April 20, 2010

TO: Mike Berthelsen, Associate Vice President, Facilities Management, Co-Chair
    Emily Hoover, Professor and Head, Department of Horticultural Science, Co-Chair
    Todd Arnold, Associate Professor, Department of Fisheries, Wildlife, & Conservation Biology
    Nick Deffley, Program Manager, Contracting Documental, Sustainability, and Targeted Business Group, Capital Planning & Project Management
    Jim Green, Assistant Director, Energy Management, Facilities Management
    Raymond Hozalski, Associate Professor & Director of Graduate Studies, Civil Engineering
    Cindy McComas, Director, MN Technical Assistance Program
    Heather Mentgen Dickson, Marketing Manager, University Dining Services
    Beth Mercer-Taylor, Education Sustainability Coordinator, Institute on the Environment
    Ned Mohan, Professor, Electrical & Computer Engineering
    Lance Neckar, Professor, Department of Landscape Architecture
    Christy Newell, undergraduate, Environmental Science and Policy Management
    Andrew Phelan, Assistant Director, Department of Environmental Health & Safety
    William K. Roberts, Associate Director, Parking & Transportation Services
    Amy Short, Sustainability Coordinator, University Services
    Virajita Singh, Senior Research Fellow, Center for Sustainable Building Research
    Tim Smith, Associate Professor Bioproducts/Biosystems Engineering, and Director, Northstar Initiative for Sustainable Enterprise at IonE
    Deb Swackhamer, Charles M. Denny Chair of Science, Technology, and Public Policy, Humphrey; Professor, Environmental Health Sciences, School of Public Health; Co-director, Water Resources Center
    Brian Swanson, Budget Officer, Office of Budget & Finance
    Connie Thompson, Assistant Director, Housing & Residential Life
    George Weiblen, Associate Professor, Department of Plant Biology
    Amelious Whyte, Chief of Staff, Office for Student Affairs
    Donovan Woldt, undergraduate, Aerospace Engineering and IT student representative to MSA
    Graduate student representative - to be determined

FROM: Robert H. Bruininks, President

SUBJECT: University of Minnesota Twin Cities (UMTC) Sustainability Committee

I am requesting your service to help advance the University of Minnesota Twin Cities Campus’ sustainability efforts by serving on a standing committee that will guide implementation of our sustainability initiatives. As stated in the Board of Regents’ Policy on Sustainability and Energy
Efficiency, the University of Minnesota is committed to incorporating sustainability into its teaching, research and outreach, and the operations that support them. The committee is charged with guiding implementation of the policy and recently developed goals on the Twin Cities Campus. Specifically, the charge to the committee includes:

- Planning and Prioritization: Align campus initiatives with guiding principles of the Board of Regents Policy on Sustainability and Energy Efficiency and recently developed goals. Develop campus specific strategic work plans for implementation.

- Implementation Work Teams and Subcommittees: Provide guidance to UMTC campus sustainability initiatives. Charge or recommend work teams and subcommittees when needed. Monitor progress of existing teams and efforts (such as, Stormwater Linkage, Greening the St. Paul Campus Task Force, Living Laboratory approaches, etc.). Note: The Committee serves as the designated institutional structure to guide the implementation of the American College and University Presidents’ Climate Commitment (ACUPCC). This committee will coordinate developing a climate action plan for the Twin Cities campus.

- Measurement: Assist in defining key measurements for reporting our progress that align with existing campus programs and commitments.

- Structure: Support continued integration of sustainability concepts into existing department structures and initiatives (Master Planning, Public Engagement, etc.) that will support progress in meeting goals outlined in the report, University of Minnesota Systemwide Sustainability: Goals, Outcomes, Measures. Evaluate efforts for alignment with the Guiding principles.

- Reporting: Assess and report campus progress and overall impact of sustainability efforts on campus and community beyond – including unique strengths of regionally located extension, research and outreach programs.

- Communications: Develop communication media and provide resources that to improve transparency and allow exchange on progress. Provide a forum for communicating University operations goals of interest to U Community.

The committee co-chairs have the responsibility to identify steps needed to support the sustainability goals, including the high level themes distilled from the work of the University of Minnesota Sustainability Goals and Outcomes Committee. These include Leadership, Living Laboratory, Engagement, Communication, Policies, Culture Change, Community Impact and Integration.

Additional information regarding the structure of the committee is attached, along with the policy and list of sustainability goals. Please expect this assignment to last from 2 to 3 years for faculty and staff and 1 to 2 years for students.

**Background**

In September 2009, the University of Minnesota Sustainability Goals and Outcomes Committee presented the report on their work, University of Minnesota Systemwide Sustainability: Goals, Outcomes, Measures, Process to the Board of Regents. This report resulted from a year of collaboration and communication among faculty, staff and students across our University system. The Committee, workteams, and approximately 200 participants in open forums and exchanges during the year helped developed inspirational goals that align with the guiding principles within the University of Minnesota Board of Regents Policy on Sustainability and Energy Efficiency and the strategic goals for
interdisciplinary research. These goals and the high level goals distilled from the work of the earlier committee can be found at:

As stated in the policy, the University is committed to incorporating sustainability into its teaching, research and outreach, and the operations that support them. This commitment has long been a part of the University’s history. Recognition of the University’s efforts, both nationally and globally, has grown over the years. The concept of social, economic and environmental sustainability is closely linked to transformational change and solutions needed to solve many of the world’s largest problems today. Interdisciplinary education and research do challenge our existing structure and are an important cornerstone to creative, enduring solutions to these complex problems. Institutions and businesses that have embraced sustainability have realized healthier organizations. Integration of sustainability and implementation of the Policy on Sustainability and Energy Efficiency is an investment in the future of our University and in creating sustainable campus operations.

Sustainability is at the forefront of conversations in local, national and global communities. As a major land grant research university, we must help lead these conversations through sound science and public engagement. As a public institution, we are expected to responsibly measure the impact of sustainability and model approaches to show what does and does not work. Because sustainability integration is important to future research, our students, and the operations that make the university work, we have identified the need for campus sustainability committees comprised of individuals and leaders from all aspects of the Twin Cities campus to help guide these efforts on campus.

Each campus in the University system and the regionally located extension, research and outreach programs have unique strengths in the area of sustainability. It is important to encourage, coordinate and prioritize these sustainability efforts to help focus our direction toward the University sustainability goals. The size and breadth of the University of Minnesota Twin Cities campus with its urban setting provide opportunities and challenges on our path toward sustainability.

To assist with future scheduling, please let us know if you use UMCal (and if it is OK to add meetings), if you have someone to assist with your scheduling (please provide contact information) and any alternate e-mail address. Please reply to Gayle Mitchell, Executive Assistant to Vice President O’Brien by Tuesday, April 27 at mitch129@umn.edu

RHB/so

Enclosure

cc: E. Thomas Sullivan, Senior Vice President for Academic Affairs & Provost
    Robert Jones, Senior Vice President for System Academic Administration
    Frank Cerra, Senior Vice President for Health Sciences & Dean of the Medical School
    Kathleen O’Brien, Vice President for University Services
    Richard Pfutzenreuter, Vice President for Finance and CFO
    J. Brian Atwood, Dean, Humphrey Institute of Public Affairs
    Steven Crouch, Dean, Institute of Technology
    Tom Fisher, Dean, College of Design
    Allen Levine, Dean, College of Food, Agriculture & Natural Resource Sciences
    Robert Elde, Dean, College of Biological Sciences
    Jonathan Foley, Director, Institute on the Environment
    Michael Perkins, Associate Vice President, Capital Planning & Project Management
    Laurie Scheich. Associate Vice President, Auxiliary Services
Committee Membership and Accountability: See charge letter for Membership list

Staffing: Staffing will be identified and provided by the Vice President for University Services. Meeting support will be shared.

The co-chairs will report regularly to the Vice President for University Services as the University leader responsible for University Sustainability. Regular updates to the President will made through the Vice President for University Services.

This committee has broad representation to provide a campus operations focus, but is inclusive of research, curriculum and other measures of sustainability. Campus sustainability committees will be represented on the Systemwide Strategic Committee.

The committee will prepare an annual consolidated sustainability performance report to University of Minnesota Systemwide Sustainability Committee.

Meeting frequency: Monthly, and then Quarterly once established. (Additional meetings will be determined as needed by the co-chairs to establish committee and ensure commitments are met.)

Duration of assignment:
Faculty and Staff – 2 to 3 years, overlapping
Students – 1 to 2 years, overlapping
Others ad hoc (consult as needed to be identified by co-chairs)

The structure will be evaluated periodically to ensure that it is encouraging effective efforts on campus. The committee is intended to help remove barriers and not be one. The committee is intended to help focus and support efforts across the enterprise.

Topic Work teams and Subcommittees: A strength of the UMTC sustainability program is the presence of sustainability leaders working within departments to integrate sustainability with departmental activities. Work will be handled where possible through existing campus work teams. The committee will identify existing work teams that align with sustainability goals. Formation of additional work teams may occur at the discretion of the co-chairs to address specific issues or topics.

Relationship to Systemwide Sustainability Committee: Each campus is establishing a sustainability structure to ensure implementation of the Regent’s policy to achieve systemwide equivalency in sustainability objectives. Each campus sustainability committee will have primary responsibility for identifying campus specific and regional priorities aligned with the sustainability goals in the report, University of Minnesota Systemwide Sustainability: Goals, Outcomes, Measures and for guiding implementation work teams. The campus plans will be provided to the Systemwide Strategic Sustainability Committee. A midyear update on campus progress will be provided through these members. The campus committee will prepare and submit an annual progress and measures report by July 1 which will be consolidated into the annual report to the Board of Regents in the fall.

Measurement System: The AASHE STARS metric system will be the initial framework for the University sustainability measurement system. This is a peer reviewed metrics system just launched for
assessing sustainability progress in institutions of higher education. Due to the dynamic nature of this area, as STARS is used, the need for modification will be assessed. A limited number of key metrics will be reported to the Board of Regents annually including waste, energy, operational, research and curriculum measures and as identified by the Systemwide Strategic Sustainability Committee.

http://www.aashe.org/stars/index.php

**Sustainability Professionals:** Sustainability professionals, in their current roles, already provide guidance and implementation support of measurement system, communications, work across the campus to share best practices and connect efforts underway across the system. They will be members of the Committee.

**Resources:**
Goals Report: