

UNIVERSITY OF ILLINOIS  
AT URBANA - CHAMPAIGN



Institute for Sustainability, Energy, and Environment  
National Soybean Research Center  
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Urbana, IL 61801

August 17, 2017

**RE: Charge for the 2017-2018 SWATeams**

To the 2017-2018 SWATeams,

I would like to begin this letter by thanking you all for your commitment to campus service and support for the Illinois Climate Action Plan through your involvement with the Sustainability Working Advisory Teams. The SWATeams are a vital part of the campus sustainability procedures, as they harness the collective intellectual power and expertise of our faculty, staff, and students to gather information, synthesize data, and formulate recommendations for how our campus should advance its sustainability goals.

One of the unique strengths of the SWATeam process is how it brings faculty, students, and staff together to contribute their own expertise and viewpoints to the group. We have the following expectations for each of you:

- 1) For faculty members of this team, we ask that one of you serve as chair to the team and preside over the meetings. The faculty role includes guiding the discussions during meetings, delegating follow-up steps as needed, connecting campus efforts to the larger global knowledge base, and ensuring faculty leadership in support of campus sustainability goals.
- 2) For staff members of this team, we ask that you both provide your experience and knowledge of campus procedures. The staff role is providing the team with an understanding of the processes and policies that could impact implementation of recommendations as well as sharing personal knowledge and experience as a professional in a relevant field.
- 3) For student members of this team, we ask that you channel the voice of the student body. The student role is speaking on behalf of the student population as a whole and providing insightful and unique perspectives on existing challenges.

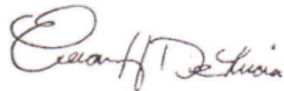
The FY18 charges for the SWATeams include:

- 1) Complete the annual evaluation of campus progress in meeting existing Illinois Climate Action Plan (iCAP) objectives for your topic.
- 2) Develop formal recommendations about specific actions or initiatives the campus should take to help meet iCAP objectives.
- 3) Recommend information-gathering or feasibility studies to evaluate or enable iCAP objectives, and help identify teams to undertake or guide those studies.

The Institute for Sustainability, Energy, and Environment (iSEE) will provide logistical support for your activities. Moreover, a student clerk paid by iSEE will help coordinate your meetings and prepare minutes and reports, which will be made publicly available online. iSEE's Associate Director for Campus Sustainability, Ximing Cai, will provide guidance to your team as needed. He, Morgan Johnston (F&S Associate Director for Sustainability and F&S liaison to iSEE), and Micah Kenfield (iSEE Sustainability Programs Coordinator) will attend your meetings at their maximum availability.

Thank you for your willingness to accept this responsibility. We appreciate your cooperation and commitment to this very important campus service.

Sincerely,



Evan H. DeLucia  
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Baum Family Director, Institute for Sustainability, Energy, and Environment  
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