

UNIVERSITY OF ILLINOIS
AT URBANA - CHAMPAIGN



Institute for Sustainability, Energy, and
Environment
National Soybean Research Center
1101 W. Peabody Drive, Suite 350
MC-635
Urbana, IL 61801

September 16, 2020

Dr. Robert McKim, Faculty
Dr. Ann Witmer, Faculty
Dr. Jie Hu, Faculty
Dr. Keilin Jahnke, Faculty
Kate Gardiner, Staff
David Guth, Staff
Sammy Yoo, Staff
Fina Healy, Student
Miranda Johnson, Student
Caitlyn Person, Student
Alexa Smith, Student clerk

RE: Engagement SWATeam Charge Letter

Dear Engagement SWATeam,

Thank you for your commitment to serve as members on the Engagement Sustainability Working Advisory Team (SWATeam) for the academic year 2020-2021. The SWATeams are a significant part of the campus sustainability procedures by combining creative and innovative ideas and expertise from faculty, staff, and students to collaboratively develop project and policy recommendations to achieve and advance our campus sustainability goals. The teams are designed to be interdisciplinary and advisory in nature by bringing together unique perspectives and ideas to reduce the environmental footprint of our campus and be a model of campus sustainability efforts. Your personal and team commitment to this mission is essential and valued.

This year is particularly exciting with the release of the Illinois Climate Action Plan (iCAP 2020), the third iteration since the original Carbon Commitment was signed by our Chancellor in 2008. The SWATeams were instrumental in the development of this plan and will continue to serve an important role by ensuring that we are on track with achieving our goals. The iCAP 2020 will be formally approved and signed by Chancellor Robert Jones at the Campus Sustainability Celebration on October 20, 2020. SWATeams assess our annual progress toward meeting the objectives in the iCAP, which should be conducted annually and submitted to the iWG in early October.

Now that the iCAP 2020 is written, the focus of the SWATeams will be to recommend specific projects and policies to support the goals outlined in the plan. This year is the first year of the iCAP 2020 objectives. Some objectives are a continuation from the previous iCAPs while some will need your support to initiate. We will update the iCAP Portal accordingly and will send you the semi-final document in September. The iWG will host a SWATeam kick-off meeting on September 17 from 4-5pm via Zoom.

Recommendations are to be submitted to the iWG co-chairs, Dr. Ximing Cai and Morgan White, on a rolling basis throughout the semester. We encourage collaboration between the teams to develop comprehensive recommendations with communication and discussion especially between the faculty chairs and student clerks. This fall, the monthly meetings will be held over Zoom; the iWG co-chairs, as well as the iSEE Sustainability Programs Coordinator, will attend as many meetings as possible and will help facilitate stronger interaction between teams.

The FY21 charges of the committee include:

- 1) Submit formal recommendations about specific projects, policies, actions, or studies the campus should take to help meet iCAP objectives. We expect SWATeam recommendations to be submitted on a rolling basis though no later than April 2 to allow time for iWG assessment before the end of the spring semester.
- 2) Conduct an analysis of progress of the iCAP 2020 objectives that correspond to your team. Please submit this assessment to the iWG co-chairs and Sustainability Programs Coordinator, to be discussed among the iWG members, no later than Friday, October 9.
- 3) Engage your colleagues and peers in campus sustainability efforts. A fundamental aspect of our mission is that everyone on campus has an understanding of how to live an environmentally-conscious lifestyle at work and home. Share the ideas, projects, and discussions of your teams with those that you interact to advance this knowledge across campus and in the community.

The Institute for Sustainability, Energy, and Environment (iSEE) will offer logistical support of your efforts to help you succeed. A student clerk paid by iSEE will help coordinate your meetings and prepare minutes, follow-up communication, 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. Dr. Cai, Morgan White (F&S Associate Director for Sustainability and F&S liaison to iSEE), and Meredith Moore (iSEE Sustainability Programs Coordinator) will provide support and coordination throughout the year.

Please mark the following dates in your calendar:

- Thursday, September 17, 4-5pm: SWATeam Kick-off
- Friday, October 9: iCAP assessments due from each SWATeam
- Tuesday, October 20, 3-4:30pm: Campus Sustainability Celebration
- Friday, April 2, 2021: Last day to submit a recommendation to the iWG

We appreciate your commitment, leadership, and enthusiasm to this timely and significant campus service especially during this pandemic period.

Sincerely,

A handwritten signature in cursive script that reads "Madhu Khanna".

Madhu Khanna
ACES Distinguished Professor in Environmental Economics
Interim Director, Institute for Sustainability, Energy, and Environment
University of Illinois, Urbana-Champaign

cc: iCAP Working Group