



Sponsors and Chair may appoint a designee. At any time the CSC Executive Sponsors and Co-Chair may discuss the replacement of a CSC ex-officio member position. The CSC Co-Chair would bring this decision to the CSC for a vote.

#### Ex-Officio Members

Executive Sponsors

Provost

Vice President of Finance and Administration

Chair

Director of Sustainability

Associate Vice President of Campus Life

Associate Vice President of Facilities Development and Operations

Associate Vice President of Finance

Associate Vice President of University Communications

Associate Vice President of University Extension

Associated Students Director of Sustainability Affairs

Director of Parking & Alternative Transportation

Environmental Services Manager, The City of Hayward

University Diversity Officer

Two-Year Term (with option of one-year renewal)

Faculty (4)

One-Year Term (with option of a one-year renewal)

Staff Representative (1)

#### Terms

Faculty positions and the staff representative are filled based on a [nomination](#) process, either self-nomination or

## Responsibilities

CSC members of the CSC required to:

- Attend and actively participate in semesterly CSC meetings
- Review necessary meeting materials and provide feedback on materials as requested
- Participate in at least one CSC Task Force or Subcommittee
- Faculty positions act as a resident expert on sustainability in their area and serve as a reference for related CSC projects

Being a member of the CSC is deemed service to the university and will be considered positively in the tenure promotion process for faculty and position review process for staff.

## Task Forces

The CSC will create area-specific task forces as needed to carry out its responsibilities. These task forces will be composed of committee members, other faculty, staff, students, community members, and volunteers as determined by CSC vote. Task forces will be organized as specific initiatives develop and may be dormant when a given project has been implemented. The Director of Sustainability will serve as a co-chair on all Task Forces with another member of the CSC, which will be determined by CSC vote.

## Meetings & Minutes

### Schedule

CSC meetings will be held every other month starting during the Academic Year, starting in September and ending in May for the summer break. Meetings will be held the first Friday of each month, 2:00pm - 3:30pm, in SF 329, except for the month of January where meetings will be held the last Friday of the month (same time and location) to accommodate the faculty Winter Intersession schedule. CSC meetings are open to the public.

### Agenda Development

- CSC Executive Sponsors and the Co-Chair will meet every other month at least one week prior to CSC meetings to determine the agenda for the next CSC meeting.
- The CSC meeting agenda will be distributed to CSC members at least 3 days in advance.
- CSC members may request an addition to the agenda by contacting the CSC Co-Chair <sup>or</sup> new as

Followed by approval of minutes from the previous meeting

Followed by approval of the minutes will be a vote to amend and/or apprr

