

UNIVERSITY *of* HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

**SECTION:** Campus Sustainability  
**AREA:** Sustainability - General

**Number:** 14.01.01

<b>SUBJECT:</b> Campus Sustainability
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I. PURPOSE AND SCOPE

Universities are charged with educating the next generation of decision makers and, through research, finding solutions to tomorrow's problems. The University of Houston commits to defining sustainability and what it means for our campus, measuring our efforts, and translating these measurements into a comprehensive strategy for university sustainability.

As such, the university administration and ~~community~~Campus Sustainability Task Force recognize the need for a central, collaborative structure for the development of the university's sustainability strategy and policy development. Consequently the Executive Vice President for Administration and Finance has convened the Campus Sustainability Task Force (CSTF).

This document outlines the framework and roles and responsibilities for the university's sustainability activities and initiatives.

II. POLICY

The University of Houston educates tomorrow's decision makers and consequently has a responsibility to ensure that all of its students are imbued with a sound understanding of what sustainability means in practical terms. The CSTF, acting with the support of the President and the Board of Regents, is charged with ~~strategic oversight of developing and implementing policies and practices that create a campus culture of sustainability~~the integration of sustainability practices, programs, projects, and policies into the University of Houston.

III. DEFINITIONS

A. Sustainability: The United Nations defines sustainability as the ability to meet the needs of the present without compromising the needs of the future. The CSTF will work to establish a definition applicable to the University of Houston.

- B. [Sustainability Tracking Assessment and Reporting System \(STARS\)](#): STARS is a collaborative project under the auspices of the [Association for the Advancement of Sustainability in Higher Education \(AASHE\)](#). It is a voluntary, self-reporting framework for gauging relative progress toward sustainability for colleges and universities and is designed to:
1. Provide a guide for advancing sustainability in all sectors of higher education.
  2. Enable meaningful comparisons over time and across institutions by establishing a common standard of measurement for sustainability in higher education.
  3. Create incentives for continual improvement toward sustainability.
  4. Facilitate information sharing about higher education sustainability practices and performance.
  5. Build a stronger, more diverse campus sustainability community.

#### IV. ROLES AND RESPONSIBILITIES

- A. To guide the campus in developing sustainable strategies, the university commits to using AASHE principles, including STARS.
- B. The Campus Sustainability Task Force is charged with the following:
1. ~~Recommending to the Office of Sustainability (OS) key University of Houston personnel or members of the community with whom OS might develop and implement strategies to excel on AASHE STARS indicators; recommending such strategy itself. Developing and implementing the campus sustainability strategies and policies.~~
  2. ~~Instituting monitoring mechanisms for sustainable campus activities and practices, including: Periodically reviewing progress toward AASHE STARS sustainability indicators and/or the strategies chosen to make such progress, and making recommendations on such progress and/or strategies.~~
  3. ~~Periodically engaging in visioning exercises regarding University of Houston progress toward sustainability indicators.~~
    - a. ~~Completing a vision document and establishing annual goals for the Task Force.~~
    - b. ~~Completing, presenting, and publishing the university's carbon footprint calculation annually.~~

**Comment [WL1]:** The new members of the Taskforce likely won't have time to develop and implement these strategies themselves; instead, they're recommending which of their staff might be the appropriate parties to work with, and providing guidance / oversight / resolving questions on the actions/strategies that those staff take with OS to make progress on AASHE sustainability indicators.

**Comment [WL2]:** This is a staff responsibility (not at the Taskforce / executive level).

**Comment [WL3]:** This is accomplished by the new B.3; one vision document with annual goals isn't useful considering the institution's rate of change in personnel and measurement tools.

- ~~e. Completing, presenting, and publishing the STARS and other benchmarks of university sustainability annually.~~
- ~~d. Measuring cost savings or cost recovery for each sustainable initiative annually.~~
- ~~e. Establishing reporting mechanisms for each sustainable strategy or policy.~~
- ~~3. Implementing campus sustainability recommendations utilizing campus resources.~~
- ~~4. Coordinating and promoting campus wide sustainability events, policies and actions.~~

**Comment [WL4]:** These are really staff functions, now.

## V. TASK FORCE COMPOSITION AND APPOINTMENT TERMS

The Task Force will be composed of the following:

- A. ~~The Assistant Vice President for University Services~~ Office of Sustainability leadership, serving in a facilitation and coordination role.
- B. Senior Vice President for Academic Affairs & Provost (or designee)
- ~~C. Four faculty members: two appointed by the Faculty Senate and two at large members appointed by the Assistant Vice President for University Services through an application process.~~ Faculty Senate President (or designee)
- ~~D. Executive Vice President for Administration & Finance (or designee)~~
- ~~E. Associate Vice President for University Relations (or designee)~~
- ~~F. Vice President for Research and Technology Transfer (or designee)~~
- ~~G. Vice President for Student Affairs (or designee)~~
- ~~H. Executive Director for Facilities Management~~
- ~~I. Executive Director for Facilities, Planning, and Construction~~
- ~~J. Controller~~
- ~~J. Student Government Association President~~
- ~~K. Graduate and Professional Studies Council Chair~~
- ~~L.~~

**Comment [WL5]:** What do I think makes sense to have in here? If we then have FM, FP&C, do we then need to specify IT, HR, etc.?

**Comment [WL6]:** OSU's doc specifies "Senior VP for Administration and Planning" – is our primary planning entity under

**Comment [WL7]:** Who is our wellness VP?

M.

**Comment [WL8]:** Who is our "Dir., Energy Services and Sustainability?" Mike Burriello?

N.

**Comment [WL9]:** Who is our "Associate Dir., Athletics Facilities Operations (or designee)"

O.C. ~~Four students: two appointed by the Student Government Association, one appointed by the Environmental Club at the university, and one appointed by the Assistant Vice President for University Services through an application process.~~

**Comment [WL10]:** What do I want to do about student representation?

P.D. ~~Four staff members: two appointed by the Staff Council, one appointed through the college/division administrators, and one appointed by the Assistant Vice President for University Services through an application process. Staff Council President (or designee)~~

E. ~~Additional resources may be appointed in an ex officio capacity to serve as a resource to the Task Force members.~~

Q.F. Rules relating to guests – not including invited subject matter experts - will be posted on the Campus Sustainability Task Force web site.

R.G. ~~The term appointments of the members will be two year appointments, except for student appointments, which will be for one year. Members can be re-appointed to serve additional terms.~~

S. ~~Sub-committees may be established by the Taskforce to conduct the work of the Taskforce, and may be filled by any~~

**Comment [WL11]:** OSU's states "THE PPCS may organize standing, ad hoc, and/or special purpose committees or task forces from within the University population...Committees must be chaired by a PPCS member or someone designed by a member. Advisory committees and/or taskforces will handle...projects of interest...discussions, debates, and research on assigned issues/projects. Reports and recommendations of an advisory committee will be brought to the PPCS by the respective advisory committee chair.

## VI. REVIEW AND RESPONSIBILITY

Responsible Party: Assistant Vice President for University Services

Review: Every three years, on or before June 1

## VII. APPROVAL

Carl P. Carlucci  
Executive Vice President for Administration and Finance

Renu Khator  
President

Date of President's Approval: January 13, 2010

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