

Meeting Summary

October 6, 2023

Council Members Present (via Zoom):

Carlo Colella — Vice President & Chief Administrative Officer (Chair)
Scott Lupin — Assoc. Director, Environmental Safety, Sustainability & Risk; Director, Office of Sustainability
Ann Tonggarwee — Deputy Chief of Staff, Office of the President
Bryan Quinn — Director of Technical Operation, Department of Electrical & Computer Engineering
Jennifer Hadden — Associate Professor, Government & Politics
Giovanni Baiocchi — Associate Professor, Geographical Sciences
Yueming Lucy Qiu — Professor, Public Policy; Associate Dean, Research and Faculty Affairs (SPP)
Mark Addy — Executive Director, Systems and Networking
Michael Glowacki — Chief of Staff & Assistant to the Vice President, Division of Student Affairs
Susan Corry — Director, Engineering & Energy
Thomas McMullen — Special Assistant to the Provost for Facilities
Paromita Basak — Graduate Student Representative
Peggy Mothershed — Undergraduate Student Representative

Guests Present:

Javiera King — Administrative Coordinator, Office of the Vice President & Chief Administrative Officer
Rosangelica Rodriguez — Sustainability Fund Coordinator, Office of Sustainability

Meeting start time: 12:00PM

Meeting Highlights

Introductions – C. Colella

Carlo Colella welcomed returning and new Council members including Peggy Mothershed — Undergraduate Student Representative, Paromita Basak — Graduate Student Representative, and Yueming Lucy Qiu — Faculty Representative.

Sustainability Progress Report – Postponed to November Meeting

Carlo Colella announced the Sustainability Progress Report would be postponed to the next meeting due to a scheduling conflict.

Sustainability Fund Bylaws – S. Lupin, R. Rodriguez

Scott Lupin provided a background on the history of the Sustainability Fund, the deadlines for proposals, and the recent increases in the amount of the Fund. He highlighted that the Fund has experienced an overall decrease in the number of proposals being received since the onset of Covid, with an increasing number of research proposals and fewer infrastructure or operations related proposals. Based on issues and concerns received from the Council, campus units and the student majority Sustainability Fund Review Committee, proposed updates to the Fund's by-laws were prepared with input from key stakeholders.

The updates (Appendix A) include the use of gender-inclusive language, moving the innovation criteria from “mandatory” to “preferred”, and providing new sections to allow multi-year funding and further specificity regarding research projects that may be supported. The new multi-year projects section would allow proposers to seek up to 3 years of funding for a project. The new research proposal section would allow proposals for research projects with direct benefit to campus.

Discussion included conversation about requiring annual reporting on multi-year projects, the ineligibility of dissertation research for Sustainability Fund support, and future opportunities to showcase sustainability grant awardees.

The Council unanimously approved the amendments and adoption of the bylaws.

Sustainability Fund Annual Report – R. Rodriguez

Rose Rodriguez presented the Sustainability Fund Annual Report (Appendix B) for the 2023-2024 academic year. After providing background information about the history of the fund, Rose highlighted the student initiative to increase the undergraduate student sustainability fee each of 3 years with the second year increase approved and in effect during the current academic year. The projected revenue for the Fund is \$665,000 this academic year.

Adjourn 1:00PM

Appendices:

Appendix A: University Sustainability Fund Bylaws (amended 10-06-2023)

Appendix B: University Sustainability Fund Annual Report (FY 22-23)

University of Maryland

University Sustainability Fund By-Laws

Amended by the University Sustainability Council on October 06, 2023

Mission Statement

The University Sustainability Fund (the Fund) provides funding for projects that 1) improve the environmental performance of campus operations by decreasing greenhouse gas emissions, reducing energy and/or water use, enhancing stormwater management, increasing biodiversity, minimizing waste, etc.; 2) improve or create opportunities for UMD students to learn about and develop skills for sustainability; and/or 3) involve research that would create substantial opportunities for student involvement and the outcomes of the research have practical implications for improving the environmental performance of campus operations. The Fund is supported by the Student Sustainability Fee and administered through a student-majority committee of the University Sustainability Council (Sustainability Council).

Article 1: Sustainability Fund Review Committee

Section 1.1: Powers and Voting

The Sustainability Fund Review Committee (the committee) of the University Sustainability Council is responsible for selecting and recommending projects to be funded by the University Sustainability Fund and for recommending adjustments to the Student Sustainability Fee (fee) rate. A simple majority of the committee's full membership is required to finalize a recommendation. The committee reports to the Sustainability Council.

Section 1.2: Duties of the Committee

Committee members shall review project proposals and recommend allocation of funds to the Sustainability Council. Each academic year, a special meeting of the committee will be held to review and propose changes to these by-laws and to the fee rate. The committee will forward its recommendations to the Sustainability Council.

Changes in the fee should reflect the will of the student body, in accordance with the primary purpose of this fund. As such, the committee shall seek the advice of Student Government Association (SGA) leadership in recommending any changes.

In the event that the Graduate students pay a Student Sustainability Fee in the future, the committee will also seek advice from the Graduate Student Government on proposed fee changes.

Section 1.3: Member Representation

The committee shall consist of at least 3 students and 2 non-students. Additional members may be added by the Chair of the Sustainability Council.

Members and Terms:

1. The undergraduate member of the Sustainability Council.
2. A minimum of two undergraduate students appointed by the Chair of the Sustainability Council in consultation with the current chair of the committee. These individuals cannot serve for more than 2 consecutive years as members of the committee.
3. The Director of the Office of Sustainability or designee.
4. Designee of the Director of the Office of Sustainability (Fund Coordinator) who is responsible for overseeing the final fund allocations as explained in Section 2 and serving as a non-voting member of the committee.

In the event that the Graduate students pay a Student Sustainability Fee in the future, the committee will include 2 additional individuals:

1. The graduate student member of the Sustainability Council.
2. A graduate student appointed by the Chair of the Sustainability Council in consultation with the graduate student member of the Sustainability Council. This individual cannot serve for more than 2 consecutive years as a member of the committee.

The committee shall invite experts/guests to provide information and draw on campus expertise as needed.

Section 1.4: Officers of the Committee

The committee shall have two officers: a Chair and a Vice Chair

The Chair shall be the undergraduate student representative of the University Sustainability Council and will preside at all meetings of the committee, acting as a facilitator. The Chair shall also coordinate meeting agendas with the Fund Coordinator.

At the beginning of each term of office (October 1), the committee will take nominations and volunteers for Vice Chair. The committee shall select the Vice Chair by majority vote. The Vice Chair will assist the Chair with their duties. In the absence of the Chair, the Vice Chair shall assume all duties of the Chair. The Vice Chair must be a student member of the committee.

Section 1.5: Terms of Office

Each member of the committee will be appointed for one year beginning on October 1 and ending on June 1 of the following year. The Director of the Office of Sustainability and designee may serve successive terms.

The Chair and Vice Chair shall hold office for one year.

Section 1.6: Member Qualifications

All student members of the committee must be registered (full or part-time) UMD students during their term/s of office.

Staff and/or faculty members of the Subcommittee must be currently employed by UMD.

Section 1.7: Member Replacement

In the event of repeated absences, conflict of interest, or other appropriate reason, the committee may recommend to the Sustainability Council Chair that a member be removed.

In the event a committee member is removed or resigns, the original appointing body will select a replacement. The new committee member will serve the remainder of the original member's term.

Section 1.8: Conflict of Interest

The committee shall conduct itself in such a way that its decisions avoid conflicts of interest as well as any appearance of a conflict of interest.

Article 2: University Sustainability Fund Coordinator

Section 2.1: Duties of the Coordinator

The Director of the Office of Sustainability will identify a member of the Office staff or other qualified UMD employee to support the work of the committee as a Fund Coordinator.

The function of the Fund Coordinator is to:

- Assist the committee in publicizing and administering the University Sustainability Fund.
- Prepare an annual report of the previous year's budget and funded projects.
- Maintain the archives of the committee.
- Monitor the progress of projects that have received funding, via progress and annual reports submitted by fund recipients.
- Orient new committee members as necessary.

Article 3: Allocation of Funds and Project Selection

Section 3.1: Allocation of Funds

The committee shall decide which projects to recommend to the University Sustainability Council for funding by a simple majority vote of the full committee membership. The committee may elect to recommend funding for a portion of a proposal. The committee may submit recommendations to the Sustainability Council at any time.

Section 3.2: Criteria for Proposed Projects

Proposals for Sustainability Fund grants must be submitted to the Fund Coordinator by deadlines established by the Office of Sustainability. The committee shall give preference and priority to project proposals that meet the following criteria:

REQUIRED

1. **Campus Affiliation** - Only UMD students, staff members, and/or faculty members can propose projects. Individual students or student organizations proposing a project must include the name and contact information for a faculty or staff sponsor/advisor who is committed to advising throughout the project implementation. All proposers must include the name and contact information for a business officer who will oversee the use of funds for the project.

2. **Minimum Request** - The proposer requests no less than \$2,000 and no more than the total amount available in the Sustainability Fund. *Proposers seeking less than \$2,000 can request a Sustainability Mini Grant from the Student Government Association's Sustainability Committee.*
3. **Itemized Budget and Schedule** - The proposer must submit an itemized budget that details the full cost of implementing the project and specifies the budget items for which the proposer is seeking Sustainability Fund support. The proposer must also provide an appropriate schedule for completing the project.
4. **Metrics and Reporting** - The proposal includes a plan for tracking, recording, and reporting the project outcomes back to the Fund Coordinator within 12 months of receiving funding.

PREFERRED

5. **Innovation** - The project is innovative and does not include routine maintenance/equipment replacement or code-compliant activities. The Fund may provide money to cover the cost difference between conventional equipment and/or operations and sustainable alternatives.
6. **Project Outcomes** - Sustainability Fund projects typically meet at least one of the following criteria and ideally meet multiple criteria in this section, however, projects that do not meet these criteria may be considered. *Please contact the Fund Coordinator prior to applying if your project does not match with one of the following:*
 - a. The project improves the environmental performance of campus operations by decreasing greenhouse gas emissions, reducing energy and/or water use, enhancing stormwater management, increasing biodiversity, minimizing waste, etc.
 - b. The project substantially improves or creates opportunities for UMD students to learn about and develop skills for sustainability or otherwise enhances the UMD student experience.
 - c. The project involves research that would create substantial opportunities for student involvement and the outcomes of the research have practical implications for improving the environmental performance of campus operations.
7. **Appropriate Expenses** - The proposer requests Sustainability Fund money to cover the costs for materials and/or skilled labor to implement the project and not salaries or stipends. Furthermore, Fund money would cover only one-time costs and not ongoing costs.
8. **Feasibility and Institutional Support** - The project is feasible and has the support/approval of appropriate campus individuals and units.
9. **Cost/Benefit Analysis** - The project proposal outlines the payback period (if applicable) and clearly-defined, measurable outcomes, backed by metrics. The benefits will be considered relative to costs and the availability of monies within the Fund.
10. **Matching Funds** - The sponsoring department or other entities beyond the Sustainability Fund offer matching financial or in-kind support for the project.

MULTI-YEAR PROJECTS

Projects may be proposed that require multi-year funding for up to 3 calendar years. Projects may include those that require more than 1-year to execute; and/or projects that are ongoing and considered key elements of the campus sustainability program by the Sustainability Fund Review Committee and the Sustainability Council. For multi-year projects, proposers may seek

all required funding in one funding cycle or over each of the funding cycles during which the project will be conducted. In their application for the grant, proposers will identify whether they seek lump sum funding in one year or partial funding over each year of the project, as well as the rationale for their request. The committee will recommend funding levels to the University Sustainability Council for its review and approval. For projects approved to receive multi-year funding, the grantee shall annually notify the Office of Sustainability of the project status, and the need for continued funding on a form to be provided.

RESEARCH PROJECTS

The Fund may support research projects. The following criteria will be considered when reviewing research project proposals:

1. The proposed work should have a significant promise of having a direct impact on campus. Either the work or the fruits of the work can and will be implemented to make an impact on university sustainability goals (i.e., theoretical, or experimental work that may add to the science would not be considered since it would not be implemented on campus to meet the university's sustainability goals). Since climate change is a global phenomenon, research involving the advancement of climate science may be supported.
2. Applicants should write the grant application in terms of real-world applications and outcomes.
3. All work related to the grant should be performed on UMCP campus, one of its satellite facilities, and/or with extensive involvement of UMCP undergraduate students.
4. The proposer should identify other sources and amounts of funding for the project, including the entities providing the funding.
5. Verifiable letters of support should be provided from people with relevant expertise and not directly involved in the project.
6. The proposed project does not support a dissertation.

The committee may determine additional requirements and preferences for each year's funding cycle provided that these criteria are consistent with the overall mission of the University Sustainability Fund and consistent with the criteria and preferences outlined above.

Section 3.3: Review of Proposals

The Chair of the Sustainability Council and/or the Office of Sustainability will issue a call for proposals to the campus community.

Members of the committee may submit proposals for consideration but any member who submits a proposal must recuse themselves from voting on that proposal.

Article 4: Other Rules Governing University Sustainability Fund

- A. The committee may not recommend awarding grants in excess of the Fund balance each year. Any funds not allocated in a given year shall remain in the Fund account for future use.
- B. Funds allocated to a project that are not spent within the approved project time frame or 1 year, whichever is longer, shall be returned to the Fund for reallocation. Project leaders may request an extension if they will have funds remaining at the end of the approved time frame if the project is ongoing. Requests for extension must be sent to the Fund Coordinator within 30 days of the end of the approved time frame and must include a detailed plan explaining how the project leaders will use the remaining funds to complete the parts of the

project that were specifically approved for funding by the Council. The request for extension will be on a form provided by the Office of Sustainability and reviewed by the Fund Coordinator. Project leaders cannot use funds past the stated end of approved time frame without written approval from the Fund Coordinator.

- C. Fund monies are not to be used or reallocated for purposes other than those described in this document and in the approval issued by the University Sustainability Council.
- D. A portion of the Fund monies may be used to promote projects supported by the Fund or the Fund itself. Requests to use these Fund monies must be approved by the University Sustainability Council.
- E. The Fund shall continue to operate even after student fees are no longer collected into the Fund, as long as sufficient money remains in the Fund account.

Article 5: Accountability, Records, and Reports

Section 5.1: University Sustainability Fund Accountability to Stakeholders

The committee shall make its Fund records available to the public and keep a yearly report of its approved proposals and respective funding decisions. These records and reports for a given year shall be presented to the University Sustainability Council on the first meeting of the subsequent academic year, and shall also be made available on the campus sustainability website (www.sustainability.umd.edu).

Section 5.2: Accountability of Projects

All projects funded by the Fund shall submit a report to the Fund Coordinator at the conclusion of their project or annually from the date of the project approval, if the project is funded for multiple years. The report must include a budget detailing the spending of all funds and how goals and milestones were achieved.

Upon review of progress or final project reports, the Fund Coordinator shall judge whether the funds were spent within the scope of the project. If the Fund Coordinator decides that the funds were spent outside of the project scope, they may recommend the return of any remaining funds to the Fund. The committee will evaluate the project status based on all available information and make recommendations to the Sustainability Council regarding the return of unused or inappropriately spent project funds.

Section 5.3: Records and Reporting

The committee must keep on record:

- Adequate and correct records of the Fund accounts.
- Records of projects selected each year and the funds allocated to each.
- Reports made to the Fund Coordinator on completed projects and all annual reports received from projects with on-going benefits.
- Fee adjustment proposals.

Article 6: Amendment of By-Laws

Modifications to these By-laws may be recommended to the University Sustainability Council by a two-

thirds (2/3) vote by the voting members of the committee. Recommended modifications must be consistent with the mission of the University Sustainability Fund.



University Sustainability Fund

Annual Report for Fiscal Year 2023

Fiscal year (FY) 2023 was the thirteenth year of the University Sustainability Fund, which is administered by the Office of Sustainability with oversight and funding authority by the University Sustainability Council. All revenue comes from undergraduate students in the form of a Student Sustainability Fee, which was \$18 per fulltime student per year in FY23. A student-majority Sustainability Fund Review Committee reviews proposals and recommends grant awards to the Sustainability Council. University of Maryland students, faculty, and staff can submit proposals by October 15 (priority deadline) or January 15 (final deadline).

The Sustainability Fund balance at the start of FY23 was \$284,409.62. The revenue for FY23 from student fees was \$503,824.64. Funds are set aside at the beginning of each fiscal year for two on-going initiatives that are supported with Student Sustainability Fee revenue:

1. **Sustainability Mini-Grants:** Funds are transferred from the Student Sustainability Fee account to give the Sustainability Mini-Grant account, also administered by the Office of Sustainability, a balance of \$20,000 at the start of each academic year. The Student Government Association's Sustainability Committee has authority, granted by the Sustainability Council, to award mini-grants (up to \$2,000 per project) based on proposals received on a rolling basis throughout the academic year. In FY23, \$17,514.16 were awarded through the Sustainability Mini-grant.
2. **Carbon Neutral Undergraduate Commuting:** Funds are transferred from the Student Sustainability Fee account to the Greenhouse Gas Reduction Fund for the annual purchase of carbon credits to offset all greenhouse gas emissions associated with undergraduate student commuting. This program was proposed by the Student Government Association and approved by the Sustainability Council in FY19. Costs for this program are contained with an annual cap on expenditures. Based on the council's approval in FY23, \$100,000 is reserved for the program with a cap of \$150,000 per year. The Sustainability Council, with advice from the Sustainability Fund Review Committee, may elect to adjust the cap, authorize an annual expenditure above the cap, and/or terminate the program.

After accounting for revenue and the aforementioned expenses, \$383,824.64 was available for Sustainability Fund grants in FY23. The Sustainability Council approved \$274,817.36 in grants. The \$15,000 that was approved for the UMD Wye Research and Education Campus iTree Analysis in FY22 was officially awarded in FY23. The current reported fund balance is \$530,913.26 although this figure does not reflect all the student fees to be collected this academic year, pending invoices for carbon credits, and the two initiatives mentioned above.

Sustainability Fund Activity	FY23	All Years (FY11-23)
Proposals received	19	376
Funds requested	\$767,511.26	\$11,648,871.49
Grants awarded	11	174
Funds awarded	\$274,817.36	\$3,657,757.52
Average award	\$24,938.40	\$21,021.59

Sustainability Fund Grant Recipients in FY23

Community Learning Garden ADA – Accessible Raised Bed Renovation

Community Learning Garden and UMD Arboretum and Botanical Garden

\$32,351.32

A much-needed upgrade to CLG’s raised beds between the Eppley Recreation Center and the School of Public Health will improve functionality, food output and accessibility for students.

Sustainability Internship Scholarship

Student Government Association and Career Services

\$50,000.00

Subsidizes students in low- or no-paid internships in sustainability fields, including nonprofit organizations and government agencies, affording opportunities to explore work in environmental justice, conservation and more.

Planting Red Clover

Department of Entomology

\$14,400.00

New research at Terp Farm in Upper Marlboro, Md., will explore the use of red clover as a “living mulch” for crops like the pest-prone cantaloupe, and track its ability to reduce infestations and disease, attract pollinators and enhance soil composition. The grant will cover the salaries of undergraduate interns for the first year of the research project.

Sustainability Conference

Student Government Association’s Sustainability Committee

\$13,834.00

Organized by the Student Government Association's Sustainability Committee, this new, in-person and virtual conference highlights research and work at UMD in all facets of sustainability and engage the broader community (including high school students, community colleges and universities nationwide) in environmentally focused topics.

Hybrid Renewable Energy

Mechanical Engineering Department

\$13,100.00

This project will investigate wind-solar systems to determine the required energy density and storage capacity needed to power an off-grid, 24-hour EV charging station. The funds will be used to cover the cost of essential tools, sensors and supplies for students involved in the project.

Educating and Empowering UMD Students on the Importance of Insect Biodiversity in Sustainability

Department of Entomology

\$7,000

An insect population drop published in 2017 has caused alarm for researchers. This project aims to use \$7,000 to educate the UMD community about the value of insects in sustainability. The LAMP Lab plans to use this funding to install cased insect displays in several campus locations. The displays will be used by paid interns and volunteers to educate the UMD community on the ecological impact of insects.

Assessment of How Floral Additions Can Offset Negative Impacts of Land Management Practices to Support Pollinators and Other Beneficial Organisms

Department of Entomology

\$32,826.00

Native wildflower "strips" flanking food crops at UMD's Beltsville Agricultural Research Center will explore how continuous blooms might attract the bees, butterflies, and other insects essential to pollination and pest control, but also potentially impact native plants in surrounding landscapes. The grant will cover the salaries of undergraduate interns and car rental.

Expansion of Glass Recycling Infrastructure

Facilities Management

\$13,358.00

Facilities Management plans to add six purple bins to the three now on campus available to recycle glass outside Annapolis Hall, Maryland Stadium (Gate E) and Mulligan's.

Terp to Terp

Department of Residential Life

\$29,633.04

The Terp to Terp Campus Restore is an expansion of the Resident Life Move-Out Donation Drive, formerly known as the 'Trash to Treasure' program. The project aims to create a "free reuse store" for UMD students, supporting sustainability goals by cutting down on waste and the cost of waste removal, as well as shifting donations from off-campus organizations to the student community. This grant supports part-time program assistants through spring 2024. The remainder of the funds will be used for storage units and other supplies.

Phase 2 Empowering Students through Sustainability Engagement and Leadership

Office of Sustainability

\$53,315.00

Launched in 2022 as a one-year pilot, this paid internship program will be expanded this year, training students to help lead and support a variety of student sustainability programs on campus, such as Green Terp and Green Office.

UMD Wye Research Center and Campus iTree analysis

UMD Wye Research Center

\$15,000.00

This project will engage students in conducting an iTree inventory and analysis within a portion of the WREC. The students will develop Tree Identification knowledge, learn to use Tree Scale sticks, GPS units and the iTree software. This project will culminate in contributing to a living tree map document of the property and recommendations for the Wye Campus Director on where to site new trees for maximum energy savings and other ecosystem services benefit.