Committee Charge

The HSU Advisory Committee on Sustainability (HACS) is charged with planning, governing and overseeing the integration and advancement of environmental sustainability and into core operations of the university, with an eye towards the economic and social impacts of such. The HACS will make recommendations for further implementing sustainability into the following categories:

*Curriculum and Research | Campus & Community Engagement | Air & Climate | Energy Buildings & Grounds | Food & Dining | Purchasing | Transportation | Waste & Water*

This committee will develop goals, actions, and timelines for areas of focus in support of the campus strategic plan and academic priorities. Additionally, responsibilities of this committee shall include timely review and confirmation of:

- Compliance with the Second Nature Climate Commitment;
- Progress on meeting or exceeding the CSU Sustainability Policy goals, and

Furthermore, the HACS will align its efforts with specific sustainability-related goals, objectives, and performance indicators in the HSU Strategic Plan 2015-2020. These include:

**GOAL 1: Prepare students to be socially and environmentally responsible leaders in diverse and globalized world.**

*Objective 1.3* Incorporate environmental and social responsibility throughout the curriculum.

*Action Item 1.3.A* Include expanded interdisciplinary programs and incorporation of environmental and social responsibility as part of the Academic Strategic Plan.

**GOAL 3: Strengthen partnership with local communities.**

*Objective 3.3* Ensure a safe and welcoming off-campus environment for students, staff, and faculty by partnering with local communities.

**GOAL 4: Serve as effective stewards of the natural and built environment and the University’s financial resources with a focus on sustainability.**

*Objective 4.3* Expand resources to support the University’s mission, including identifying new resources, finding efficiencies, and being good stewards of existing resources.

*Performance Indicator 4.3* Incorporate HSU’s focus on environmental sustainability fully into the operations of the University.
Initial Tasks
This committee will take the following actions within its first year:

- Establish and make public a formal, campus-wide definition of sustainability;
- Review current policies and procedures in each focus area, starting with evaluation of results from the 2016-2017 STARS report for HSU;
- Delineate and seek synergies with other established groups on campus and in the community;
- Create a central process or mechanism for coordinating projects, wherein status tracking is accessible and transparent to the campus community;
- Formulate goals that are realistic, while at the same time push the envelope forward on what is possible, and
- Establish a governance structure for attendance, voting, updates, and other procedures.

Reporting Process
The Provost and the VP for Administration & Finance have the ultimate authority over the committee’s efforts, champion the committee’s efforts across the university, and provide resources (time, attention, funding) to support successful outcomes. The Committee will hold one informational meeting per semester with the Provost and the VP of Administration & Finance. Furthermore, the HACS co-chairs will ensure an annual report is submitted to the President, VP of Administrative Affairs, and the Provost outlining the work and accomplishments of the committee.

The campus community, cabinet, and senate will be informed as recommendations are accepted and implemented.

Committee Membership
The committee is large to ensure appropriate representation from all campus constituents. Some members may participate most actively to develop recommendations as members of the responsible sub-committees. Non-committee members may be asked to participate on sub-committees as appropriate subject-matter experts. Consulted members will meet as part of the full committee to review the recommendations of the sub-committees. Supporting members will include individuals with technical expertise from the Office of Sustainability.

The committee is comprised of students, staff and faculty as follows:

- Students: four members
- Faculty: four members
- Staff: six members
- Auxiliary services and Athletics representatives: four members
- Co-Chairs: one faculty member (appointed by VP of Admin Affairs and Provost) one staff member (standing appointment - Director of Sustainability or designee)
Terms & Appointments

One student is appointed from each of the following organizations: Waste Reduction & Resource Awareness Program (WRRAP), Campus Center for Appropriate Technology (CCAT), Green Campus, and Associated Students. Upon graduation, or at the time a student’s position within the appointing organization is to expire, the organization may appoint a new student to the committee. Although only one voting member per organization is permissible, two students may overlap and attend meetings together for training purposes. The new student may then continue serving on the committee in a voting capacity upon the departure of the previous student.

Three faculty members are appointed by the Provost, one faculty member is appointed by the University Faculty. Appointed faculty members will serve a term of two years. Upon completion of their term, faculty members may request re-appointment to the committee. A faculty member may serve for up to three consecutive terms (i.e., six years); and, following a one year hiatus from the committee, may again request appointment back to the committee.

Faculty terms shall be staggered as follows:

- Provost Appointment (1) - Even year appointment
- Provost Appointment (2) - Even year appointment
- Provost Appointment (3) - Odd year appointment
- University Senate - Odd year appointment

Appointed staff members will serve a term of two years. Upon completion of their term, staff members may request re-appointment to the committee. A staff member may serve for up to three consecutive terms (i.e., six years); and, following a one year hiatus from the committee, may again request appointment back to the committee. In the event a staff member changes job titles during their term, they may continue as a committee member until their position is refilled or until their term concludes, whichever comes first.

Staff member appointments shall be staggered as follows:

- Staff Council appointment - Even year appointment
- Director of Sustainability appointment - Even year appointment
- Budget Director appointment - Even year appointment
- Director of Academic Resources appointment - Odd year appointment
- Director of Parking Services (AVP of Facilities) appointment - Odd year appointment
- Director of Custodial Services (AVP of Facilities) appointment - Odd year appointment

Appointed auxiliary and Athletics staff members will serve a term of two years. Upon completion of their term, staff members may request re-appointment to the committee. A staff member may serve for up to three consecutive terms (i.e., six years); and, following a one year hiatus from the committee, may again request appointment back to the committee. In the event an auxiliary or Athletics staff member changes job titles during their term, they may continue as a committee member until their position is refilled or until their term concludes, whichever comes first.
Auxiliary and Athletics staff member appointments shall be staggered as follows:

- University Center Director appointment - Even year appointment
- Housing Director appointment - Even year appointment
- Dining Services Director appointment - Odd year appointment
- Athletics Director appointment - Odd year appointment

The Faculty Co-chair will serve a term of one year, with the option to extend the term to a second year. Upon completion of their term, the Faculty Co-chair shall have the option of remaining on the Committee for a term of one year. The Committee may also recommend a faculty member, currently serving on the committee, to be the next Faculty Co-Chair. The Staff Co-Chair, a standing appointment assigned to the Director of Sustainability, serves at the pleasure of the VP of Administrative Affairs and the Provost, and is therefore exempt from the term limit guidelines set forth for non-standing appointment committee members. The Director of Sustainability may designate a staff member from the Office of Sustainability to serve as the Staff Co-chair.

- Faculty Co-chair - appointed by Provost and VP of Administrative Affairs
- Staff Co-chair - Standing appointment - Director of Sustainability or designee

**Meeting Schedule**

In general, the committee will meet a minimum of once a month during the academic year. In addition, committee members may meet in one or more working groups outside of regular committee meetings.

---

i In 2017 HSU signed on to the *Second Nature Climate Commitment*, thus committing to reaching carbon neutrality while integrating climate change resiliency into its planning efforts. [https://www.secondnature.org](https://www.secondnature.org)

ii In 2014, the CSU Board of Trustees adopted a system-wide *Sustainability Policy*, applying the principles of sustainability across all areas of university operations. [https://www2.calstate.edu/impact-of-the-csu/sustainability](https://www2.calstate.edu/impact-of-the-csu/sustainability)

iii The *HSU Climate Action Plan* presents strategies to curb greenhouse gas emissions resulting from the university’s energy consumption, from indirect emissions from related activities such as commute, waste disposal and business travel, and for integrating sustainability into academics and student life. [https://facilitymgmt.humboldt.edu/climate-action-plan](https://facilitymgmt.humboldt.edu/climate-action-plan)