



August 30, 2024

RE: iCAP Team Charge Letter

Dear iCAP Teams,

Thank you for your commitment to serve as members on an Illinois Climate Action Plan (iCAP) Team for the academic year 2024-2025! The iCAP Teams play a significant role in advancing campus sustainability efforts by combining creative and innovative ideas and incorporating expertise from faculty, staff, and students to collaboratively develop project and policy recommendations to achieve our campus sustainability goals.

The primary role of each iCAP Team is to assess the areas for enhancing sustainability of our campus and work with iSEE and F&S to inform campus strategy towards meeting iCAP objectives and our Climate Leadership Commitments. To support this work, iSEE has provided a list of priorities and needs for each team (see addendum). We ask that you use this list to guide your activities and discussions for this year. We expect activities will include information gathering and outreach to campus stakeholders to guide recommendations for actions to take and develop the next set of objectives for the upcoming iCAP 2025. Communication and coordination with campus stakeholders is an essential part of the iCAP teams' role to provide better understanding of the perspectives of those stakeholders on those objectives and recommendations. Where possible, teams should directly assist with any actions that will support implementation of recommendations. Teams can also submit other recommendations for projects, policies, studies, and actions that will advance campus sustainability.

We would like you to spend the first month of the semester learning about your iCAP theme by reading the iCAP 2020 chapter and reviewing the assessment of progress toward 2020 objectives and draft 2025 objectives that were developed by your team in Spring 2024. This fall, your team will be asked to continue developing these objectives with feedback from iSEE and F&S leadership, the iCAP Working Group, and other relevant stakeholders. Your team will also continue work on ongoing projects to continue to advance existing sustainability priorities.

To summarize, the FY24 charges of the committee include:

- 1) Read the iCAP chapter for your theme and help new team members get up to speed.
- 2) Review the draft objectives proposed in Fall 2024 and finalize these objectives with input from iSEE and F&S leadership, the iCAP Working Group, and other campus stakeholders
- 3) Review the list of priorities and needs enclosed in this charge letter and use this list to guide your work throughout the year.
 - a. Gather information from campus and other institutions. This may include collecting data to support taking action. Teams may also interview external sustainability contacts to learn about successful initiatives and develop ideas.
 - b. Discuss ideas with campus stakeholders, (e.g., student groups, departmental and college staff, faculty and researchers with subject knowledge, etc.), especially regarding priorities for the iCAP 2025,



- c. Identify specific and immediate actions to take. Discuss these actions with stakeholders to better understand barriers to implementation.
- 4) Review the iCAP Portal projects listed on the priorities document. Discuss progress with the primary contact listed on the iCAP Portal. Clerks should add a “project update” to the iCAP Portal for each of these projects.
- 5) When warranted, submit formal recommendations about specific projects, policies, actions, or studies the campus should take to help meet iCAP objectives. Recommendations should be thoroughly vetted with campus stakeholders and include information about economic feasibility, as well as other constraints and concerns the stakeholders have with implementing the recommendation. A well-vetted proposal will include discussion of the positive support in favor of the recommendation and concerns.

The Institute for Sustainability, Energy, and Environment (iSEE) offers logistical support for your efforts. A student clerk paid by iSEE will help coordinate your meetings, prepare minutes, and compile reports, all of which will be made publicly available on the iCAP Portal. iSEE’s Associate Director for Campus Sustainability, Dr. Jennifer Fraterrigo, will provide guidance to the teams as needed. Dr. Fraterrigo, Morgan White (F&S Associate Director for Sustainability and F&S liaison to iSEE), and Miriam Keep (iSEE Sustainability Programs Coordinator) will provide support and coordination throughout the year. Additionally, clerks will report weekly on team progress to iSEE and can also solicit input from iSEE and F&S personnel on how best to approach priorities and needs.

Please reach out with any questions or suggestions.

We appreciate your commitment, leadership, and enthusiasm for this significant campus service!

Sincerely,

Madhu Khanna
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cc: iCAP Working Group