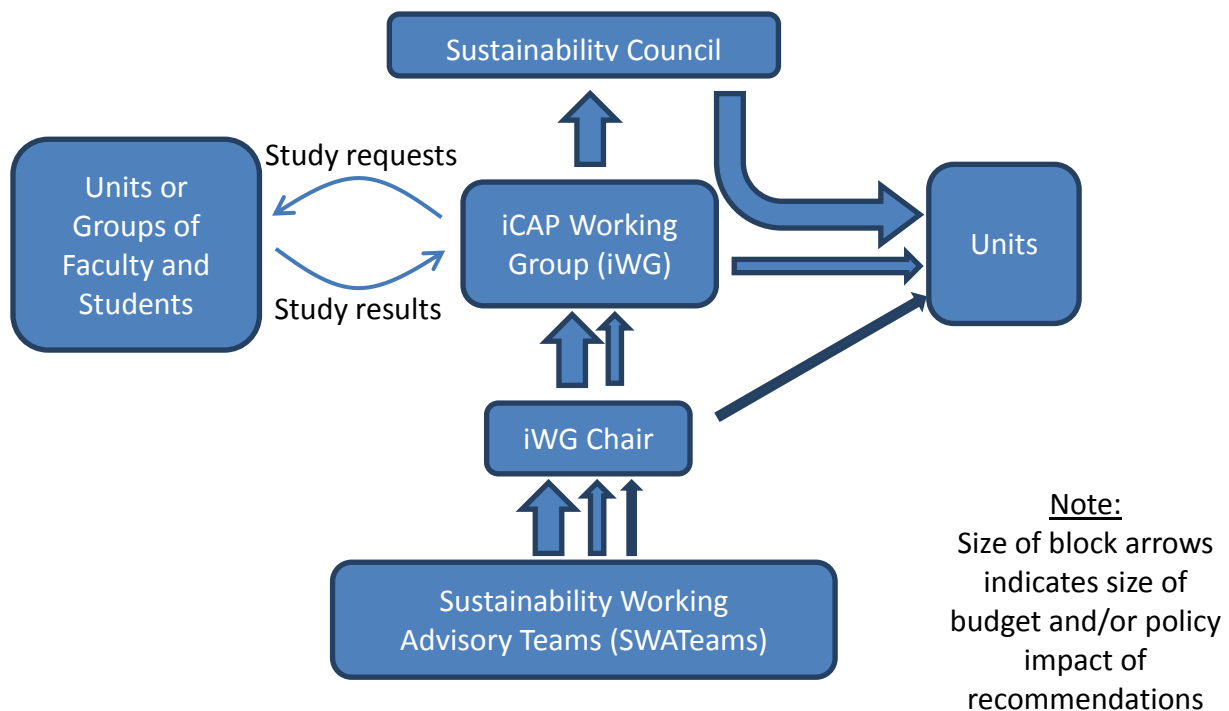


Procedure for Formulating & Evaluating Campus Sustainability Policies & Initiatives

Approved by Chancellor Wise on June 4, 2014

Background: With the formation of the new Institute for Sustainability, Energy, and the Environment (iSEE), the time is right for the campus to make comprehensive plans for how it will meet the goals of the Illinois Climate Action Plan (iCAP). In the short term, we must determine what actions are needed to meet the 2015 iCAP targets and take those actions; in the longer term, plans are needed to meet future targets and ultimately reach our goal of carbon neutrality. This procedure has been developed to provide a framework for developing and evaluating new policies and initiatives for campus sustainability.

Overview: Recommended policies and initiatives will be developed by topical Sustainability Working Advisory Teams (SWATeams), convened by iSEE and consisting of faculty, staff, and students. These recommendations will be transmitted to an iCAP Working Group (iWG) comprised of mid-level administrators and faculty and student representatives. Small-scale suggestions will be transmitted by the iWG chair directly to impacted units. Mid-scale recommendations will be evaluated by the iWG and transmitted as formal recommendations to units. Large-scale recommendations (with major policy and/or financial implications) will be evaluated by the iWG and then forwarded to the Sustainability Council for approval. The Sustainability Council will approve, modify, reject, or request further study of large-scale recommendations. These groups will also be used for periodic updates to the iCAP: sections will be revised by SWATeams, integrated by the iWG, and then evaluated and approved by the Sustainability Council.



I. Sustainability Working Advisory Teams (SWATeams)

A. Number & Topics: iSEE will identify the number and topics of the SWATeams. The initial teams will be (1) Energy Conservation and Building Standards, (2) Energy Generation, Purchasing, and Distribution, (3) Transportation, (4) Agriculture, Land Use, Food, and Sequestration, (5) Water and Stormwater, and (6) Purchasing, Waste, and Recycling.

B. Structure & Composition: The SWATeams will require (a) focused and detailed study and analysis to formulate recommendations, (b) consultation with subject matter experts across campus, and (c) input and advice from the broader community. Consequently, each SWATeam will consist of two faculty members, two staff members, and two students who will gather information, synthesize data, and formulate recommendations. These members will be identified by the iWG chair and the F&S Associate Director of Sustainability, in consultation with other stakeholders, and will be formally appointed by the Chancellor. Each SWATeam will select a chair to preside over its meetings; it is anticipated that in most cases a faculty member will serve as chair. The iWG chair will also appoint an iSEE Campus Sustainability Intern to help coordinate each SWATeam's meetings and prepare minutes and reports, which will be made publicly available on the iSEE website. Each SWATeam will also call upon a larger Consultation Group for input; this group will consist of faculty, staff, students, and community members with expertise in all areas encompassed by the SWATeam's topic. The Consultation Group participants will be selected by the SWATeam members, based on consultations with iSEE staff and/or self-nominations from prospective participants. Finally, each SWATeam will also hold regular public meetings to harness the collective power of the knowledge and enthusiasm of the broader campus community. Recommendations and other products will be finalized by each SWATeam, after synthesizing input from the Consultation Group and the community.

C. Charge: Each SWATeam is charged with:

1) Performing an annual evaluation of the campus's progress in meeting existing iCAP targets in the SWATeam's area (including interpreting those targets as needed when they require additional specificity). Each such annual evaluation should be prepared after the end of each fiscal year, and a written report should be provided to the iWG by September 30. The iWG will review these reports to ensure consistency and accuracy, and will present a summary report to the campus during Sustainability Week.

2) Every five years starting in 2014, re-assessing the current sustainability targets, developing strategies that can be realistically used to reach those targets, and preparing recommendations for the revisions to the iCAP. This should include the development of a recommended long-range pathway for meeting the 2050 iCAP goals. This process should begin in the spring, with a complete draft of each SWATeam's section transmitted to the iCAP Working Group by October.

3) On an ongoing basis, developing and recommending specific actions or initiatives the campus should take to meet iCAP targets, and as appropriate assisting iSEE and iWG with identifying units, groups, or individuals who might be well positioned to undertake those projects.

4) Recommending information-gathering or feasibility studies that need to be performed in order to evaluate or enable sustainability objectives, and identifying teams of faculty, staff, and students to undertake or guide those studies, in consultation with F&S as appropriate.

D. Term: SWATeam members are appointed for a term of one academic year, and they may be reappointed.

E. Meetings: The SWATeams will meet at a frequency they deem appropriate, likely on the order of once per month. They will consult with members of the Consultation Groups in formal meetings and/or informally as they deem appropriate. They will also participate in public input meetings at a frequency commensurate with the level of participation in those meetings, but no less frequently than once per semester.

II. iCAP Working Group (iWG)

A. Composition: The iWG is chaired by the iSEE Associate Director for Campus Sustainability (or, if this position is vacant, by a designee of the iSEE Director). The other members of the iWG are one representative each from Facilities & Services, Student Affairs, and the Office of the Provost; the Chair of the Senate Committee on Campus Operations; the Chair of the Student Sustainability Leadership Council (or another student representative identified by the iWG chair of the SSLC Chair is vacant); an OBFS representative appointed by the Vice Chancellor for Research; and a college facility manager appointed by the Executive Director of Facilities & Services. This is intended to be a small working group comprised mainly of mid-level administrators and representing various stakeholders on campus. The iWG will also call upon experts from across campus for input, in a manner analogous to the consultation groups for the SWATeams. iSEE will assign a staff member to help coordinate the iWG meetings and to prepare agendas, minutes, and reports, which will be made publicly available on the iSEE website.

B. Handling SWATeam Recommendations: The iWG does not have a budget or authority to make policy changes, but is simply intended to make recommendations to campus units and the Sustainability Council, and to track the outcomes of those recommendations. It receives recommendations from the SWATeams, evaluates and synthesizes them, and handles them as follows:

1) For small-scale recommendations with minimal policy or budget impacts, the iWG Chair will evaluate and transmit them directly to impacted units, to enable these recommendations to be considered quickly and efficiently. The iWG Chair will report to the full iWG about such recommendations at their regularly scheduled meetings, and this report will be incorporated into the iWG minutes.

2) SWATeam recommendations with moderate-to-large impacts on budget and/or policy will be considered by the full iWG. If the iWG feels that more detailed study is needed (for example, a formal feasibility study through F&S, or a detailed academic study by faculty and/or students), the iWG will transmit a request for such study to the appropriate units, and then re-consider the recommendations once the study is complete.

3) The iWG will formally transmit recommendations with moderate budget and/or policy impact to the impacted units.

4) Recommendations with major budget and/or policy implications will be transmitted to the Sustainability Council for further review. The iWG will then coordinate the implementation of the Sustainability Council's decisions (e.g., transmit the recommendation to the appropriate units, initiate more detailed studies, coordinate revision of the recommendations for re-evaluation by the Sustainability Council, etc.).

C. iCAP Revisions: Every five years starting in 2014, the iWG will initiate a process for a revision to the iCAP. Individual SWATeams will evaluate the sections relevant to their topic and send draft revisions to the iWG by October. iSEE will hold public input sessions on the drafts, and the iWG will synthesize the SWATeam recommendations and the public input into a complete iCAP revision. The revised iCAP will then be transmitted to the Sustainability Council before the end of the year for its evaluation. After any necessary revisions, the new iCAP will be targeted for Chancellor approval by April of years divisible by 5.

D. Sustainability Council Agenda Items: Informed by the discussions and recommendations of the iWG, the iWG chair will recommend agenda items related to campus sustainability to the vice-chair of the Sustainability Council.

III. Sustainability Council

A. Context: The Sustainability Council was established in 2008 as part of our campus's implementation of the American College and University President's Climate Commitment, and was intended to help lead sustainability efforts on campus and provide strategic direction and oversight of the iCAP. The present policy does not attempt to define the entirety of the Sustainability Council's role, but merely to formalize its composition and its relationship with iCAP.

B. Composition: The Sustainability Council is composed of campus decision-makers at the highest level. It is chaired by the Chancellor, but its activities are coordinated by its vice-chair (the Director of iSEE). Its members include the Vice Chancellor for Academic Affairs and Provost, the Vice Chancellor for Research, the Vice Chancellor for Student Affairs, the Vice Chancellor for Institutional Advancement, the Executive Director of Facilities & Services, the Deans of the three largest colleges (currently ACES, Engineering, and LAS), the Dean of a smaller college (this position would rotate annually), the Chair of the Senate Executive Committee, the President of the Illinois Student Senate, and the Chair of the Student Sustainability Committee. The iWG chair will participate as a non-voting member to provide perspective on the iWG's recommendations. iSEE will assign a staff member to help coordinate the Sustainability Council meetings and to prepare agendas and minutes, which will be made publicly available on the iSEE website.

C. iCAP Role: The Sustainability Council evaluates recommendations in the area of campus sustainability with major impacts on budget and/or policy, and bears the ultimate responsibility for ensuring that the campus meets its iCAP targets.

D. Meetings: The Sustainability Council meets once per semester, or more frequently if circumstances warrant. The agenda for each meeting is set by its vice-chair.

E. Decisions: After evaluating a recommendation brought forward from the iWG, the Sustainability Council may take one of the following actions:

- 1) The recommendation can be accepted, in which case the iWG will transmit the approved recommendation to the appropriate units and will assist them with implementation as appropriate.
- 2) The recommendation can be accepted with minor revisions, in which case the iWG will transmit the revised recommendation to the appropriate units and will assist them with implementation as appropriate.
- 3) The recommendation can be sent back to the iWG with a request for further information or for substantial modifications, in which case the iWG will report back to the Sustainability Council with the requested information and/or a modified recommendation.
- 4) The recommendation can be rejected. In such cases the Sustainability Council will provide the iWG with directions on alternative approaches that should be investigated to achieve the sustainability goals in question.

F. iCAP Revisions: Every five years, the iWG provides the Sustainability Council with a proposed revision to the iCAP, based on suggestions from the SWATeams. The Sustainability Council has the option to either endorse the revised iCAP as written, or to suggest that the iWG examine modifications and report back to the Sustainability Council with a new revision for endorsement. Once the revised iCAP is endorsed by the Sustainability Council, it will be forwarded to the Office of the Chancellor for formal approval and adoption.