# Administrative Procedure

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| Number: | 428 |
| Effective: | Interim |
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**Subject:** CAMPUS SUSTAINABILITY COMMITTEE

1.0. PURPOSE:

To establish collaboration among faculty, students, and staff that facilitates the adoption of best practices, policies, projects and technologies to improve the environmental, social, and economic sustainability of the campus community.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University and its auxiliary organizations.

3.0. REFERENCES:

3.1. California State University (CSU) Chancellor's Office Policies.

3.1.1. CSU Sustainability Policy (RJEP/CPBG 05-14-01), May 2014.

3.1.2. CSU Executive Order 987 (EO 987), August 2006.

3.2. California Assembly Bills.

3.2.1. AB 32: California Global Warming Solutions Act of 2006, September 2006.

3.2.2. AB 758: Existing Buildings Energy Efficiency Action Plan, October 2009.

3.2.3. AB 1150: UC/CSU/IOU Energy Efficiency Partnership Program, October 2015.

3.2.4. AB 1826: Solid waste: organic waste, September 2014.

3.3. California Senate Bills.

3.3.1. SB 32: Reduce GHG emissions to 40% below 1990 levels by 2030 and 80% by 2050.

3.3.2. SB 350: Clean Energy and Pollution Reduction Act of 2015, October 2015.

3.3.3. SB 286: Electricity: direct transactions, February 2015.

3.3.4. SB 375: Sustainable Communities and Climate Protection Act of 2008, September 2008.

**Approved:** _____ **Date:** 3/3/17

3.4. California Building Standards Code.

3.4.1. Part 6: California Energy Code (Title 24) of the California Code of Regulations, also titled The Energy Efficiency Standards for Residential and Nonresidential Buildings).

3.4.2. Part 11: California Green Building Standards Code (CALGreen Code).

3.5. California Governor Executive Orders.

3.5.1. B-16-12: Rapid commercialization of zero-emission vehicles.

3.5.2. B-18-12: Reduce 2010 baseline GHG emissions by 10% by 2015 and 20% by 2020.

3.6. Climate Commitments.

3.6.1. White House American Campuses Act on Climate:

1. Reduce carbon emissions to 1990 levels by 2020 and 80% below 1990 levels by 2040.
2. Install 80 MW of renewable and clean on-site generation by 2020.
3. Reduce greenhouse gas emissions from transportation by increasing use of low carbon transportation and on-campus housing and amenities.

3.6.2. Second Nature Climate Commitment:

1. Develop a comprehensive Climate Action Plan, including:
   a. Institutional structure to guide development and implementation
   b. Active support of a joint campus-community task force to ensure alignment of Plan with community goals
   c. Greenhouse gas emissions inventory
   d. Campus-community resilience assessment, including initial indicators and current vulnerability
2. Submit an annual evaluation of progress.

3.7. STARS (Sustainability Tracking, Assessment & Rating System): a transparent, self-reporting framework for colleges and universities to measure their sustainability performance.

4.0. POLICY:

4.1. In order to comply with all CSU and State of California sustainability laws, regulations and policies, the University will establish a campus Sustainability Committee (CSC) to:

4.1.1. Be advisory to the President in the formulation of policies that ensure the sustainability of the campus environment, financial resources and the community.

4.1.2. Form ad hoc advisory subcommittees to address issues related to the operation of the Committee.

5.0. DEFINITIONS:

5.1. Adaptation - Initiatives and measures to reduce the vulnerability of natural and human systems against actual or expected climate change effects.

5.2. Climate change - A change in the state of the climate that can be identified (e.g., using statistical tests) by changes in the mean and/or the variability of its properties, and that persists for an extended period, typically decades or longer. Climate change may be due to natural internal processes or external forcing, or to persistent anthropogenic changes in the composition of the atmosphere or in land use.

5.3. Mitigation - Technological change and substitution that reduce resource inputs and emissions per unit of output.

5.4. Resilience - The ability of a social or ecological system to absorb disturbances while retaining the same basic structure and ways of functioning, the capacity for self-organization, and the capacity to adapt to stress and change.

5.5. Sustainability - Meeting the needs of the present without compromising the ability of future generations to meet their own needs.

5.6. Vulnerability - The degree to which a system is susceptible to, or unable to cope with, adverse effects of climate change, including climate variability and extremes. Vulnerability is a function of the character, magnitude, and rate of climate variation to which a system is exposed, its sensitivity, and its adaptive capacity.

5.7. CSC - The Committee membership, appointed by the President, shall be as follows:

5.7.1. Energy and Sustainability Manager (or designee) will serve as Chair.

5.7.2. Executive Vice President and COO (or designee).

5.7.3. Provost/Vice President for Academic Affairs (or designee).

5.7.4. Vice President for Administration and CFO (or designee).

5.7.5. Vice President for Information Technology and CTO (or designee).

5.7.6. Vice President for Student Life (or designee).

5.7.7. Vice President for University Advancement (or designee).

5.7.8. Associate Vice President of Facilities, Planning, Design & Construction (FPD&C) (or designee).

5.7.9. Executive Director for Communications and Public Affairs (or designee).

5.7.10. Executive Director of University Auxiliary Services (UAS) (or designee).

5.7.11. Executive Director of the University, Student Union (U-SU) (or designee).

5.7.12. Director of Facilities Services (or designee).

5.7.13. Director of Housing Services (or designee).

5.7.14. Director of Parking & Transportation (or designee).

5.7.15. Director of Procurement and Contracts (or designee).

5.7.16. Director of Risk Management/Environmental Health & Safety (RM/EHS) (or designee).

5.7.17. Director of Planning, Design & Construction.

5.7.18. Project/Recycle Manager and Custodial Supervisor.

5.7.19. Two (2) appointees from Academic Senate (faculty members).

5.7.20. Two (2) appointees from Associated Students, Inc. (ASI) (students).

6.0. RESPONSIBILITIES:

6.1. The CSC will:

6.1.1. Serve in an advisory capacity to the President and is charged with educating and engaging campus stakeholders and external partners on sustainability issues through research, projects, workshops, and other events.

6.1.2. Participate in the development of campus policies and procedures to:

a. Promote and support a culture of sustainability.
b. Enhance the sustainability literacy of students, faculty, and staff.
c. Review research of past and current sustainability initiatives in higher education.
d. Coordinate and implement plans, projects, programs, policies and procedures to make campus operations more sustainable.
e. Review new and existing campus sustainability goals and program metrics.
f. Assess, monitor, and update sustainability practices and procedures.
g. Recommend new or enhanced sustainability strategies to campus divisions for consideration.
h. Partner and collaborate with campus entities and the community.
i. Advise the Office of the President and other campus decision makers.
j. Disseminate information about campus sustainability efforts throughout the campus, community, and beyond.

6.1.3. Review and recommend sustainability policies and procedures in such areas as waste and recycling, academics, transportation, green building, food systems, water, climate and energy, landscape and ecosystem management, community, and social equity.

6.1.4. Assist the integration of sustainability into key planning documents, standard operating policies, procedures, and forms.

6.1.5. Facilitate communication of initiatives, strategic plans, assessments, and updates on campus sustainability efforts, both internally and externally, with triennial updates to two sustainability reports:

6.1.5.1. Cal State LA's Climate Action Plan, including Greenhouse Gas (GHG) Inventory and Campus-Community Resilience Assessment.

6.1.5.2. AASHE's Sustainability Tracking, Assessment & Rating System (STARS).

6.2. The CSC members will be responsible for serving on one (1) of the established campus CSC subcommittees to affect the development of major campus sustainability initiatives:

6.2.1. Climate Action and Adaptation Plan.

6.2.2. Sustainability Policies and Reporting.

6.2.3. Green Revolving Fund Administration.

6.2.4. Zero Waste Planning.

6.3. The Energy and Sustainability Manager will prepare the Committee agenda, minutes and coordinate the preparation of an annual report to the President on the activities of the Committee.

7.0. PROCEDURES:

7.1. Meetings

7.1.1. The CSC will meet once per semester, during the months of March and October, to review requests and recommend action to the President.

7.1.2. Subcommittees will meet either monthly or as necessary.

7.2. Items for Consideration

7.2.1. All items for consideration are to be submitted to the Energy and Sustainability Manager, who will either act on the items and report such action to the Committee, or refer the item to the Committee for consideration.

7.3. Annual Report

7.3.1. The Energy and Sustainability Manager will coordinate preparation of an annual report to the President. This report will be presented June 1st of each fiscal period and will summarize the University's previous year's activities, performance, and initiatives related to campus sustainability.

8.0. APPENDICES:

N/A