

SUSTAINABILITY TEAM CHARTER

July 1, 2021
Version 1

Vision

To lead the quest for sustainable facilities.

Tagline: PSFEI Sustainability Team – Leading the quest for sustainable facilities.

Mission

The PSFEI Sustainability Team supports the sustainability movement at The Pennsylvania State University (University) by advancing sustainable practices, developing and implementing green initiatives, and providing education focused on sustainable facilities and operations within our own organization, the University community, and for our clients and beyond.

Charge

Incorporate sustainable principles into PSFEI operations, education, and engineering practices.

Opportunity

To align the PSFEI culture and actions with that of the University and the Sustainability Institute at Penn State. Leverage PSFEI's diverse knowledge base and existing strategic relationships to advance clients on the quest toward achieving sustainable facilities.

Timeframe

The PSFEI Sustainability Team (Team) endeavors to exist in continuous operation without end. Membership is established on a three-year term. No more than three members will leave the team at the end of the first term. The first term for three of the original members will last for four years to allow for team continuity. Terms end on the last day of the fiscal year period.

Sponsor

PSFEI Director

Team Leader

The Team will be led by a Chair selected by the members. The Chair will serve in this role for a term of one year, which can be revised based upon the Team's decision. The Vice Chair will succeed as the next Chair.

Membership

- Membership shall be comprised of a diverse mix of PSFEI staff from the various service units. Five to seven members will be selected.
- New members shall express their desire to join to the Team when there is a vacancy and subsequent announcement for volunteers. The Team shall select a prospective member to join. This member shall be approved by the PSFEI Director.
- Members can be selected for additional terms at the discretion of the Team.
- Members shall select a Chair that will serve for a one-year term.
- Members shall select a Vice Chair. The Vice Chair will assume the role of Chair at the end of the Chair's term. The Vice Chair shall serve as the communications manager for the Team.

Member Expectations:

- Members are expected to perform the following duties:
 - Attend Team meetings.
 - Support the Team objectives through active participation in their areas of expertise.
 - Seek sustainability knowledge.
 - Contribute ideas and be willing to champion the idea(s).
 - Be an advocate for sustainability within PSFEI, with our clients, with the University community, and beyond.
 - Build relationships with organizations and people that embody the principles of sustainability.
 - Prioritize Team goals and concepts.
 - Annually review and modify the Team Charter, if necessary.
- Members are expected to spend approximately 40–80 hours per year in service to the Team.
- The Team will encourage all PSFEI staff to pursue sustainability ideas outside of the Team’s efforts and to share those ideas with the Team, with the thought that collaboration and sharing will make sustainability within PSFEI flourish even more.
- Team formation is meant to foster collaboration, idea generation, and advance concepts in a collective manner.

Full Members

The PSFEI Director approves team membership. The following members are in full standing through the designated fiscal year:

Brian Johnson	Electrical Field Engineer	June 2024
Devin Pennebaker	Energy Procurement Manager	June 2024
Lynne Bradley	Administrative Support Assistant	June 2024
Mark Garlicki, Chair	Water Systems Engineer	June 2024
Adam Reed	FCA Team Leader/Structural Engineer	June 2025
Bryan Edwards	Building Systems Engineer	June 2025
Kevin Dean	Energy Management Consultant	June 2025

Ad Hoc Members

Ad Hoc Members may be invited by the Team to assist with completing specific tasks or initiatives. Ad Hoc Members will need to obtain approval from their direct supervisor to participate.

Team Meetings:

- The PSFEI Sustainability Team shall meet monthly for approximately two hours.
- Meetings shall be held on the last Monday of each month.
- Members are expected to attend most Team meetings.
- Meeting agendas will be prepared by the Chair and available for review in advance of the scheduled meeting. Meeting topics shall be submitted to the Chair in advance of the scheduled meeting.

- Meeting minutes shall be recorded and archived by the Vice Chair.
- Meetings will be conducted using Robert’s Rules of Order.
- The Team Chair shall meet with Executive Steering Team (EST) at least every six months (or as needed) to provide a brief on sustainability initiatives.
- The Team Chair shall provide a brief at the monthly Management Team meetings.
- The Team Chair shall provide a brief to all PSFEI staff on an annual basis at a PSFEI quarterly business meeting. Special meetings may be scheduled as needed.

Decision Making:

The Team shall make Team decisions through a consensus vote using Robert’s Rules of Order. Implementation of ideas affecting PSFEI will need approval by EST.

Charter Objectives

The following objectives have been established for this Charter and are meant to establish Team formation:

- Increase awareness and technical competence of PSFEI staff and clients through education.
- Reduce PSFEI’s ecological footprint through internal initiatives and programs.
- Reduce clients’ ecological footprint through education, engineering, energy advisement, and services.
- Seek collaboration with the University community and PSFEI clients.
- Align actions with PSFEI’s Strategic Plan.

Specific and distinct tasks will be established by the members to achieve the Charter Objectives. The tasks will be in the form of a PSFEI Sustainability Plan (Plan). The Plan will be generated at the initiation of the Team. The Plan, along with new tasks, may be developed through the course of exploration. New tasks may replace existing tasks as approved by the members. Tasks that arise through client communications and/or internal PSFEI discussions are to be evaluated and may be added to the Plan.

Signatures:



PSFEI Director
Mark Bodenschatz

Date
8/9/2021



Chair
Mark J. Garlicki

Date
8/9/2021