

Application Questions

1. Describe the history and mission of your unit, and how its services support the mission of the University. Please address each of the following bullet points in your answer.

The Office of Sustainability is approximately two years old. The Office of Sustainability is responsible for the reporting requirements of the American College and University Presidents' Climate Commitment, assists Sustainability Studies classes and students with such projects as Lobo Gardens, and promotes overall energy conservation and alternative transportation across campus. The reorganization of programs within Physical Plant Department will result in UNM Recycling being adopted into the Office of Sustainability on Jan. 1, 2014. Sustainability is entirely indiscriminate. Establishing a durable culture at the institution promotes the success of all people Hispanic/Minority/Majority.

2. Briefly describe each program/project in your unit that is funded specifically by student fees. What are the outcomes, so far, of each program/project?

The Green Fund, initially funded for a pilot year, is currently in the process of organizing the committee and gathering proposals for projects. The accelerated timeline for SFRB has not allowed the full practices and procedures of the group to be worked. As funding did not avail itself until FY15 and the charter calls for organization after the start of school the organization is unable to deliver a final report on the initial allocation, and will not be able to, until allocation for FY17

3. Describe any increase in SFRB funding you are requesting, and provide justification detailing how raising student fees will improve your unit's impact on the student population.

N/A

4. Describe student participation in your unit, and any plans to improve it, addressing each of the following bullet points.

No student fee funding will be used in the pursuance of salary for those seated on the Green Fund Committee. The voting body for projects is entirely composed of students. It is entirely up to students to determine the projects they support most and with how much of the resources available to the green fund to support those.

5. Describe specific improvements your unit has made in the last fiscal year to the visibility/accessibility of its services, and any plans to further improve visibility/accessibility.

The Green fund has yet to receive adequate time to unfold and be made visible. However, parallel projects coming from the Office of Sustainability, notably the waste bin adoption program are aimed to increase awareness about sustainability on campus. Moving forward, the Office of Sustainability full intends to leverage the Green Fund projects to build awareness about the work being done.

Other outreach to the community includes such things as articles and writes ups for different UNM news sources. *Please search sustainability on the UNM news

for different UNM news sources. Please search sustainability on the UNM news portal for more in depth information in stories.

6. How does your unit collaborate with other campus units and/or off-campus entities?

The Green fund Committee is a collaborative effort between the Office of Sustainability, Sustainability Studies, ASUNM, GPSA, Residence Life and Student Housing, Lobo Energy, and the University Architect, as well the full UNM student body by means of the advisory council open to any student at the University enrolled in at least 6 credit hours. Each one of these entities on campus maintains appointments to the committee. The Office of Sustainability consistently seeks partnership and opportunities to further sustainability, and works with each of these groups beyond their role in the Green Fund, as well.

7. What methods have been used in evaluating your unit’s impact on the student population (e.g. surveys, focus groups, interviews), and how effective have those methods been?

To access student interest in the UNM Green Fund a survey was delivered via various University listservs (President, ASUNM, GPSA, and Sustainability Studies) as well as across various social media channels. The results of that survey are included as supplementary material.

8. What are your unit’s current non-SFRB sources of funding (e.g. Instructional & General, state or federal grants, self-generated revenue), and if applicable, what additional funding sources are you seeking this fiscal year?

The Green Fund does not rely upon any non-SFRB sources of funding.

9. What are your unit’s current plans to address the recommendations of last year’s SFRB? We understand that these plans are subject to change in response to any unexpected developments later in the fiscal year.

We fully intend to comply with recommendations and to carry out the allocation of funds to projects selected by students. The Office of Sustainability would ask that the pilot year be honored because of the timeline change and will in turn submit an application formatted by specific projects in the coming year.

10. Provide any other information or a narrative that will assist the SFRB in making its decision to fund your unit.

Appendices: Green Fund and Bike Share Survey		
Keeping in mind that the above projects only represent a few of the possibilities, and that students would influence funded projects, how much would you be willing to pay per year in a student fee to the fund?		
Answer Options	Response Percent	Response Count
\$3	14.3%	93
\$5	19.5%	127
\$7	4.6%	30
\$10	49.2%	320
I'm not interested in paying a student fee	12.40%	81

and faculty working together to engage the University community on issues relating to sustainability.

1.2. Exclusions

Despite the effort to fund all type of sustainability initiatives, the following will not be partly or fully funded:

- a. Credits or Offsets: Funds should never be used to purchase carbon offsets, renewable energy certificates, green tags, or any other credits. Rather, the Green Fund should focus on projects that directly improve the sustainability, leadership, and image of UNM as New Mexico's flagship institution.
- b. Budget shortfalls: Funds should not be used to cover budget shortfalls for the University, except by investing in appropriate sustainability projects that reduce institutional costs.
- c. Salaries: The Fund is not intended to cover faculty or staff salaries, except as direct wages for a project, when the Committee deems appropriate. This provision shall include such other payment to persons as stipends, bonuses, or compensation for the completion of projects
- d. Operational expenditures or reoccurring costs may be funded one time through the Green Fund, but ongoing resource outlay should not be planned for or expected using the Fund.

2. Definitions

2.1. Student Green Fee

The student green fee is a per-student fee meant to fund initiatives both educational and infrastructural to enhance the University of New Mexico campus and community. This funding is meant to encourage and foster the long term sustainability of the University of New Mexico both as a physical place and as an intellectual community.

2.2. Green Fund

The sum of all financial contribution via the Green Fee, gift/donation, capital outlay, or other sources that are accessible by the Green Fund Committee to allocate as they see fit, and that fulfill the mission set forth in this charter.

2.3. Green Fund Committee (GFC)

A committee made up of members of the UNM campus charged with:

- a. Maintaining and increasing funding sources contributing to the Green Fund; and
- b. Accepting and reviewing Green Fund Projects (GFP) to determine an appropriate amount of fund apportionment; and
- c. Monitoring progress and providing appropriate support to ensure funded projects accomplish the goals set forth in the project proposal; and
- d. Meeting no more irregularly than every twenty (20) business days to address new, reoccurring, and old business; and
- e. Adhering to the mission of the Green Fund; and
- f. Providing an annual report.

2.4. Term of Office (Term)

The term of office of an appointed member or replacement of the GFC, except for a person filling an unexpired term, is one year, beginning at noon of the last day of the spring semester

and ending at noon of the last day of the following spring semester. Student representatives to the GFC may not serve more than two (2) terms in a single appointed seat.

2.5. Unit

A “unit” for the purpose of this policy is a University department, division, organization, or program requesting funding as the sponsor to identified fundable projects. Chartered student organizations are not eligible to receive funding from the Green Fund directly, and as such will not be considered as units.

2.6. Green Fund Project (GFP)

A project submitted to the GFC for reviewing and funding with the goal of sustainability. A GFP does not necessarily receive funding, but has been considered against other proposals for funding during an allocation cycle.

An approved project for funding will be expected, on completion or at the request of the GFC, to provide a report outlining:

- a. Aspects accomplished and unaccomplished; and
- b. Budget spent by line item; and
- c. University engagement with an emphasis on the project’s impact on students, faculty, and staff in the realm of sustainability.

2.7. Advisory Council

The Group of Students who shall provide advisory opinions to the permanent GFC about project implementation. Open to all students at the University of New Mexico who maintain current enrollment in at least 6 credit hours and who are in good standing at the University.

2.8. Full Voting Member

Full voting members of the GFC may vote on GFP’s, as well as on policy decisions relating to the Green Fund’s operation. Special focus is given to permanent members of the GFC who are serving in a student capacity. Full voting is not limited to students, as the Office of Sustainability staff representative as well as staff or faculty representative from the Sustainability Studies department shall also maintain this privilege.

2.9. Partial Voting Member

Partial voting members of the Green Fund will not be permitted to vote on GFP’s, but will maintain full voting privileges for policy decisions relating to the Green Fund. At no time will permanent members of the GFC serving in student capacities be considered as partial voting members.

3. Membership of the Green Fund Committee

There will be eleven (11) permanent members of the GFC. The offices and departments making appointments to the GFC shall collaborate in their appointments, and use best judgment to ensure that the GFC's overall membership reflects the diverse makeup of the University and sustainability interests intellectual and infrastructural.

3.1. Membership

3.1.1. Permanent GFC Membership

The eleven (11) permanent GFC, eight (8) full voting and three partial (3) voting, members shall be from the respected UNM offices and departments described hereafter:

1. One (1) full voting staff representative appointed by the Office of Sustainability Manager;
2. One (1) full voting student representative appointed by the Office of Sustainability Manager;
3. One (1) full voting staff or faculty representative appointed by the Sustainability Studies Program Director;
4. One (1) full voting student representative appointed by the Sustainability Studies Program Director;
5. One (1) full voting student representative appointed by the Residence Life and Student Housing Manager;
6. One (1) full voting ASUNM Senator appointed by the ASUNM Vice President;
7. One (1) full voting student appointed by the ASUNM President;
8. One (1) full voting student appointed by the GPSA President;
9. One (1) partial voting staff representative appointed by the Residence Life and Student Housing Manager;
10. One (1) partially voting staff representative appointed by the Office of the University Architect; and
11. One (1) partially voting staff representative appointed by the Lobo Energy President.

3.1.2. Advisory Council

Two (2) permanent members of the GFC will be charged, by nomination and simple majority vote of the GFC, with the organization of the Green Fund Advisory Council.

The Advisory Council is an all student council meant to aid the GFC in its decision making by providing relevant input on all aspects of the tasks charged to the permanent members of the GFC. The advisory council is open to membership by any student at the University of New Mexico enrolled in at least 6 credit hours. Students at the University may freely join or leave the Advisory Council as they see fit, but must have attended the most recent GFC meeting to be yielded time to speak during an official meeting.

The Advisory Council's primary objects will be:

1. To voice the opinion of students as it relates to GFP selection and funding; and
2. Generating student initiated ideas for GFP's; and
3. Acting as liaisons between the GFC and all UNM students.

3.2. Responsibilities of the Chair

1. Call and facilitate all meetings of the GFC.
2. Create meeting agendas, and hold all meetings to the agenda in a timely fashion.
3. Cultivate and maintain communication and a good relationship with University administrators, faculty, staff, student groups, and community members who are relevant to the success of the Green Fund and GFC.
4. Vote only in the event of a tied vote for both votes by the full permanent GFC and for votes of the full voting members of the GFC.
5. Oversee the project solicitation, timely and correct submission, and selection process.
 - a. The chair may request the aid of other permanent members of the GFC or the advisory council as they see fit to complete solicitation, timely and correct

submission, and/or the selection process.

6. Oversee the completion of the end-of-year report. This report should be verified and approved by the GFC at large, well written, attractively designed, and polished before submission. The report will include:
 - a. Progress of the Green Fund; and
 - b. Finalized decisions for projects selected; and
 - c. Necessary revisions and amendments to the process to increase the effectiveness of program; and
 - d. Any other information which would contribute to the overall transparency or knowledge about the Green Fund's workings.

3.3. Operations

3.3.1. Selection of Chair and Vice Chair

The Chair of the Committee will be selected from amongst the student membership of the GFC by a nomination process open to all student members, and by confirmation of a majority of the student members of the GFC.

The Vice Chair will be determined using the same process as outlined above with all instances of "student" being replaced by "staff and faculty." The Vice Chair will assume the position of Chair in the event the Chair is unable to preside over a meeting. At the time the Chair is able to reassume their position the advancement of the Vice Chair to Chair will be null and void and the Vice Chair will reassume their previous position.

In the event of vacancy of either the Chair or Vice Chair during any time through the term, the processes described above will be employed to fill the seats. Succession of Vice Chair to Chair will not be made as a permanent transition.

3.3.2. Voting on GFP's

Approval of a GFP and specific funding for GFP's requires a majority vote from full voting members of the GFC. The GFC Chair will only vote in the event of tie to resolve the matter at hand.

3.4. Resignation

Any appointed member of the GFC may resign by submitting a signed and dated letter of resignation to the GFC chair, or is deemed to have resigned by failure to attend three (3) regularly scheduled GFC meetings in an academic year, or two (2) consecutive meetings.

Should a voting member of the GFC be unable to attend a meeting, they may send a representative knowledgeable about the topics of the day, and with approval by their respective office or department whom they represent, in their place. In this instance the absence will not count against the GFC member, but this action should not become habitual.

In the case of resignation because of non-attendance, such resignation shall automatically become effective at the close of the third (3rd) meeting or second (2nd) consecutive meeting which the voting member or a representative has failed to attend. The position being resigned from will be filled by the same authoritative body that made the resigning member's appointment or whose office or department the resigning member represents.

Should the authoritative body responsible for the resigning committee member not make an appointment by the next meeting, a member of the Advisory Council may be nominated and confirmed by a two-thirds (2/3) majority of permanent GFC members to cast a vote in their place. Upon the reappointment of a representative by the responsible authoritative body, the succession of the Advisory Council member becomes null and void.

3.5. Removal

Permanent members of the GFC may be removed by the officer, office, or department who made the initial appointment, or by vote of at least eight (8) permanent members of the GFC.

A vote to remove a permanent member of the GFC will be preceded by a subpoena, at least ten (10) days prior, stating the reason for the vote of removal signed by at least two-thirds (2/3) of permanent GFC members, and delivered to the permanent member in question.. The vote to remove a permanent member must take place at a GF meeting, and the permanent member being voted on for removal must be present.

At no time may any member of the Advisory Council be removed from the council, unless by a unanimous decision of the permanent GFC members. A vote for removal of an Advisory Council member can only be made on the grounds of disruption to the overall mission of the GFC.

4. Funds

4.1. Place of Fund Holding

All funds collected for allocation by the GFC via student fee, gift/donation, capital outlay, or otherwise will be maintained by the UNM Office of Sustainability in a special account designated to the Green Fund. Funds in this account cannot be reallocated to non Green Fund projects or related interests for any reason.

4.2. Allocation Restrictions

There is no limit to how many GFP's or with how much funding the GFC can support each year, provided all allocations remain within the budget. Voting members of the GFC are exempt from submitting project proposals, and should excuse themselves from voting in the event of a conflict of interest.

- a. A conflict of interest may be defined as any instance where a voting member of the GFC is invested in a project for reasons external to the GFC, and when a reasonable level of objectivity cannot be maintained for voting purposes.

4.3. Availability of Funds

Funds will be allocated to projects in advance on paper, but will only become physically available for use at the precise moment they are needed (for purchases, et cetera) in the implementation of the project. This is to ensure that funds are not physically given in full at the onset and then never used during the course of project implementation. Funds allocated initially on paper to a project that are not physically obtained and spent within the project's determined time frame shall be returned to Green Fund for reallocation.

5. Organization and Meetings of the Green Fund Committee

5.1. Regular Meetings

The GFC shall meet as needed throughout the year. The first meeting will be no later than the twentieth (20) day of the Fall Semester, and will be organized by the UNM Office of Sustainability Manager or student representative. By the end of the first meeting, a Chair and a Vice Chair will have been elected. the Chair of the GFC shall communicate meeting dates to all members of the GFC and to the Daily Lobo for publication and shall provide at least three (3) days' notice of any change in regular meeting dates. The Chair shall be responsible to ensure that

days notice of any change in regular meeting dates. The Chair shall be responsible to ensure that all departments, divisions, and organizations applying to the Green Fund have adequate notice of any meeting or hearing in which funding for the unit is to be discussed.

5.2. Special Meetings

Special meetings may be called by a majority vote of the members at a duly called meeting or jointly by the Chair and Vice Chair of the GFC. Sufficient notice must be given to all members and the Daily Lobo for a special meeting to be valid, but in no case may notice be fewer than three (3) days so as to be in accordance with the state of New Mexico Open Meeting Act.

5.3. Quorum

Quorum at GFC meetings shall consist of at least two-thirds (2/3) of the members of the GFC which will include a majority of the full voting and partial voting members

6. Annual Recommendation and Transfer Process

As provided in Section 7. herein, the Reserve Fund may be used for emergency expenditures of units.

6.1. Deadline for GFC Decisions

The GFC shall have finalized all decisions regarding allocation of Green Fund money to GFP's by no later than the second week in February with the expectation of project duration to not exceed the second (2nd) week in December of that calendar year.

6.2. Content of Decisions

The finalized decisions shall include the following: The Total amount collected by the Green Fund during that period via the Green Fee or other funding sources; The GFP's chosen to be funded as well a summary list of the goals of these projects; the amount requested and the amount actually funded of each of the approved GFP's; and all funds retained by the Green Fund for future expenditure including rollover funds from the previous term.

6.3. General Guidelines for Funding Units

The Green Fee shall be used to aid both intellectual and physical establishment of sustainability on campus. Salaries are not appropriate channels for which to pursue allocation from the GFC. There should be no expectation that the recommendation for funding for any unit(s) project(s) will continue from year to year.

6.3.1. Process for Unit Allocations

All units are required to submit application(s) to be eligible for funding. Each unit by GFP will be funded at a fixed, one time amount. The GFC will hold hearings in which all permanent, full voting and partial voting, members are mandated to attend.

After the hearings are complete, the GFC will convene to deliberate and determine the total amount of the Green Fund to be used for unit(s) GFP(s) allocations.

Individual voting members of the GFC will develop recommendations for each of the applying unit(s) GFP(s). Their total shall not exceed the total of the Green Fund. At a designated GFC meeting, individual recommendations will be due and averaged for informational and collaborative purposes

collaborative purposes.

Fee recommendations for each applicant must be approved by a majority vote of the full voting members of the GFC. The GFC's final funding approval will be made public.

6.3.1.1.

Any unit funded through the GFC must inform the committee before spending funds in a way that does not reflect the approved application. This clause may only be approached in instances where a change in spending is pursuant of the original intent of the application and sustainability. The GFC will convene to meet at a reasonable time and vote on the proposed change. Only after approval of a majority of the permanent committee will units be allowed to spend funds in ways not originally approved.

6.3.1.2.

If a unit will directly transfer funds to any entity outside of UNM, sample contracts between the unit and outside entity will be presented to the GFC before approval. Payments for services provided by official UNM vendors are not considered a transfer of funds to an outside entity.

7. Reserve Fund

7.1. Funding

The Reserve Fund shall be funded by balances carried forward from previous years. The reserve, at all times, should remain liquid and very low-risk to avoid compromising the ability to finance projects in the future.

7.2. Use of the Reserve Fund

The Reserve Fund may be used for GFP's that would otherwise not be practical to fund based on the necessary resources. Said projects though being in excess of available funds raised during the term, must present a great potential for positive impact on the UNM community such that the GFC deems the project worthy of additional funding. These projects will impact an exceptionally large portion of the University community if not the entire community.

7.3. Expenditure and Savings Approval

Expenditures from the Reserve Fund, and carrying balances forward in order to maintain a healthy balance for special projects, shall be determined by the GFC with special oversight and recommendation being given by the staff representative appointed by the UNM Office of Sustainability Manager.

8. Amendments

The approval of four-fifths (4/5) of the GFC is required before proposed amendment may be made to this charter, and only when proposed amendment will necessarily enable the GFC to better accomplish the mission set herein for the Green Fund. The Advisory Council's opinion will be taken into consideration for all amendments.

Only members of the Advisory Council or GFC members may propose amendments. Any amendment requires a full voting member's sponsorship to be considered by the GFC.

