



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 2023-2024! 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 as well as provide better understanding of the perspectives of those stakeholders on those 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 chapter and having a group discussion. Towards the end of this academic year, please plan to share noteworthy progress and any exciting projects. Additional details will be provided in the spring semester.

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 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 UIUC 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.).
 - c. Identify specific and immediate actions to take. Discuss these actions with stakeholders to better understand barriers to implementation.
- 3) 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.
- 4) 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



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

cc: iCAP Working Group

Priorities and needs for iCAP Topical Teams, AY 2023-2024

This list includes many priorities and needs, and we do not expect teams to address them all. We also do not expect teams to always write recommendations to address priorities. In many cases, teams can address a need through data collection, review of practices at other institutions, and discussion or sharing information about campus resources for increasing sustainable practices (e.g., SSC Green Fund) with stakeholders. At the weekly clerk meetings, clerks will be asked to report on team progress and can also solicit input from iSEE and F&S personnel on how best to approach priorities listed here.

Note that team clerks should update the iCAP portal with progress updates.

**STARS Report* refers to the “Report on Improving UIUC STARS Score” by Tyler Swanson and is available on the iCAP Portal:

<https://icap.sustainability.illinois.edu/files/projectupdate/7614/Report%20on%20Improving%20UIUC%20STARS%20Score.pdf>

Education

Priority areas/needs:

- Advance Sustainability Economics Analysis project (RES005) in collaboration with Resilience iCAP Team. See Education EOY report.
- Assist with establishing a Green Career Fair
- Forge new and strengthen existing connections with Gies College of Business to increase sustainability content in courses and curriculum
 - Survey Business students to determine their perspective on course availability and needs
 - Collect information about what other schools offer
 - Contact college leadership to explain the iCAP and the education objectives
 - Partner with RSOs in Business and in Sustainability to engage in this effort
- Vet the recommendation for Sustainability Internship Coordinator and move forward if supported
- Sustainability literacy assessment (draft: <https://forms.gle/aUyZjxKT7FF8b8fP7>)

Review iCAP Portal projects:

Green Career Fair (Edu003 and Edu007)
Sustainability in Study Abroad (Edu008)
Sustainability Unit in Engineering 100 (Edu004)

Engagement

Priority areas/needs:

- Increase engagement in Greener Campus programs (e.g., office, event)

- A list of enrolled units can be found here: <https://sustainability.illinois.edu/green-certifications/certified-green-office-program/>
- Reach out to current Green Office ambassadors to find out how the program could be strengthened.
- Contact non-certified offices to share information about the program and potentially enroll them.
- Develop a coordinated plan for increasing sustainability programming in residence halls (*STARS Report, pages 15-17*)
 - Collect information about what other schools are doing in this space
- Develop peer-to-peer education program about sustainability, especially recycling practices; review (*STARS Report, page 15*)
- Develop a system to track and report employee volunteerism (*STARS Report, page 28*)
 - <https://reports.aashe.org/institutions/university-of-illinois-urbana-champaign-il/report/2022-02-25/EN/public-engagement/EN-13/>
- Develop a University-wide employee survey to assess employee satisfaction (*STARS Report, pages 77-78*)

Review iCAP Portal projects:

Sustainability Ambassadors (Engagement 003)
Green Sports Alliance (Engagement005)

Energy

Priority areas/needs:

- Communicate with individual colleges to explain iCAP Objective 2.2.2 (reduce annual energy consumption) and help identify opportunities and barriers to achieving this goal.
 - Identify small-scale projects at the building level to improve energy efficiency. Make recommendations to the related department or unit executive to pursue support through SSC, or the Revolving Loan Fund.
 - Talk with the facilities contacts for the buildings, department leadership from units occupying the buildings, and students who use the buildings.
- Develop and submit an application to IL Green Fund (SSC) for rooftop Solar on Speech and Hearing Sciences Building in collaboration with stakeholders.

Review iCAP Portal projects:

Energy models for campus facilities (https://icap.sustainability.illinois.edu/project/energy-models-campus-facilities)

Zero Waste

Priority areas/needs:

- In collaboration with stakeholders, develop a new facility standard for major reconstruction and new construction to include bottle-style hydration stations for new or replacement water fountains.
 - Meet with Mike Stilger to discuss existing information about facility standards for hydration stations
 - Evaluate results of drinking water and water hydration station surveys
 - Prepare a draft of what the standard should include as requirements for hydration stations at UIUC
- Explore opportunities for incentivizing reusable cups/mugs with campus retailers (e.g., <https://dailybaro.orangemedianetwork.com/16605/daily-barometer-news/program-to-reduce-disposable-cup-use-has-been-well-received/>)
- Design a volunteer program centered around reducing waste at athletic events (high school and university students)
 - Ohio State University has made excellent progress in this area. What else can
 - <https://ohiostatebuckeyes.com/zero-waste-at-ohio-stadium/>
 - <https://fod.osu.edu/news/2021/10/28/zero-waste-stadium>
- Develop a sustainable policy for vendor contracts (*STARS Report, page 54*)
- Develop a program to reduce waste at residence halls (e.g., recycling, food waste) in collaboration with the iCAP Engagement team
- Increase purchases of sustainably or ethically produced food (*STARS Report, pages 47-49*)
- Increase waste diversion
 - Recycling
 - identify where bins are needed (e.g., campus recreation fields) using F&S GIS survey
 - Develop recommendation for new bins in collaboration with stakeholders
 - Develop systems for tracking and reporting construction and demolition waste (*STARS Report, page 68*)
- Develop or improve sustainable purchasing guides for: furniture and furnishings, garments and linens, professional service providers, and transportation and fuels (*STARS Report, pages 54-56*)
- Establish a sustainable electronics purchasing policy (*STARS Report, pages 58-59*)
- Establish a Green Cleaning Program

Review iCAP Portal projects:

Zero Waste Woodshop
CornCrete
Food Literacy Project

Land & Water

Priority areas/needs:

- Follow up on permeable paver maintenance recommendation
- Increase sustainable practices on South Farms
 - Develop a recommendation for integrating perennial plantings into Crop Sciences research lands
 - Reach out to Killian Delaney regarding GHG and economic analysis (Crop Sci) (also Nico Martin and Emily Heaton for discussion)
 - Strengthen the Prairie STRIPs project (<https://store.extension.iastate.edu/product/Prairie-Strips-Small-Changes-Big-Impacts> - many other papers on this project)
 - Gather FY 23 data on acreage of cover crops on South Farms
- Develop formal Integrated Pest Management policy for campus areas not managed by F & S Grounds (*STARS Report, pages 51-53*)
 - Meet with Ryan Welch to review F & S policy on IPM and ask for contacts for other grounds managers for campus
 - Contact grounds managers to discuss policies and understand opportunities and barriers to implementing IPM

Review iCAP Portal projects:

Meadow at Orchard Downs
Plantings at Dorner Drive retention pond
Green Roof on Foreign Language Building

Transportation

Priority areas/needs:

- Review the EV Task Force Report and associated comments to advance implementation
 - Summarize questions, concerns, and propose solutions
 - Collect data as needed
 - Meet with F & S, iSEE, and Parking to share feedback, understand opportunities and barriers
 - Report back to full EV Task Force
- Assist with development of 2024 Campus Bike Plan

Review iCAP Portal projects:

Commuter program (<i>STARS Report, pages 62-63</i>)
Transportation015 (linked to Sustainable fleet (replacement) plans (<i>STARS Report, pages 60-61</i>))

Resilience

Priority areas/needs:

- Revisit discussion on carbon sales policy and develop a report on the pros and cons of selling carbon credits
 - What are other institutions doing?
 - Investigate and summarize campus stakeholders' perspectives on this issue
- Initiate discussions about Resilience objectives to include in 2025 iCAP
 - Gather information about how other institutions interact with their surrounding communities.
 - Survey sustainability staff in the communities surrounding campus to understand what opportunities they see for working with the university to advance regional sustainability

Review iCAP Portal projects:

Urban Biodiversity Plan
Vision Zero
Air Quality Monitoring Station