**Penn State Altoona
Sustainability Council Charter**

**Purpose and Responsibilities**

The Sustainability Council will report and make recommendations regarding campus sustainability directly to the Chancellor. These recommendations will consist of a collection of practices that include the development, coordination and goal setting for the following key topics:

* Preservation of the natural and historical features of the campus such as its trees, plants, streams, wetlands, pond and resident non-human life
* information exchange regarding successful sustainability activities

The Council will be consulted in a timely manner via the Council Chair on all matters, other than routine maintenance, that affect the physical campus environment. The Council will be consulted in the development of the master plan for the campus.  The Council must be consulted by any office, department or area involved in changes to the College environment.  The Council will not make decisions, determine policy or discuss contractual issues.

**Objectives**

* to investigate best practices that might enhance campus sustainability and minimize its impact in terms of resource extraction and use
* to work with administrative offices when recommending sustainability practices that require funding
* to create and coordinate activities and events that advance sustainability efforts on campus
* to create a campus environment compatible with the College’s education mission

**Sub-committees**

The efforts of the Sustainability Council will be supported by working groups which will be established from the roster of current Council members.  Each sub-committee will report directly to the Council at scheduled monthly meetings.

**Membership**

The Council will consist of a diverse group of faculty, staff, student representatives and community members.  The Council will be constituted as follows:

* Four to six faculty representatives
	+ One ENVST representative, one College Senate representative and two-four at large members
* Four staff and administrative representatives
	+ The Chief of Police and Safety, one Maintenance representative and two at large members
* Two community members
* Two student representatives
	+ Student representatives from Eco-Action and the Student Government Association (SGA)
* One ex officio member
	+ Director of Business Services

Membership will be by self-nomination and/or Council solicitation and approval. Memberships will be at a term length of at least one academic calendar year, with consecutive terms at the discretion of the Council membership and as per minimum attendance requirements.

**Council Meetings**

*Schedule*-the Council will meet once monthly in September, October, November, January, February, March and April for an academic calendar year.

*Attendance*-Council members are expected to attend all meetings.  A minimum attendance of three Council meetings is required to maintain membership for the next academic calendar year.

*Agenda and Minutes*-Prior to Council meetings, the Chair will prepare and distribute an agenda to all members. Each meeting’s agenda will include status or progress reports from sub-committee representatives. These standing agenda items will be in addition to any items submitted in advance for inclusion in the agenda. The minutes will be recorded by the Chair and submitted directly to the Chancellor.

**Term of Council**

This charter will be reviewed on an annual basis.