

Recommended by the Sustainability Council on (Date) 2/6/2020  
Approved by Leslie Brunelli Vice Chancellor of Business and Finance Administration on  
(4/14/2020)  
Approved by Corinne Lengsfeld Interim Provost and Executive Vice Chancellor on  
(4/15/2020)

## **Sustainability Council Charter**

### **Sustainability Council Charter April 15, 2020**

#### **I. Council Purpose**

Mission: “The Sustainability Council advocates for just and sustainable communities by engaging the people and improving practices at the University of Denver.” (adopted by the Sustainability Council, April 2015)

#### **II. Council Role**

The Sustainability Council will act as a coordinating, review, and ideas-generating body (1) articulating shared “just and sustainable community” goals in the University of Denver community, (2) coordinating university departments, staff and student groups, faculty members and community partners in achieving those goals and ensuring that all parties are aware of initiatives occurring and working collaboratively, (3) reviewing relevant proposals and policies and making recommendations to the executive committee about them, and most importantly, (4) establishing accepted metrics for measuring progress toward those goals.

The Sustainability Council will remain distinct from the DU Center for Sustainability maintaining clear shared governance. The Center for Sustainability does sustainability work on campus through a broad range of specific projects. Because the Center for Sustainability gathers information directly relevant to the functions of the Sustainability Council, the two organizations will continue to coordinate closely. A representative of the Center will always serve as a member of the Council to ensure that relationship.

#### **III. Council Responsibilities and Activities**

**A. Goals:** Through the American Chancellors and University Presidents Climate Commitment (ACUPCC), the 2009 Sustainability Plan and Report, the 2014-2017 Sustainability Plan, the 2018-2021 Goals, and Impact 2025, the University has established a series of long-term and short-term “just and sustainable community” goals. The Council helps measure progress towards goals as a method of accountability. When proposals represent competing outcomes, the Council will recommend priorities. The Council will have no authority to establish or implement goals unilaterally.

**B. Coordination:** The Council will serve as an organizing body, bringing together University administration, educators, researchers, and student organizations. With support from the Center for Sustainability, the Sustainability Council will identify and coordinate efforts to achieve stated University sustainability goals in the most effective and cost-efficient manner. To facilitate coordination across all stakeholders and encourage transparency, the Sustainability Council will

compile and make available triennial University of Denver Sustainability Plans consistent with the model introduced in the *2014-2017 University of Denver Sustainability Plan*.

**C. Priorities and Innovations:** Given that this Council will serve as a coordinating body of a variety of stakeholders across the University whose membership will represent practitioners and scholars with expertise in sustainability, the Sustainability Council will review proposals for funding allocated to University sustainability efforts. That review will include prioritizing proposals and making recommendations to the Executive Council for implementation.

**D. Metrics and Data:** In consultation with University administration and community stakeholders, the Sustainability Council will establish generally accepted metrics to measure progress toward the University's stated sustainability goals. With the assistance of university departments and the Center for Sustainability, the Council will assess data measuring progress and report on the University's progress toward its goals. These metrics and an annual progress report will be made available to the entire University community.

#### **IV. Membership**

Council meetings will be open to all members of the community with no membership beyond representatives of relevant groups.

Although the Sustainability Council is primarily a volunteer-based organization, its full members must include representatives from major university departments, student groups, and community partners involved in sustainability efforts at the University of Denver. These should include:

##### Required voting members

- A representative from the Provost's office
- A representative from the Center for Sustainability
- A representative from Facilities Management and Planning
- A representative from Facilities Management and Planning, Utilities\*
- A representative from Facilities Management and Planning, Maintenance\*
- A representative from Facilities Management and Planning, University Architect Office
- A representative from Facilities Management and Planning, Parking and Mobility Services\*
- A representative from Housing and Residential Education\*
- A representative from University Marketing and Communications
- A representative from IT\*
- A representative from Shared Services\*
- A representative from the Faculty Senate
- A representative from the Staff Advisory Council
- A representative from Graduate Student Government
- A representative of Undergraduate Student Government (USG) or the USG Sustainability Committee
- A representative of each academic college
  - CAHSS, RSECS, GSPP, GSSW, CNSM, DCB, Law, KSIS, UCOL, CWC

*\*indicates operational working group*

##### Additional members for data-driven decision making and reporting

- A representative from the current dining and catering contractor

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- A representative from each chartered student organization with goals related to sustainability (as defined by that organization)
- A representative from the Center for Community Engagement and to advance Scholarship and Learning
- A representative from Transportation Solutions
- A representative from the University Planning and Budget Office
- A representative from the Registrar's Office
- A representative from the Financial Aid Office
- A representative from Human Resources
- A representative from Internationalization
- A representative from Campus Life and Inclusive Excellence
- A representative from University Libraries
- A representative from Institutional Research & Analysis
- A representative of a Registered Neighborhood Organization adjacent to the University

#### Ex-officio members

The Provost and the Vice-Chancellors for Business and Financial Affairs and Campus Life and Inclusive Excellence may be non-voting members of the Council. They are always welcome, but under no obligation to attend.

In lieu of at-large membership, at the end of each academic year, the Council will recognize students, staff and faculty who have made significant contributions to sustainability efforts on campus through the Council.

#### **V. Officers and Executive Committee**

The Sustainability Council leadership team will consist of the elected positions of Chair and the Vice-Chair, working closely with the Director of Sustainability. Elections will be held in the Spring quarter meeting for leadership roles beginning the following academic year. Positions will be two-year terms with the expectation of participation in the third year as advisors to the newly elected leadership as necessary. The Chair and Vice-Chair may be re-elected for additional terms. The Chair and Vice-Chair will receive annual stipends (\$5,000 and \$3,000, respectively). The leadership team will set meeting agendas, manage meeting invitations, participate in committee meetings, and prepare reports for the executive committee. The Vice-Chair will prepare agendas and meeting minutes, manage space reservations, and assist in planning.

The Executive Committee (the Director of the Center for Sustainability, the Chair of the Council, the Provost, and Vice-Chancellor for Business and Financial Affairs) will meet bi-annually for review and decision-making regarding active responses to Council recommendations and reporting on best practices, policies, and associated budget recommendations. The Sustainability Council leadership team (designated by Sustainability Council members and participants in Spring quarter of each academic year, pursuant to revised Council charter) will prepare and distribute materials for this meeting. Materials required for decision-making will be shared with appropriate staff and administrators for review and recommendation prior to the Executive Committee meetings.

#### **VI. Council Meetings**

Full Council meetings will take place once a quarter, with an option for special sessions as needed. The Council has authority to create committees to meet to discuss specific issues and report to the Council as a whole. In addition to quarterly meetings, the Council will host quarterly community

gatherings to share research, teaching and operations related to sustainability on campus and in the community.

The Council will designate standing committees regarding (1) energy, (2) mobility, (3) procurement, (4) gardens, (5) student experience, (6) food and (7) research and curriculum. Standing committees will meet monthly prior to Council meetings. Additional committees may be created with a majority vote of the Council.

All Council meetings will be open to all members of the University of Denver Community and interested outsiders. Meetings will be announced in advance. Agendas and meeting minutes will be available for review online.

## VII. Responsibilities

	<b>Responsibilities</b>
<b>Committee</b>	<p>Appoint a leader</p> <p>Designate a time and a place to meet monthly, in person or virtually</p> <p>Share progress publicly in a sharepoint drive: agendas, minutes, committee members list, goals for the year,</p> <p>Maintain a one-page online presentation of progress updated monthly</p>
<b>Committee Leader</b>	<p>Call together committee meetings</p> <p>Keep and post meeting agendas and minutes</p> <p>Ensure updated progress posting</p>
<b>Council Member</b>	<p>Attend all meetings</p> <p>Active participation in a committee</p> <p>Gather and share data for reporting purposes</p> <p>Contribute to goal setting, planning and implementation</p>
<b>Chair, Co-Chair and Sustainability Director</b>	<p>Communicate with 1-2 committee leaders monthly</p> <p>Organizing Council business and social meetings</p> <p>Participate in one committee or check in with specific committees quarterly</p> <p>Share information with Executive Committee twice per year</p> <p>Review AASHE STARS submissions</p> <p>Keep and post Council meeting agendas and minutes</p>
<b>Operational Working Group</b>	<p>Review proposed projects and policies for budget and implementation implications</p>
<b>Executive Committee (Provost, Vice Chancellor for Business and Finance Administration, Council Chair, Sustainability Director)</b>	<p>Meet twice a year</p> <p>Review, approve or deny Council project and policy recommendations</p>

## VIII. Budget

To carry out its work program, the Council will require an annual budget to accomplish its mission. The budget will be administered through the Center for Sustainability. The Director of the Center for Sustainability will leverage the budget to support the function of the Council.