

Sacramento State

Sustainability Steering Committee Charge

Policy Administrator: *Vice President for Administration and Business Affairs*
Authority: *CSU Executive Order No. 987, State of California Executive Order S-12-04*
Effective Date: *New Policy/Committee Charge*
Updated: *March 4, 2011*
Cross References: *N/A*

Introduction

In large organizations, the most successful and enduring practices and programs of sustainability occur when they are designed, implemented, and owned by individual departments, programs centers, schools, and colleges. This committee charge reflects the importance of individual group ownership in achieving sustainability.

Purpose

The steering committee exists for the primary purposes of:

1. Promoting sustainable practices campus-wide.
2. Ensuring cross-organizational communication of proposed, in-progress, and implanted practices of sustainability.
3. Establishing general and campus-wide sustainable initiatives and monitoring progress related thereto.
4. Providing a means for various organization to provide an accountability of the sustainable activities.

Steering committee responsibilities include:

- Meeting no less than quarterly to receive an accounting from members, with respect to the organizations they represent, on the sustainable actions, activities, and programs implemented or under consideration.
- Ensuring that organizations are pragmatically considering and integrating best practices into the development and implementation of sustainable programs.
- Collaboratively identifying, developing, scheduling, participating in, and promoting sustainability events for attendance by the campus community. Such events would include seminars, forums, and awareness campaigns.
- Identifying, tracking, and reporting critical performance indicators that objectively demonstrate campus progress in achieving sustainability.
- Publishing a *Quarterly Sustainability Progress Report*, which summarizes University progress towards achieving sustainability within campus organizations and the identified Areas of Focus? Committee members provide report content.

Sacramento State

Sustainability Steering Committee Charge

Administrative support to the Committee prepares the report under the direction of the Chair.

Areas of Focus

Areas of focus include:

- Academics and Governance
- Energy Conservation
- Environmental Management
- Food and Dining
- Occupational Safety
- Planning, New Construction, and Building Renewal
- Purchasing
- Recycling & Waste Management
- Storm and Wastewater Management
- Transportation
- Water Management

Member Responsibilities

With regard to the organizations they represent, Committee member participation is in the form of promoting sustainability, providing quarterly progress reports to the body of the committee, and actively engaging in cross-organizational collaboration and communication during and following Committee meetings. Members also participate in identifying, developing, scheduling, participating in, and promoting sustainability events on campus.

Committee Membership

Committee membership is reflective of the Areas of Focus and includes representatives from the following organizations:

- Three faculty representatives appointed by the Faculty Senate
- Two student representatives appointed by ASI
- One community representative appointed by the President
- One staff representative appointed by USA
- Associate Vice President, Facilities Services
- Associate Vice President, Risk Management Services (Chair)
- Director of Dining Services (UEI)
- Director of Utilities & Facility Services
- Director of Facilities, Planning & Construction Services
- Director of Risk Management and Business Continuity Planning

Sacramento State

Sustainability Steering Committee Charge

- Environmental Specialist
- Manager of Custodial Services or the Recycling Specialist
- Energy Conservation Coordinator
- Director of Procurement & Contract Services
- Director of University Parking & Transportation

Organizations nominate committee members from among their constituencies, but the University President makes formal member appointments. Terms of membership are for one year. Consecutive membership terms are permissible.

Meetings

The Committee meets quarterly. Meetings shall not to exceed two hours in length.

Committee Chair

The Committee Chair is appointed by committee charge, as approved by the President. The chair is responsible for providing administrative support to the committee for the purpose of keeping and distributing meeting summaries, preparing quarterly updates on campus sustainability efforts, and providing draft recommendations to the President.