

**PM 2021-02**

Thomas A. Parham, Ph.D.

March 3, 2021

**The University Sustainability Committee**

- I. **Mission.** The University Sustainability Committee (SC) shall serve in an advisory capacity to the President and is charged with promoting and supporting efforts to institutionalize sustainability at California State University, Dominguez Hills (“the university”).
- II. **Perspective and Scope of Responsibility.** In undertaking its work, and in line with the campus’ commitment to environmental social justice, the SC shall promote and coordinate the integration of sustainability on a campus-wide level, supporting collaboration between campus operations, academic programs (including teaching, learning, research, and service), student services, and auxiliary units at the university.
  - a. The SC will review sustainability updates, projects, plans, programs, policies and procedures from across the university to assess and evaluate campus progress towards sustainability goals.
  - b. The SC may recommend additional resource allocations to a particular area of the university in order to facilitate and support campus sustainability efforts. The SC shall apply university-wide rather than divisional or departmental perspectives in analyzing, considering, and recommending resource allocations to the President.
- III. **Procedures.** The SC shall receive from representatives an update and forecasts related to their unit’s plans for sustainability initiatives, and recommendations for improving sustainability at the university to ensure departmental and divisional success. Non-voting members and guest speakers may also provide updates at committee and Town Hall meetings based on an approved request to be included on the agenda.
  - a. Not later than July of each year, the SC shall forward to the President a summary update and recommendations for the university’s plan for the subsequent year, taking full account of the reports and presentations from each represented department and division to reflect a university-wide perspective.
- IV. **Representation and Membership.** The SC shall include representatives from each division of the University and each constituent group, including, faculty, staff, students, and administrators. In specific:

- a. Members with all rights and privileges, including voting privileges, shall include the division heads (i.e. President, Provost and Vice President of Academic Affairs, Vice President for Administration and Finance, Vice President for Enrollment Management and Student Affairs, Vice President for Advancement, Vice President for Information Technology, and the President's Chief of Staff) and the President of the Associated Students, Inc or a student, staff, or faculty designee appointed in writing by said entities. Division heads may appoint designees outside their division, and a designee may represent multiple divisions without limit. Designees shall have the authority to represent the respective divisions and Associated Students, Inc. during university-wide deliberations and recommendations, and shall be granted all rights and privileges of full membership, including voting privileges.
- b. At least one faculty member, and up to three faculty members shall be elected by the Academic Senate as a voting member(s) of the SC and shall serve a three-year term. In the event of a resignation from the SC, the Academic Senate shall name a replacement member, who shall complete the term of the original member.
- c. The SC shall include at least three voting student members, and up to five voting student members. In addition to being directly on the SC or represented by a designee, the President of the Associated Students, Inc., shall appoint one to three additional student member(s) to represent a Club whose main subject interest is related to sustainability. The Office of Sustainability shall also appoint a student representative. All student members shall serve one-year terms.
- d. The Office of Sustainability shall appoint a full-time staff member or administrator to serve at minimum a two-year term. The member appointed by the Office of Sustainability shall be a voting member of the SC.
- e. In addition to the ex officio member and voting members mentioned above, the SC shall also include voting members from the following units:
  - i. Facilities Services (may also serve as designee on behalf of the Division of Administration & Finance)
  - ii. University Housing
  - iii. Campus Dining/CSUDH Foundation
  - iv. The Loker Student Union
- f. In addition, any university faculty, staff, administrator, or student may participate and join the SC as a non-voting member.

V. **Staff Support** to the SC shall be provided by the Office of Sustainability.

- VI. **SC Chair.** The President shall appoint a faculty or staff member as the chair of the SC after consulting with the Academic Senate and other groups as the President determines appropriate. Normally, an incoming SC chair will be a continuing SC member with at least one year of service as a SC member. The SC chair will serve a three-year term as chair and one year as past chair. Duties for the past chair are to assist the incoming chair as necessary. Both the chair and the past chair shall be voting members of the SC. The chair is not to be a member of the Office of Sustainability, though the Office of Sustainability will provide staff support to the chair by helping to set the agenda, take notes, and suggesting agenda topics.
- VII. **Town Hall & Committee Meetings.** The SC shall hold open Town Hall Meetings for the campus at least once a year to provide faculty, staff, and students an overview of the university's sustainability efforts. The SC shall meet at least twice a year, once during the fall semester and once during the spring semester. The Town Hall Meeting may be combined with an existing committee meeting.
- VIII. **Presentations/Information.** Presentations/information provided to the SC shall be posted to the Sustainability website. The SC may also elect to post summaries of discussions held during SC meetings to the website.

Approved:   
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Thomas A. Parham, Ph.D.  
President

Date: 3/3/2021