

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: *September 6, 2012*
Cross References: *California AB 32 and CSU Executive Order 987*

Sacramento State has established the University Sustainability Committee to strengthen its sustainability efforts in alignment with the goals of California Assembly Bill 32 and CSU Executive Order 987.

The Committee is charged with responsibility for assessing current sustainability practices for incorporation of best technology; recommending new methods/techniques for incorporating sustainability into operational activities and facilities design; partnering with the community we serve; and identifying and tracking critical performance indicators to keep sustainability practices and strategies on course. The Committee focus includes the following areas of sustainability: Academics and Governance; Energy Conservation; Environmental Health & Safety; Planning, New Construction, and Building Renewal; Purchasing; Recycling & Waste management; Transportation; and Water Management.

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
- Two community representatives appointed by the President
- One staff representative appointed by USA
- Associate Vice President, Facilities Services
- Associate Vice President, Risk Management Services
- Director of Dining Services (UEI)
- Sr. Director, Sustainability & Plant Operations
- Director of Facilities, Planning & Construction Services
- Director of Risk Management and Business Continuity Planning
- Environmental Specialist
- Manager of Custodial Services or the Recycling Specialist
- Energy Conservation Coordinator
- Sustainability & Operations Analyst/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.

Sacramento State

Sustainability Steering Committee Charge

Member Responsibilities

Member 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 an *Annual Sustainability Progress Report*, which summarizes University progress toward achieving sustainability within campus organizations and the identified Areas of Focus. Committee members provide report content. Administrative support to the Committee prepares the report under the direction the Chair.
- On a continuous basis publish updates on the Sustainability website with links to social media such as Facebook and Twitter Sustainability pages. These updates will come from a variety sources.

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.