:adurnbaugh@luc.edu)>  
**Cc:** Lopez, David <[llopez10@luc.edu](mailto:llopez10@luc.edu)>; Simon, Elaine <[esimon8@luc.edu](mailto:esimon8@luc.edu)>  
**Subject:** RE: STARS External Reviewer Request

Hi Aaron,

Our review is finally complete! See attached.

All the best,  
Liz

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**From:** Klein-Banai, Cynthia Lee <[cindy@uic.edu](mailto:cindy@uic.edu)>  
**Sent:** Monday, March 2, 2020 4:56 PM  
**To:** Durnbaugh, Aaron <[adurnbaugh@luc.edu](mailto:adurnbaugh@luc.edu)>  
**Cc:** Lopez, David <[llopez10@luc.edu](mailto:llopez10@luc.edu)>; Simon, Elaine <[esimon8@luc.edu](mailto:esimon8@luc.edu)>; Bosarge, Elizabeth Marie <[eschmi21@uic.edu](mailto:eschmi21@uic.edu)>  
**Subject:** RE: STARS External Reviewer Request

Aaron,  
I think we got through everything you sent us except for the innovation points. Liz will review those tomorrow. Do we have to do a second review, as there is not time for that! I hope that will get you where you need to be for submittal!

Best,

Cindy

**Cynthia Klein-Banai, PhD**  
**Assistant Vice-Chancellor and Director of Sustainability**

**Office of Planning, Sustainability and Project Management**  
**The University of Illinois at Chicago**

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**From:** Durnbaugh, Aaron <[adurnbaugh@luc.edu](mailto:adurnbaugh@luc.edu)>  
**Sent:** Friday, February 28, 2020 6:01 PM  
**To:** Klein-Banai, Cynthia Lee <[cindy@uic.edu](mailto:cindy@uic.edu)>  
**Cc:** Lopez, David <[llopez10@luc.edu](mailto:llopez10@luc.edu)>; Simon, Elaine <[esimon8@luc.edu](mailto:esimon8@luc.edu)>; Bosarge, Elizabeth Marie <[eschmi21@uic.edu](mailto:eschmi21@uic.edu)>  
**Subject:** RE: STARS External Reviewer Request

Hi Cindy and Liz,

We are finally complete! We were just waiting on Purchasing and HR and we got what we needed.

OP 1, 11, 12, 13, 14, 19  
PA 12 and 15

You should now see all credits compete except for PA-4 which is the reporting assurance. I will use the finalized spreadsheets we've been passing back and forth.

If you can send the remarks on the 2<sup>nd</sup> and 3<sup>rd</sup> round of credits I will try to get these corrections /

responses done first thing next week. That way any last fixes on the 4<sup>th</sup> round or anything that is still concerning you can be addressed beginning of next week.

As a reminder, I am trying to have this finalized by next Wednesday, March 4<sup>th</sup>. This must be submitted by Friday, March 6<sup>th</sup>.

Best,  
Aaron

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**From:** Durnbaugh, Aaron  
**Sent:** Friday, February 21, 2020 6:40 PM  
**To:** Klein-Banai, Cynthia Lee <[cindy@uic.edu](mailto:cindy@uic.edu)>  
**Cc:** Lopez, David <[llopez10@luc.edu](mailto:llopez10@luc.edu)>; Simon, Elaine <[esimon8@luc.edu](mailto:esimon8@luc.edu)>; Bosarge, Elizabeth Marie <[eschmi21@uic.edu](mailto:eschmi21@uic.edu)>  
**Subject:** RE: STARS External Reviewer Request

Hi Cindy and Liz,  
I went through your review sheet and made all the suggested edits. My responses are all in the attached sheet.

We have also completed the following credits:

EN-10, 14

OP-2, 7, 9, 15, 16, 20

PA – 3, 5, 6, 7, 13

IN-20

Can you tell that our Purchasing and HR departments haven't been too helpful!

The only ones we have left are:

OP 1, 11, 12, 13, 14, 19

PA 12, 14

Also PA4 but that is your reporting assurance so it can't be done until your review is complete.

Thanks, I know this is a lot of work!  
Aaron

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**From:** Durnbaugh, Aaron  
**Sent:** Monday, February 17, 2020 9:12 PM  
**To:** Klein-Banai, Cynthia Lee <[cindy@uic.edu](mailto:cindy@uic.edu)>  
**Cc:** Lopez, David <[llopez10@luc.edu](mailto:llopez10@luc.edu)>; Simon, Elaine <[esimon8@luc.edu](mailto:esimon8@luc.edu)>; Bosarge, Elizabeth Marie <[eschmi21@uic.edu](mailto:eschmi21@uic.edu)>  
**Subject:** RE: STARS External Reviewer Request

Hi Cindy,

We are working hard to get you as many of the credits as we can by end of day tomorrow.  
We are still having some problems with certain folks but hope to have ~90% to you.

I guess what would be most helpful for us, would be to share any issues that you'd like to see us address by the 24<sup>th</sup>.

We gave ourselves a little bit of time to make any corrections that you identify in case we need to go back and forth.

My concern would be you identifying something that had a lot of work attached, not when we would receive your final review. We can get this full review up till the date we submit on March 3<sup>rd</sup> or 4<sup>th</sup>. I just don't want to get something at the end of this month that has a lot of work still needing to get done, if that makes sense.

+Aaron

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**From:** Klein-Banai, Cynthia Lee <[cindy@uic.edu](mailto:cindy@uic.edu)>  
**Sent:** Monday, February 17, 2020 2:14 PM  
**To:** Durnbaugh, Aaron <[adurnbaugh@luc.edu](mailto:adurnbaugh@luc.edu)>  
**Cc:** Lopez, David <[llopez10@luc.edu](mailto:llopez10@luc.edu)>; Simon, Elaine <[esimon8@luc.edu](mailto:esimon8@luc.edu)>; Bosarge, Elizabeth Marie <[eschmi21@uic.edu](mailto:eschmi21@uic.edu)>  
**Subject:** RE: STARS External Reviewer Request

Aaron

Is the deadline still 2/21? I'm not sure we will be done reviewing by then. We hope to get most of the below done by EOD today but I don't have much time the rest of the week during the workday or otherwise.

Best,

Cindy

**Cynthia Klein-Banai, PhD**  
**Assistant Vice-Chancellor and Director of Sustainability**

**Office of Planning, Sustainability and Project Management**  
**The University of Illinois at Chicago**

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**From:** Durnbaugh, Aaron <[adurnbaugh@luc.edu](mailto:adurnbaugh@luc.edu)>  
**Sent:** Wednesday, February 12, 2020 4:42 PM  
**To:** Klein-Banai, Cynthia Lee <[cindy@uic.edu](mailto:cindy@uic.edu)>  
**Cc:** Lopez, David <[llopez10@luc.edu](mailto:llopez10@luc.edu)>; Simon, Elaine <[esimon8@luc.edu](mailto:esimon8@luc.edu)>; Bosarge, Elizabeth Marie <[eschmi21@uic.edu](mailto:eschmi21@uic.edu)>  
**Subject:** RE: STARS External Reviewer Request

Hi Cindy and Liz,

I wanted to provide an update. We have ~1/3 of the credits finalized. You should have received an email invitation to be able to review our current submission. The credits that are complete and available for your review are listed below in case you want to get a head-start on the review process.

As you might imagine, there are a few data providers that aren't being completely forth-coming so we anticipate having 90% finished by Feb. 18<sup>th</sup>, but may have 3 or 4 credits that are still an issue. I'll let you know as we progress.

**Finished Credits:**

PRE 3-5

AC 3, 4, 5, 7, 8, 11

EN 2-5, 15

OP 3-5, 8, 10, 17, 18, 21, 22

PA 1, 2, 9-11

Hopefully having these available will give you an opportunity to review them at your own time so everything isn't back-loaded.

Let me know if you'd like to receive these in another way. We could copy and paste the pages into a document and share if needed.

Aaron

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**From:** Klein-Banai, Cynthia Lee <[cindy@uic.edu](mailto:cindy@uic.edu)>

**Sent:** Thursday, January 16, 2020 1:44 PM

**To:** Durnbaugh, Aaron <[adurnbaugh@luc.edu](mailto:adurnbaugh@luc.edu)>

**Cc:** Lopez, David <[llopez10@luc.edu](mailto:llopez10@luc.edu)>; Simon, Elaine <[esimon8@luc.edu](mailto:esimon8@luc.edu)>; Bosarge, Elizabeth Marie <[eschmi21@uic.edu](mailto:eschmi21@uic.edu)>

**Subject:** RE: STARS External Reviewer Request

Aaron

I've scheduled in 4 hours for that week, but if you are able to have to us something prior it would help. Liz Bosarge will be assisting.

Cindy

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**From:** Durnbaugh, Aaron <[adurnbaugh@luc.edu](mailto:adurnbaugh@luc.edu)>

**Sent:** Thursday, January 16, 2020 12:53 PM

**To:** Klein-Banai, Cynthia Lee <[cindy@uic.edu](mailto:cindy@uic.edu)>

**Cc:** Sanzenbacher, Lisa L <[lsanze1@uic.edu](mailto:lsanze1@uic.edu)>; Lopez, David <[llopez10@luc.edu](mailto:llopez10@luc.edu)>; Simon, Elaine <[esimon8@luc.edu](mailto:esimon8@luc.edu)>

**Subject:** RE: STARS External Reviewer Request

That would be terrific and a good use of my experience with STARS. Feel free to delegate this as you see fit. Thanks so much!

As I mentioned we would work to have our draft (perhaps missing a credit or two?) to you by the 17<sup>th</sup>.

If you could have your review back by the end of the week or even the 24<sup>th</sup>, that would give us some time to address any revisions, do one final review and publish by the 4<sup>th</sup> of March.

One thing I can do, if its helpful, is share a series of credits as they are completed. There are about half that are totally in my control OR haven't really changed since our last report. If you'd like, I could aim to have those entered and shared with you by the first week of February.

Aaron

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**From:** Klein-Banai, Cynthia Lee <[cindy@uic.edu](mailto:cindy@uic.edu)>  
**Sent:** Wednesday, January 15, 2020 1:28 PM  
**To:** Durnbaugh, Aaron <[adurnbaugh@luc.edu](mailto:adurnbaugh@luc.edu)>  
**Cc:** Sanzenbacher, Lisa L <[lsanze1@uic.edu](mailto:lsanze1@uic.edu)>  
**Subject:** RE: STARS External Reviewer Request

Aaron

I'd be happy to do it for Loyola in exchange for a review next spring by you! Is it OK if I have a staff person work with me as she is in training to do our STARS report?

Cindy

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**From:** Durnbaugh, Aaron <[adurnbaugh@luc.edu](mailto:adurnbaugh@luc.edu)>  
**Sent:** Friday, January 10, 2020 4:47 PM  
**To:** Julie C Cahillane <[j-cahillane@NORTHWESTERN.EDU](mailto:j-cahillane@NORTHWESTERN.EDU)>; Klein-Banai, Cynthia Lee <[cindy@uic.edu](mailto:cindy@uic.edu)>; David Vasquez <[dvasquez@artic.edu](mailto:dvasquez@artic.edu)>; John Brophy <[jbrophy3@ccc.edu](mailto:jbrophy3@ccc.edu)>; Debra Kutska <[dkutska@oakton.edu](mailto:dkutska@oakton.edu)>; Presseller, Stephenie <[pressellers@morainevalley.edu](mailto:pressellers@morainevalley.edu)>; Husemoller, David <[DHusemoller@CLCILLINOIS.EDU](mailto:DHusemoller@CLCILLINOIS.EDU)>; Sanzenbacher, Lisa L <[lsanze1@uic.edu](mailto:lsanze1@uic.edu)>  
**Subject:** STARS External Reviewer Request

Hi All,

I am looking to recruit one or two of you to serve as external reviewers to Loyola's STARS report.

I anticipate that the draft will be available in mid February and would need the review to take place the week of February 17<sup>th</sup>. There may be some sections that I could make available earlier if that's helpful.

You would need to review it following the STARS Review Template:

<https://stars.aashe.org/resources-support/forms-templates/>

I imagine any review would take at least 3-4 hours and I can offer two things in return.

1. I would be willing to be your official reviewer when you are submitting your report.

OR

2. You could invoice Loyola for the cost of your time. I have set aside a modest budget for this (\$2-300), but if you are interested, let me know and we can talk.

Thanks for considering,

Aaron

**Aaron N. Durnbaugh**  
**Director of Sustainability**  
**he/him/his**  
**adurnbaugh@luc.edu**  
**773 508-7558**

**Loyola University Chicago**  
**1032 W. Sheridan Ave.**  
**Chicago, IL 60660**  
**LUC.edu/SustainLoyola**