

# **Joliet Junior College Sustainability Committee**

## **I. Name**

This charter constitutes the Sustainability Committee designated as both Board of Trustees and institutional committee within the Joliet Junior College shared governance structure.

## **II. Mission**

The purpose of the Sustainability Committee is to encourage employees and students to become more responsible in their daily interactions with our environment by living, learning and educating in a manner that views Sustainability holistically, conserving and respecting resources that are vital and necessary for life thereby promoting increased quality and availability for generations to come; be a leader in Sustainability in our community by promoting awareness and education; and initiate and monitor standards of Sustainability at JJC.

## **III. Vision**

JJC will provide leadership for a long-term sustainable campus and community. Through continual innovation, education and outreach, the college will provide an example of service to our community's environmental, economic and social needs.

## **IV. Committee Values:**

- Advocacy for environmental, economic and social equity.
- Education on best practices in sustainability.
- Leadership, to promote activities that will advance sustainability efforts, both on campus and throughout the community.

## **V. Committee Functions:**

- Align with JJC's core value of sustainability, Strategic Plan, Master Plan, Strategic Enrollment Management Plan and other emerging issues.
- Engage in discourse with the campus and local community, to educate on current sustainability practices.
- Serve as a community resource and a catalyst for change.

Any recommendations resulting from the work of the Sustainability Committee shall be submitted to the President's Cabinet.

## **VI. Membership and Management Duties**

*A. Official Voting Members:* Official voting membership of the Sustainability Committee shall consist of a cross representation of varying levels of the institution, including administration, faculty, staff, and students:

- Two (2) Co-Chairs
- Recording Secretary
- Two administrative representatives, dean/director level or above (one from academic and one from non-academic area)

- Sustainability Coordinator
- Sustainability Intern
- At least one representative from each academic and non-academic department
- Member of the Board of Trustees
- Two student representatives (one from Student Government Association and one from Student Sustainability Union)

The names of individuals selected as voting members of the Sustainability Committee are submitted to JJC President's Cabinet. Membership of this standing Committee is confirmed by the President by May 1 of each year. A current listing of members is maintained on the college portal or other communication outlet as prescribed by the Shared Governance handbook.

Voting members of the Sustainability Committee shall serve minimum two years (with exception of student representatives who shall serve minimum one semester). It is expected that procedures for voting membership be adhered to unless there is a clear and documented rationale that indicates otherwise, which has also been approved by the President's Cabinet.

Members of the Sustainability Committee have the following responsibilities:

- Attend all scheduled Sustainability Committee meetings.
  - Review meeting minutes and all documents and supplemental materials for items on the monthly agenda.
  - Prepare for and proactively participate in meetings.
  - Vote for agenda items and sustainability initiatives in accordance with the recommendation or in the best interest of the department.
  - Report on Sustainability Committee decisions/activities at monthly department meetings and assist department members in the generation and submission of agenda items.
  - Complete assignments accepted as Sustainability Committee members.
  - Promote and participate in sustainability initiatives throughout campus and the community.
- B. *Co-Chairs*: The two (2) Co-Chair persons, one from academic and one from non-academic area, shall be elected each academic year with alternating terms. Only voting members of the committee that have served on the committee for one year or more are eligible to run for the position. Co-Chairs have responsibility for setting agendas for, and presiding over, meetings of the Sustainability Committee. The Co-Chairs shall ensure that the actions of the Sustainability Committee meetings are recorded and distributed. Exceptions may be approved by the President's Leadership Council.
- C. *Recording Secretary*: current member of the committee who volunteered or is assigned to take and distribute meeting minutes, agenda, and is responsible for committee communications.
- D. *Administrative representatives*: individuals that hold the position are automatically assigned permanent membership on the Sustainability

Committee and are responsible to report to their divisions and President's Cabinet.

- E. *Sustainability Coordinator*: individual that holds the position is automatically assigned permanent membership on the Sustainability Committee and shall report monthly updates at each meeting.
- F. *Sustainability Intern*: individual that holds the position is automatically assigned membership on the Sustainability Committee for the duration of the internship.
- G. *Academic and non-academic department representatives*: each academic and non-academic department shall appoint one representative to serve on the Sustainability Committee. Representative shall be approved by the department chair/supervisor.
- H. *Board of Trustees Member*: is appointed and approved by the Chairman of the Board of Trustees and is responsible to report back to the Board of Trustees.
- I. *Student Membership/Representation*: Every effort will be made by the institutional committee to secure a student member/representative through the JJC Student Government Association (SGA) and Student Sustainability Union (SSU). Student representation will be present as two voting members. The student representatives will be chosen out of the membership or upon recommendation by the SGA and SSU as appropriate.
- J. *Task Force/Collaborator (non-voting)*: From time to time, the Sustainability Committee may need to involve additional expert resources beyond the official membership. The Co-Chairs may designate a task force as outlined in the Shared Governance Handbook to conduct work and report back to the Sustainability Committee.

## **VII. Meeting Guidelines:**

The Co-Chairs shall establish a schedule for the regular meetings of the Sustainability Committee as agreed to by the members and post the meeting schedule on the college portal or other communication outlet as prescribed by the Shared Governance Handbook. The Co-Chairs may call ad hoc meetings upon written notice of no less than two (2) business days. Written notices may be in the form of e-mail.

The agenda with attached materials to be presented will be distributed to members and posted to the college portal or other communication outlet as prescribed by the Shared Governance Handbook in such a manner as to provide as much advance notice as possible, but no later than five (5) business days prior to the scheduled meeting. Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Co-Chairs, time permitting, or placed on the agenda for the next meeting.

All members are expected to regularly attend scheduled meetings and designate an alternative representative to attend on an exception basis when the member is unavailable. Designated alternative representatives should be fully briefed on issues coming before the Sustainability Committee and should be able to adequately represent the appropriate stakeholder group.

If a voting member fails to attend three (3) regularly scheduled meetings of the Sustainability Committee within the academic year, without arranging for a designated alternative representative, the Co-Chairs of the Sustainability Committee shall seek a

replacement from the designated stakeholder group.

All members should be prepared to actively participate in any discussions or decisions in the meeting.

Current meeting minutes will be prepared and electronically distributed to recipients twice: five (5) days after the meeting and five (5) days in advance of the next regularly scheduled meeting. The minutes will be approved at the meeting. Approved minutes will be posted to the college portal or other communication outlet as prescribed by the Shared Governance Handbook within five (5) business days following approval.

Any member may generate agenda items by submitting them in writing to the Co-Chairs no later than seven (7) business days prior to the meeting.

Shared governance meetings are open, thus non-members are free to attend the entire meeting. A special comment period shall be made available during each meeting to gather input from these individuals.

### **VIII. Recommendations and Voting**

A simple majority of those voting in favor of the motion shall pass a motion.

A Sustainability Committee voting member may designate a proxy from the stakeholder group he/she represents. Proxy designations are effective for a single meeting only and the proxy must be present at the meeting in order to vote. The Sustainability Committee voting member must notify the Co-Chairs prior to a meeting to establish a proxy. Notification may be by phone or by email. All proxies must be fully briefed on the issues coming before the Sustainability Committee and must be able to adequately represent the appropriate stakeholder group. A voting member may also submit his/her vote electronically if he/she cannot attend the meeting.

### **IX. Communication**

Meeting agenda, meeting minutes, and recommendations by the Sustainability Committee will be posted to the college portal or other communication outlet as prescribed by the Shared Governance Handbook on a timely basis. Distribution lists will be updated and maintained by the Co-Chairs (or documented designee) of the Sustainability Committee.

*Board of Trustees monthly update:* a brief summative update (1 page) of Sustainability Committee's activities, recommendations, and accomplishments should be submitted by Co-Chairs to the Board of Trustees prior to the Board's monthly meeting.

*Institutional committee annual update:* A brief summative update (1 – 2 pages) of Sustainability Committee's activities, recommendations, and accomplishments should be submitted by Co-Chairs to the President's Leadership Council. The report should be aligned with the end of the College's academic year.

### **X. Charter changes**

Committee will periodically review and evaluate this charter and modify it as needed. Changes will be approved in accordance with the voting procedure described in section VIII.