



2013-2014 New Student
Information Booklet

Table of Contents

- Message from the Chair 3
- Introduction 4
 - Mission 4
 - Committee Composition and Appointment..... 4
 - Referendum and Campaign History 5
- University of Illinois Office of Sustainability 6
 - Illinois Climate Action Plan (iCAP) 7
 - Strategies, initiatives, and targets 7
 - Progress 8
- Committee Member Responsibilities 8
 - Bylaws and Operating Procedures 8
 - Subcommittees 9
 - Working Groups 9
- Funding Criteria and Guidelines 10
 - Criteria 10
 - Guidelines..... 11
- SSC Project Funding 12
 - Project Examples 13
 - Sustainable Student Farm 13
 - Solar Decathlon 14
- Meeting Schedule 15
- Contact..... 17

Message from the Chair

Welcome to the Student Sustainability Committee! My name is Marika Nell and I am the Chair of the Student Sustainability Committee (SSC). I just wanted to take this opportunity to congratulate you on your appointment.

The SSC is a special and unique group of students. Each year, the ten student members are selected by the Illinois Student Senate and vetted by the Office of Sustainability. This year, the process was quite competitive and we are looking forward to working with the University of Illinois' best and brightest—you!

As a student member of the SSC, you will be in a position to have a direct and lasting impact on campus sustainability. Each year, the SSC recommends funding allocations for sustainability projects that, combined, are over \$1.1 million per year. You have an invaluable chance to help influence which projects will be brought to life with these funds.

Please review the information that follows in this packet—it's important! Understanding the SSC's mission, history and procedures before the semester starts will help us get off to a good start.

If you have any questions about anything or just want to know more about what it means to be a student member of the SSC, don't hesitate to contact me (see the contact information section for details). Our Program Advisor, McKenzie Beverage, would also be happy to help you with any questions regarding the processes and procedures of the SSC or about the background of any of our projects.

I look forward to working with you in the fall.

Best Regards,

Marika Nell
Student Sustainability Committee, Chair

Introduction

The Student Sustainability Committee (SSC) acts as a resource to fund campus sustainability projects and initiatives that represent more than “business as usual” changes, at the University of Illinois. SSC has been proud to support first implementations of sustainability technology and best practices at Illinois.

Using the Climate Action Plan (iCAP) for campus goals, SSC seeks to support transformative projects and initiatives with the objective of technology diffusion and culture change at the University of Illinois in a way that engages the student body.

Mission



The Student Sustainability Committee (SSC) is a student-led organization charged with the distribution of two student fees – the Sustainable Campus Environment Fee and the Clean Energy Technologies Fee. With the ultimate goal of making the University of Illinois at Urbana-Champaign a leader in campus sustainability, SSC reviews, recommends, and funds projects that increase environmental stewardship, inspire change, and impact students.

Committee Composition and Appointment

The Student Sustainability Committee is a campus committee within the division of Student Affairs. The committee is comprised of ten voting student members, five ex officio non-voting staff members, and six ex officio non-voting faculty members. At least three SSC student members are graduate students. SSC is responsible for

allocating funds generated by two [dedicated student green fees](#)-- Sustainable Campus Environment and Cleaner Energy Technologies (see Referendum and Campaign History section for description of fee mandates). SSC proposes funding recommendations to the Director of the Office of Sustainability for final approval.



Students are appointed by the Illinois Student Senate and serve a one-year term. Faculty and staff ex officio members are appointed by the Director of the Office of Sustainability and serve a one-year term. Administrative support, including the full-time Program Advisor, accounting, and marketing is provided by the Student Programs and Activities office in the Illini Union. The Program Advisor is tasked with duties as outlined in [Article VIII](#) of the SSC Bylaws.

Referendum and Campaign History

In 2003, Students for Environmental Concerns (SECS) initiated and promoted a semester fee of \$2.00 per student with the intent of reducing the environmental impact of University operations. In order to initiate such a fee, SECS had to collect signatures from seven percent of the student body (~3,000 signatures) for the issue to go to student referendum. They reached this goal, and the student body approved the \$2.00 per semester Cleaner Energy Technologies Fee to improve energy efficiency and implement renewable energy on campus. The intent of the fee is to "provide pollution-free renewable energy as a portion of the campus energy portfolio and reduce campus energy consumption." The impetus for establishing the fee was to build a wind farm for the U of I campus and ultimately expand the campus' renewable energy portfolio. The types of projects to be considered with the fee include wind power, solar energy, and other renewable sources such as hydrogen, biomass, and geothermal systems. A portion of the funds may be used for campus energy efficiency projects such as energy audits of campus building systems.

In Spring 2007, a \$5 per semester refundable student fee for a Sustainable Campus Environment was approved by referendum of the student body by the Board of Trustees. This fee finances initiatives such as green buildings, engagement of the university community, recycling, energy efficiency, and environmentally responsible purchasing in order to create a more sustainable campus environment.

In Spring 2010, students passed a referendum that raised the Sustainable Campus Environment Fee from \$5 to \$14. The measure passed by 77% approval and established University of Illinois at Urbana-Champaign as having the largest sustainability funding pool of its kind in the United States.

In Spring 2012, university administration [changed the Student Code](#) and transitioned all refundable fees to non-refundable fees, lowering the total refundable fee amount from \$69 to \$60 per student per semester. This impacts the Sustainable Campus Environment Fee taking it from \$14/semester to \$12.06. Annual revenue still remains above \$1 million with this change.

University of Illinois Office of Sustainability

In 2008 the University of Illinois at Urbana-Champaign created two structures to address sustainability: the Office of Sustainability and the Sustainability Council. The Sustainability Council is chaired by Vice President and Chancellor Phyllis Wise and includes other campus leaders as well as student, faculty, and staff representatives. The Council provides strategic direction for the sustainability initiatives and priorities on campus. The Office of Sustainability provides operational leadership for the numerous initiatives under way on campus. For example, the Office works with campus units, student groups, and community partners to develop and promote engagement activities and enhance communication about sustainability initiatives. The Office of Sustainability holds a permanent seat on SSC, and all final funding recommendations are

approved by the Office of Sustainability, however, SSC and the Office are separate entities.



Illinois Climate Action Plan (iCAP)

In 2008, the University of Illinois at Urbana-Champaign signed the [American College & University Presidents' Climate Commitment \(ACUPCC\)](#). This action committed the campus to carbon neutrality by the year 2050.

The [Illinois Climate Action Plan \(iCAP\)](#) outlines strategies, initiatives, and targets toward meeting this goal. Similar plans have been written or adopted by [several other universities](#) though most schools do not have Climate Action Plans.

The Climate Action Plan strategies and initiatives were based on the university's 2008 Carbon Emissions Inventory. The total campus emissions inventory for fiscal year 2008 (the base year) was 570,000 Metric Ton Equivalent (MTE) of carbon dioxide (CO₂). Approximately 85 percent of these emissions are a direct result of the need to heat, cool, and operate campus buildings.

Strategies, initiatives, and targets

- Reduce building energy use by 40 percent by 2025.
- Eliminate use of energy from coal combustion by 2017.
- Meet 5 percent of the university's energy needs from renewable energy by 2015 and then meet the state's Renewable Portfolio Standard of 25 percent renewable energy use by 2025.
- All new buildings will be built to LEED Gold standards by 2011. This standard will be raised to LEED Platinum by 2015.
- The University will commit to a Zero Waste campus policy by 2012, a large-scale food composting project by 2012, and target an increase in the University's waste diversion rate to 75 percent by 2020.

- The University will ramp up water conservation efforts, with a potable water reduction target of 20 percent by 2015.

Progress

Energy conservation has been an emphasis as part of the commitment to ACUPCC. For example, FY09 was only the second time in 20 years that campus electricity consumption dropped from one year to the next. The progress is attributed to a broadening campus conservation effort, including retrocommissioning, departmental and college reduction initiatives, reduced HVAC system operating hours, and the campus relamping program. A partial list of progress toward these goals is listed as follows:

- Total energy consumed by the main campus at Urbana-Champaign dropped 6.5% in FY09 compared to FY08.
- Campus consumption is now nearly 10% lower than FY07 on a square foot basis.
- The FY09 energy reduction resulted in a budget savings of approximately \$7.5 million. The goal for FY10 is another 5% reduction (i.e. 5% below FY09).
- Water use has been reduced by 16 percent since 2008. The goal is 20 percent by 2015.
- Greenhouse gas emissions have been reduced by 14 percent since 2008. The goal is 15 percent by 2015.

Committee Member Responsibilities

Bylaws and Operating Procedures

The [SSC Bylaws and Operating Procedures](#) were adopted in 2010 and updated in Spring 2013. This document describes the committee makeup, function, voting procedures, member responsibilities, and proposal process. Please review these bylaws. You will be further briefed about voting processes when the semester begins. SSC voting procedures are based on [parliamentary procedure](#) and follow [Robert's Rules of Order](#).

As a member of the Student Sustainability Committee, you are responsible for attending full committee meetings, reviewing proposals, and voting on funding allocations. Each committee member is required to serve on one subcommittee and participate in a working group. Subcommittees will meet monthly and working groups will meet approximately every two weeks.

Subcommittees

The standing subcommittees consist of the following: Executive, Bylaws, Finance, and Marketing. All subcommittees are chaired by a student and contain students, faculty, and staff from the full committee. Ad hoc committees are created as needed.

The Executive Subcommittee consists of the executive board of the committee: chair, vice-chair, treasurer, secretary. The full committee will vote to determine the 2012-2013 Executive Subcommittee at the first meeting of the year. The Executive Subcommittee's primary duty is setting meeting agendas.

The Finance Subcommittee meets monthly to review monthly account updates, track project spending, and ensure that loan repayments are received as scheduled. This subcommittee works closely with the Program Advisor to work through this process.

The Bylaws Subcommittee meets regularly to revise and update the bylaws as needed.

The Marketing Subcommittee meets regularly with Illini Union Marketing to discuss marketing efforts for individual projects, the SSC website, the application process, etc.

Working Groups

Every member is expected to participate in a working group in one or more of the following focus areas: energy, water, transportation, education, food & waste, land.

Proposal pre-reviews will take place within these working groups. Pre-review groups will make recommendations to full committee. Members are encouraged to invite students, faculty, and staff outside of the SSC to attend working group meetings and participate in discussion. Though only full committee student members can vote, it is important to include other students in this process to include as much student voice as possible.

Additionally, members are encouraged to explore possible projects for future funding within these working groups. For example, members of the Water Working Group are encouraged to seek out proposals or suggest project ideas for projects within that focus area (explore grey water use on campus, explore ways to reduce cooling tower water usage, etc).

Funding Criteria and Guidelines

Criteria

At the 2012 Winter Retreat, SSC identified six focus areas and established funding criteria based for each focus area. When reviewing proposals, the committee is expected to evaluate each proposal based on the stated criteria. These stated criteria are listed in order of preference in the following chart:

ENERGY 1. Carbon Reduction 2. Project Payback 3. Visibility	WATER 1. Potable Water Use Reduction 2. Greywater Use 3. Visibility 4. Student Engagement and Education
TRANSPORTATION 1. Student Impact 2. Emission Reduction 3. Progressiveness	EDUCATION 1. Impact on Under-Represented Student Populations 2. Funding Impact 3. Ongoing Impact 4. Student Engagement 5. Visibility

FOOD & WASTE

1. Waste Reduction (Food Waste, Trash Waste, Hazardous Waste)
2. Outside Resource Reduction (emphasis on using resources created at U of I)

LAND

1. No Net Increase of Impervious Areas
 2. Increases Carbon Sequestration (preference given to native plants or low-maintenance landscaping)
 3. Reduces Inputs for Managing Landscapes
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Guidelines

SSC is committed to making a positive and lasting impact on campus sustainability. In light of this mission, SSC follows a set of funding guidelines and criteria that should act as a guide when considering project proposals.

SSC does not fund personal research, even if the topic is related to sustainability. Projects that receive SSC funding should benefit or engage a substantial portion of the campus community directly.

SSC will give loans to energy-saving projects and other projects with a potential for payback. However, if a project is related to energy conservation, the project will only be considered for funding after the project has been submitted to the Revolving Loan Fund and rejected.

Students may apply for SSC grants, but not loans. However, in order for funds to be allocated, the applicants for SSC funding must include a faculty or staff sponsor.

SSC will fund design work. However, a proposal that requests funds for design work must include an explanation that demonstrates why the project is somewhat feasible, a discussion of alternatives, and a preliminary estimate or opinion of the cost (or a reasonable range of costs). Funding requests for design work will be judged (in part) by what the overall project cost would be versus the cost of the feasibility study and design work.

SSC will fund staff positions that are related to improving campus sustainability. However, additional funding from other sources is required and a Memorandum of Understanding is required.

SSC will contribute funds to support portions of sustainability-related events that engage the campus community. However, these funds are meant to bridge the gap between the funds supplied by SORF or another funding source. Therefore, in order to receive SSC funds for events proof of other funding (or applications) is required. SSC guidelines with regards to events are similar to those of SORF; however, SSC will not fund food and prizes.

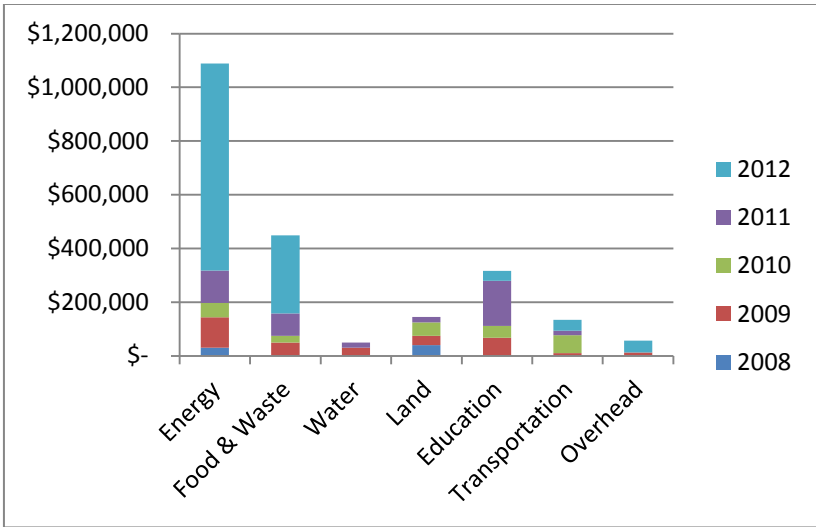
SSC Project Funding

After establishing the Cleaner Energy Technologies Fee in 2003, students decided to use the fee money to support the purchase of a 1.65 Megawatt wind turbine (SSC was not yet established). University administration supported the idea and procured financial support in pursuit of the project.

In 2008, the project was preliminarily canceled and briefly revived until 2011, when it was ultimately canceled. From 2003-2011, SSC had set aside \$640,000 from the Cleaner Energy Technologies Fee. In that time, the Sustainable Campus Environment Fee had been established, and SSC was funding a variety of projects including LED lighting at Krannert Center, the VetMed Prairie, occupancy sensors throughout campus, solar panels and a green roof at BIF, and many more. An exhaustive list can be found on the [Projects Page](#) of the SSC Website.

After the wind turbine cancellation, SSC and the university administration established a [Sustainability Revolving Loan Fund](#). SSC contributed \$500,000 using the money that had been set aside for the wind turbine. The Office of the Chancellor contributed \$1 million to the fund, and the Office of the President contributed \$750,000.

While SSC has funded various projects, the focus has remained on energy-related projects because of the fee mandates. The addition of the Sustainable Campus Environment Fee provided more flexibility; however, energy projects remain the most heavily funded focus area. The following chart lists the committee’s categorical spending by year.



Project Examples

The Sustainable Student Farm and the Solar Decathlon are two examples of SSC-funded projects. They are briefly described here. More information about both projects can be found on the [Projects Page](#).

Sustainable Student Farm

The farm serves as a production farm to supply our residence halls with locally grown, low-input sustainable food. In addition, the farm acts as a living laboratory to connect students, community members, and the state at large with regional, small-scale food systems. The farm plans to broaden its focus to include the research, education, and outreach missions of the university.



Currently, the farm operates between 45-48 weeks per year, occupying 6 acres for outdoor field production and nearly 10,000 square feet of year round high tunnel production.

The Sustainable Student Farm was created through a grant from the

Student Sustainability Committee in 2008. Since its inception, the Student Sustainability Committee has funded the farm every year to a total of \$135,000 in operating costs and equipment and an additional \$188,750 over three years to fund a sustainable student farm educator position to further the educational goals of the farm.

Solar Decathlon

The Solar Decathlon is an international competition to design and build a 100% solar powered house on the National Mall in



Washington D.C. every year. The University of Illinois team consists of an interdisciplinary effort between ACES, FAA, and CoE with further help from Communications and Business.

SSC funds are used for the development of new courses and enhancement of existing courses, provisioning of course materials and software, and the sponsorship of guest lecturers and consultants, the employment of graduate students in coordinating roles for education and volunteer engagement activities, and student travel associated with the competition. Participation in the Solar Decathlon competition engages hundreds of students. The committee has funded the project for 2007, 2009, 2011, and 2013.

Meeting Schedule

The Student Sustainability Committee meets every other week on Wednesdays from 4:30pm-5:30pm. There are seven meetings each semester, three of them are absolutely mandatory because voting will occur at these meetings. Please see the below meeting schedule for the 2013-2014 academic year and an explanation of what will occur at these meetings. There is also a calendar that will be provided.

SSC 2013-2014 Meeting Schedule		
Date and Time	Meeting Type	Description
Friday, August 23, 12pm-3pm	Semester Kick-off	Meet-and-Greet at the Illini Union. There will be a light lunch served.
September 4	Full Committee Voting Meeting	Wrap up spring semester business, discuss policies/procedures.
September 18	Sub Committee/ Working Group	Assign Sub Committees and Working Groups.
October 2	Sub Committee/ Working Group	Updates/Preparation for Sustainability Week.
October 16	Full Committee Voting Meeting	Step 1 in the application process: funding inquiry. At this meeting, students will review all inquiries and decide if they will go to the next step.
October 30	Sub Committee/ Working Group	Meet within working groups to pre-review proposals before committee meets in full to vote on funding.
November 13	Full Committee Voting Meeting	Step 2 in the application process: receive an opinion of probable cost from Facilities & Services. Decide whether to invite a full proposal.

December 4	Sub Committee/ Working Group	Meet within working groups to pre-review proposals before committee meets in full to vote on funding.
Saturday, January 25, 10am-5pm	2013 Winter Retreat	Discuss funding criteria/guidelines, review subcommittee recommendations, review policies and procedures.
January 29	Full Committee Voting Meeting	Step 1 in the application process: funding inquiry. At this meeting, students will review all inquiries and decide if they will go to the next step.
February 12	Full Committee Voting and Allocation Meeting	Vote to approve or deny fall cycle funding requests. Project leaders invited to meeting to answer questions from committee.
February 26	Full Committee Voting Meeting	Step 2 in the application process: receive an opinion of probable cost from Facilities and Services. Decide whether to invite a full proposal.
March 12	Sub Committee/ Working Group	Meet within working groups to pre-review proposals before committee meets in full to vote on funding.
April 2	Sub Committee/ Working Group	Updates/Preparation for Earth Week.

April 16	Full Committee Voting Meeting	Wrap up academic year/winter retreat business. Vote on policy changes.
April 30	Full Committee Voting and Allocation Meeting	Vote to approve or deny spring cycle funding requests. Project leaders invited to meeting to answer questions from committee.

Contact

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Please contact the Program Advisor with any questions related to processes and procedures:

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