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# Policies & Procedures DRAFT

## Background

Cal State East Bay Campus Sustainability Committee (CSC) was created in Spring 2015 in order to fulfill: the California State University System (CSU) Sustainability Policy; the campus' Shared Strategic Commitment to, "contribute to a sustainable planet through our academic programs, university operations, and individual behavior," its sustainability Institutional Learning Outcome to "act responsibly and sustainably at local, national, and global levels," and in response to the signing of the Carbon Commitment by President Morishita, which includes a requirement to establish an institutional structure to oversee the development and implementation of the associated requirements.

## Purpose

Through transparent decision-making and open discussion forums, the CSC will make recommendations to the Office of the President for how to best meet the directives of the CSU sustainability policy, campus' [Carbon Commitment](#) and Climate Action Plan, and overall campus issues related to environmental, economic, and social sustainability.

## Function

The objectives of the CSC include, but are not limited to:

- Promote and support a culture of sustainability at Cal State East Bay
- Enhance the sustainability literacy of students, faculty, and staff
- Review, revise, and recommend plans, projects, programs, policies and procedures to make campus operations more sustainable and meet Carbon Commitment goals
- Advise the Office of Sustainability
- Disseminate information about campus sustainability efforts throughout the campus, community, and beyond

## Structure

The CSC will include representatives from Cal State East Bay faculty, staff, and students, as well as leaders of key campus organizations and community partners. Ex-Officio Members listed below, except for the Executive

Sponsors and Chair may appoint a designee. At any time the CSC Executive Sponsors and Co-Chair may discuss the replacement of a CSC ex-officio member position. The CSC Co-Chair would bring this decision to the CSC for a vote.

### Ex-Officio Members

- Executive Sponsors
  - Provost
  - Vice President of Finance and Administration
- Chair
  - Director of Sustainability
- Associate Vice President of Campus Life
- Associate Vice President of Facilities Development and Operations
- Associate Vice President of Finance
- Associate Vice President of University Communications
- Associate Vice President of University Extension
- Associated Students Director of Sustainability Affairs
- Director of Parking & Alternative Transportation
- Environmental Services Manager, The City of Hayward
- University Diversity Officer
- Academic Senate Sustainability Liaison Officer (SULO)

Two-Year Term (with option of one-year renewal)

- Faculty (4)

One-Year Term (with option of a one-year renewal)

- Staff Representative (1)

### Terms

Faculty positions and the staff representative are filled based on a [nomination](#) process, either self-nomination or nomination from a campus community member. Nominations for faculty positions will be reviewed and appointed by the Executive Committee to the CSC. Nominations for staff positions will be reviewed by the CSC and voted upon at the last meeting of the academic year.

Faculty serve a two-year term with the option of a one-year renewal. Initial appointments were staggered to avoid terms ending at the same time for each committee member. The staff representative position is a one-year term with the option of a one-year renewal.

Ex-officio members are permanent positions on the CSC. Ex-Officio members are subject to review based on institutional change of position or restructure.

## Responsibilities

CSC members of the CSC required to:

- Attend and actively participate in semesterly CSC meetings
- Review necessary meeting materials and provide feedback on materials as requested
- Participate in at least one CSC Task Force or Subcommittee
- Faculty positions act as a resident expert on sustainability in their area and serve as a reference for related CSC projects.

Being a member of the CSC is deemed service to the university and will be considered positively in the tenure promotion process for faculty and position review process for staff.

## Task Forces

The CSC will create area-specific task forces as needed to carry out its responsibilities. These task forces will be composed of committee members, other faculty, staff, students, community members, and volunteers as determined by CSC vote. Task forces will be organized as specific initiatives develop and may be dormant when a given project has been implemented. The Director of Sustainability will serve as a co-chair on all Task Forces with another member of the CSC, which will be determined by CSC vote.

## Meetings & Minutes

### Schedule

CSC meetings will be held every-other month starting during the Academic Year, starting in September and ending in May for the summer break. Meetings will be held the first Friday of each month, 2:00pm - 3:30pm, in SF 329 and/or with a Zoom teleconference option, except for the month of January where meetings will be held the last Friday of the month (same time and location) to accommodate the faculty Winter Intersession schedule. CSC meetings are open to the public.

### Agenda Development

- CSC Executive Sponsors and the Co-Chair will meet every-other-month at least one week prior to CSC meetings to determine the agenda for the next CSC meeting.
- The CSC meeting agenda will be distributed to CSC members at least 3 days in advance.
- CSC members may request an addition to the agenda by contacting the CSC Co-Chair two weeks prior to the meeting for which the item would be discussed.

### Meeting Structure

Each CSC meeting will follow a similar format:

- Start with a public comment period to total 10 minutes, with a maximum speaking time of 2 minutes for each individual wishing to give a public comment. Time may be extended upon vote of the CSC.
- Followed by approval of minutes from the previous meeting.
- Followed by approval of the minutes will be a vote to amend and/or approve the current agenda.
- After previous minutes and agenda are approved, regular informational items, business, and discussion will follow.
- For action items on the agenda a vote by motion will be held. The motion should specify the action and the role of the CSC in that action.
- Only CSC members, or member designees, are able to vote on action items and a majority vote will pass a motion.
- The Office of Sustainability Logistics Coordinator, a non-CSC member, will record minutes for all CSC meetings. Should the Logistics Coordinator be unable to attend the meeting, a designee will be determined in advance of the CSC meeting.
- The minutes of the CSC shall indicate the names of the makers and seconders of motions, the action taken, and shall indicate the numbers of votes for and against each motion. A roll call will be taken, if necessary.
- The approved CSC agendas, minutes, and appropriate supplemental information shall be made available through the Cal State East Bay Campus Sustainability Committee website to the public.

## Recommendations & Campus Policy

- Approved motions will be written into a formal recommendation (See Recommendation Template, below) and shared with the Cal State East Bay President by the Provost.
- The President may pass the recommendation back to a member of Cabinet for more information. In this case, the Cabinet member would update the information in the recommendation and re-submit to the President.
- President will decide if the recommendation will be a formal University policy or practice.
  - If the recommendation is approved by the President as a [University Policy](#), the recommendation will be reformatted into the University Policy Template and resubmitted to the President for signature.
  - If the recommendation is to become a practice the President will determine the details.
- All policies and practices will be publicly posted on the Cal State East Bay website and distributed to the campus community via email.



## Recommendation Template

**DATE:** ###  
**TO:** XXX  
**FROM:** Campus Sustainability Committee (CSC)  
**SUBJECT:** Description of Action Item  
**PURPOSE:** Action by  
**REQUEST:** What “To” is to do and if this requires signature of President

**BACKGROUND INFORMATION:**

At its meeting on ‘date here’, the Campus Sustainability Committee (CSC) discussed this issue and voted ‘unanimously/Y(X)-N(Y)-A(Z)’ to recommend its approval.

**RECOMMENDATION:**

Specific information to propose to Cabinet or other governing body at Cal State East Bay.

**RELATED POLICIES:**

At CSUEB or other campuses and explanation for need to update or create policy.