



September 2, 2022

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RE: Zero Waste iCAP Team Charge Letter

Dear Zero Waste iCAP Team,

Thank you for your commitment to serve as members on the Zero Waste Illinois Climate Action Plan (iCAP) Team for the academic year 2022-2023! 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 advocate for the achievement of iCAP objectives and our Climate Leadership Commitments. To do this, teams submit recommendations about projects, policies, studies, and actions. There is likely to be work done outside of the meetings to support and monitor progress on existing projects and [previously submitted recommendations](#).

We would like you to spend the first month of the semester learning about your iCAP theme by reading the chapter and having a group discussion. We will provide you with key priorities that you will focus on during the academic year. Teams will no longer conduct a full assessment of all the related objectives; instead, they will gather external input toward developing proactive recommendations. We ask that you plan to present noteworthy progress and any exciting projects at the Campus Sustainability Celebration in October.

To summarize, the FY23 charges of the committee include:

- 1) Review the iCAP Portal projects on your theme page; check on progress for previously submitted iCAP Team recommendations from your theme to familiarize yourself with the past and ongoing efforts.
- 2) Review the key priorities document iSEE will provide and use this list to guide the development of your recommendations throughout the year.
- 3) Engage your colleagues and peers in campus sustainability efforts. A fundamental aspect of our vision is for everyone on campus to understand 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.



- 4) 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 at any time throughout the year; the deadline for submission is April 7, 2023 to allow time for iWG assessment before the end of the spring semester.
- 5) Prepare PowerPoint slides outlining exciting initiatives and projects to present at the Campus Sustainability Celebration. Additional details will be sent to you during the month of September.

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, follow-up communication, and compile reports, all of which will be made publicly available on the iCAP Portal. Dr. Fraterrigo (iSEE Associate Director for Campus Sustainability), 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:

- Friday, October 7, 2022: Campus Sustainability Celebration slides due from each team
- Monday, October 17, 2022: Campus Sustainability Celebration at NCSA
- Friday, April 7, 2023: Last day to submit a recommendation to the iWG (for review before summer)

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

Sincerely,

Madhu Khanna
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Director, Institute for Sustainability, Energy, and Environment
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cc: iCAP Working Group