



UNIVERSITY OF
ILLINOIS
URBANA - CHAMPAIGN

**Institute for Sustainability, Energy,
and Environment (iSEE)**

1101 W. Peabody Drive (NSRC), Suite 350
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Urbana, IL 61801

September 9, 2021

Dr. Ann Witmer, Faculty
Dr. Jie Hu, Faculty
Dr. Keilin Jahnke, Faculty
Dave Guth, Staff
Sammy Yoo, Staff
Colleen Kling, Staff
Kathy Adams, Staff
Maiah Caise, Student
Kavya Mula, Student
Sonali Kumar, Student
Alexa Smith, Student

RE: iCAP Engagement Team Charge Letter

Dear iCAP Engagement Team,

Thank you for your commitment to serve as members on the Illinois Climate Action Plan (iCAP) Engagement Team for the academic year 2021-2022! 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 teams are interdisciplinary and advisory in nature. By bringing together your unique perspectives and ideas, you are helping to reduce the environmental footprint of our campus and advance our culture of sustainability. We thank you for your personal and team commitment to these significant efforts.

The seven iCAP Teams assess our annual progress toward meeting the objectives in the iCAP 2020, related to their particular theme. There is a corresponding chapter in the iCAP 2020 for each team, and the progress is shared online through the iCAP Portal. We ask that each team complete a written assessment of the progress toward the specific iCAP objectives for their topic and submit them to the iCAP Working Group (iWG) in early October, though no later than **Friday, October 8**. We would also like you to plan on presenting the progress assessment as well as any exciting projects at the Campus Sustainability Celebration on **Wednesday, October 20**.

The primary role of each iCAP Team is to recommend specific projects, policies, studies, and actions to support the implementation of the iCAP objectives and overarching goals related to their topic. Recommendations should be submitted to the iWG co-chairs, Dr. Ximing Cai and Morgan White, on a rolling basis throughout the year. We encourage collaboration between the teams to develop comprehensive recommendations with communication and discussion especially between the faculty chairs and student clerks. The iWG co-chairs and the iSEE Sustainability Programs Manager will attend as many meetings as possible and help facilitate interaction between teams.



The FY22 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 recommendations to be submitted on a rolling basis though no later than April 8, 2022 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's topic. Please submit this assessment to the iWG at iwg@lists.illinois.edu, no later than Friday, October 8.
- 3) Engage your colleagues and peers in campus sustainability efforts. A fundamental aspect of our vision is for everyone on campus to have an understanding of how to live an environmentally-conscious lifestyle at work and home. Share the ideas, projects, and discussions of your team with people you know and get their insight into how we can advance campus sustainability efforts.

The Institute for Sustainability, Energy, and Environment (iSEE) offers logistical support of your efforts. A student clerk paid by iSEE will help coordinate your meetings and prepare minutes, follow-up communication, and compile reports, all of which will be made publicly available on the iCAP Portal. iSEE's Associate Director for Campus Sustainability, Dr. 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 Manager) will provide support and coordination throughout the year. Please reach out with any questions or suggestions.

Please mark the following dates in your calendar:

- Thursday, September 16, 4:30-6pm: iCAP Team Kickoff
- Friday, October 8: iCAP 2020 assessments due from each team
- Wednesday, October 20, 1-4pm: Campus Sustainability Celebration
- Friday, April 8, 2022: Last day to submit a recommendation to the iWG

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

Sincerely,

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