

CHARTER
CSUDH CENTER FOR SUSTAINABILITY AND THE ENVIRONMENT
OF THE
DIVISION OF ADMINISTRATION & FINANCE
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

In keeping with the guidelines and procedures outlined in the CSUDH Centers and Institutes Policy and Procedure (PM 2022-01) and the directives of the California State University pursuant to CSU Memo AA-2014-18, the CSUDH Center for Sustainability and the Environment shall be named, organized, and administered as follows:

I. CSUDH Center for Sustainability and the Environment

The name of this organization shall be the CSUDH Center for Sustainability and the Environment.

II. Purpose and Functions

The purpose of the CSUDH Center for Sustainability and the Environment, hereafter referred to as the Center, is to:

- Cultivate interest, promote, and support efforts to institutionalize environmental sustainability within CSUDH's academic units and curricular/research activities;
- Ensure the university's ongoing prominence as a sustainability and environmental justice leader in higher education locally, regionally, and nationally, and serve as a pillar of the community in this role; and
- Serve as a campus resource center for building interdisciplinary and regional/national sustainability connections in support of instructional and research collaborations, and to provide a collaborative platform for pursuing associated extramural funding opportunities in this area.

The Center will serve as a university resource in harnessing the interdisciplinary strengths of the various academic programs on the CSUDH campus to better coordinate and pursue extramural funding related to sustainability issues and research opportunities.

Proposed activities include pursuing beneficial academic initiatives and offering supporting resources designed to strengthen the ability of the university to enhance its curricular and research offerings in sustainability and the environment. These resources and initiatives would be designed to elevate instruction and research capacity in sustainability university-wide by adding interdisciplinary elements into existing curriculum across all academic units by integrating a sustainability lens; building networks across academic disciplines and with potential funders to more competitively and efficiently pursue extramural funding opportunities related to sustainability; and offering support for faculty, instructors, and academic departments for integrating sustainability into their curricular and research activities.

The university already has a strong cadre of individual faculty members in multiple academic disciplines with expertise on a variety of subject matters related to sustainability and environmental issues. However, these faculty are spread out across different academic colleges and departments, making formal coordination and teamwork to pursue multi-disciplinary extramural grants and funding inherently disjointed. Having the Center act as a facilitator for these connections, with the ability to identify high-level synergies across academic disciplines to fully support the interdisciplinary approach needed to solve sustainability issues, would make these collaborations more efficient for faculty and potential funders alike. The Center would also be a networking resource for identifying fellow faculty members in other disciplines who can serve as potential collaborators on extramural grant funds and projects in support of sustainability and environmental concerns.

Although the CSUDH Office of Sustainability (which is a part of Administration & Finance/Facilities Services) does periodically engage in regional collaborations and partnerships that have the potential to secure extramural funding, it is not fundamentally designed to engage the community at large as its existing role is mostly focused on activities within campus grounds and operations. Additionally, its staffing and activities are designed primarily to provide campus services (as would be expected from a unit within the Division of Administration & Finance), and not necessarily academic activity. There is no official function built into the Office to support sustainability curriculum and research beyond general collaboration, and it needs a formal bridge into Academic Affairs and appropriate staffing to meaningfully engage in this area.

Adding a Center to serve as a formal organizational entity allows for a broader scope of sustainability activities beyond immediate campus operations, and as a result, help to engage in more extramural funding activities that extend beyond this boundary. The Center creates a functional role for the Office of Sustainability to provide leadership in pursuing these extramural funding opportunities as well as purpose

and incentive to network to extend beyond university grounds to build high impact community connections.

III. Personnel and Governance Structure

A. Supervising University Unit

The Center is chartered as a university-wide center. Although the Center is operationally housed within the Division of Administration and Finance, the Provost has designated its oversight for the purposes of compliance with Campus Center and Institute requirements to Timothy Caron, Dean of the College of Arts and Humanities, hereafter Administrator. The Administrator will be responsible for reviewing and approving Center activities, budgets, expenditures, and published material. This review and approval process shall ensure that activities and published material of the Center contributes to the fulfillment of the CSU and CSUDH missions, are consistent with acceptable standards of scholarship, the charter and goals of the Center, and otherwise conform to applicable laws, regulations, and policies of the University.

B. Organizational Structure

1. Director

The Center shall be managed by CSUDH Sustainability Director Ellie Perry, who shall serve as its Director and be directly responsible to the Administrator. Additional administrative and management positions may be established as needed by the Director in consultation with the Advisory Board and with the approval of the Administrator. Under the oversight of the Administrator, the Director shall be responsible for the general operation and administration of the Center. The Director shall be responsible for allocating funds, staffing programs, administrative operations, and for arranging for space, equipment, and other resources and facilities required to support and promote the work of the Center. The Director is also responsible for the preparation of the Center's annual report, as required by University policy. Responsibility for the direct operation of a specific program may be delegated, as may other day-to-day responsibilities of the Director as necessary.

The Center must operate in conformity with all CSU and CSUDH policies. The Director must put processes in place to ensure that all employees, faculty, staff, students, external affiliates, and volunteers working as part of the Center/Institute understand and conform with CSU and CSUDH policies.

2. Membership

Participating members of the Center including the following individuals, included by name and/or role:

- Ellie Perry, Director
- Student Assistant (TBD, optional and as-needed), Administrative Coordinator
- Parveen Chhetri, Assistant Professor, Department of Earth Science & Geography, Chair- Academic Research.
- Jenney Hall, Lecturer, Interdisciplinary Studies Department, College of Arts & Humanities, Chair - Community Engagement
- Heather Clark, Assistant Professor, Department of Teacher Education, College of Education, Chair- Academic Initiatives

Faculty chair positions are appointed on an annual basis and renewable subject to mutual agreement.

Should one of the named chairs resign the position, a new chair shall be recruited amongst the remaining Colleges not already represented in membership by the other two chairs. Additional staff members may be added upon approval by the Director as Center activities and revenue expand.

3. Advisory Board

The Advisory Board shall serve as a scholarly and administrative resource to advise the Director on matters concerning the Center's goals and objectives, operations, and effectiveness. Members of the Center for Sustainability and the Environment Advisory Board include:

- Charter members of the University Sustainability Committee (as listed in PM 2021-02)
 - Center performance and activities shall be reviewed annually (or more) by the University Sustainability Committee as a regular agenda item during the committee's standing monthly meetings and as a dedicated meeting annually.
 - The Center co-chairs shall also participate as members of the advisory board during these meetings.
- Administration & Finance Representative (Budget)- to be designated by the Vice President of Administration & Finance
- TBD- Vested external community partners and faculty as identified over the course of ongoing Center activities, and recommended/approved by the Administrator.

IV. Financial Plan

A. Initial Source of Funds

Initial funding to initiate the Center will come from existing baseline stateside funding for staffing and materials for the CSUDH Office of Sustainability, as well as temporary funding being invested by the Division of Administration and Finance on behalf of the campus to support the institutional commitments to sustainability embodied in the campus Strategic Plan. This includes:

- Reassignment of responsibilities consistent with Ellie Perry’s current classification as Sustainability Director to also serve as Director of the Center resulting from capacity provided by addition of a new full-time Sustainability Coordinator position. The Sustainability Coordinator position is temporarily funded for three years out of budget surplus, utility savings, and other short-term mechanisms under the presumption that the Center will begin generating sufficient extramural revenue to permanently offset ongoing costs of the position.
- From existing baseline stateside funding out of the Office of Sustainability:
 - Reassigned time of three WTUs each for the three initial Chair positions (\$21,330/year if not offset by existing extramural funding, grant activities, etc.)
 - Part-time wages for student assistant to serve as Center Administrative Coordinator (optional and as-needed, \$5,000/year)
 - General implementation/office supply budget (\$1,500/year)
 - Ongoing Faculty Learning Community funds (1 FLC annually- \$3,250/year)

B. Operating Budget for Charter Period

In consultation with the Administrator, the Director will be responsible for all financial operations of the Center and for maintaining its financial soundness. Outside of existing stateside budget allocations to cover proposed staffing and operating costs (as outlined in section IV(A), any expansions to the initial implementation budget and the ongoing staff time costs of the Sustainability Coordinator position (after first three years) will be funded through extramural funds received.

Some additional example costs to be covered by direct extramural funds where possible:

- Travel for presenting Center-funded research at conferences for affiliated faculty members:
- Faculty reassigned time and temporary staff positions to cover grant-funded activities.
- Research supplies and equipment to support grant-funded activities.

All extramural grant applications will be written to cover these new operating expenses whenever possible within the scope of the grant. As allowed by extramural support, grant funding, etc. secured by the Center, this additional revenue will be used to spur additional Center activities, and help offset baseline funding commitments to support the Sustainability Coordinator position.

Additional resources to be supported by such additional revenue, where possible:

- Additional course release time and/or faculty members to work on and support university-wide academic sustainability initiatives.
- Campus-wide internal grant opportunities, travel funds, etc. to support additional sustainability research, curriculum, and academic activities.
- Expansion of ongoing Faculty Learning Community and other academic resources to support the integration of sustainability into curriculum and research.
- Speaker fees and honorariums to bolster the educational outreach of the Center.
- Additional support staff positions to expand Center-sponsored activities.

C. Sustainability

With the above-mentioned baseline resources in place, the Center is already well-positioned to pursue these activities on an indefinite basis. Additionally, the Center proposes the following plan to ensure financial self-sufficiency by the end of its five-year charter period:

- The Center will pursue extramural funding to support academic research, community engagement, and/or other academic and university activities aligned with sustainability and environmental issues. As CSUDH is located in proximity and provides services to many disadvantaged communities in the region, this means as an entity the university is a prime partner for many grant opportunities and extramural funding opportunities related to urban sustainability and environmental concerns.
- Within the five-year charter, the Center aims to earn at least \$2.5 million dollars total in cumulative extramural funding to support the physical infrastructure, academic, curricular, and community engagement efforts of the university.
- The Center will generate enough funding from its activities, solicitations, etc. to represent a neutral-net positive financial impact to the university vs. allocated baseline stateside funding and provide resources equivalent in value to the stable ongoing funding for the Sustainability Coordinator position.

V. Impact Statement

The Office of Sustainability/Facilities Services is bearing the majority of the startup funding as well as ongoing and maintenance costs of the Center. However, this is anticipated to be outweighed by the benefits resulting from the ability to better solicit extramural funding, and to collaborate with faculty on mutually beneficial projects resulting in net positive financial and social gain to the university.

Impacts of the Center on other University resources, including other existing academic programs and units, are likely to include the need for the three faculty Chair positions' academic departments to identify and recruit new instructors to cover the instructional activities represented by the proposed course time release units.

As staffing for the Center is being provided by internal units to CSUDH initially, no new office space is required for start-up. Proposed staff currently receive physical space needs through their existing departments. As the Center expands activities and generates additional revenue through extramural funding opportunities, costs associated with space expansion will be built into the planning for those extramural funding activities.

VI. Annual Report

A. Required Activities

Each year by a date established by the jurisdictional Administrator, the Director shall submit to said Administrator an annual narrative and financial report that conforms to the established format and University policy. The Director will then meet with the Administrator to review all proposed activities, publicity, plans, Advisory Board changes, and budget projections for proposed Center projects. The Administrator will review additional activities proposed during the academic year as needed. The Advisory Board will review the annual report prior to submission, as appropriate.

B. Submission of Annual Report

By September 15 of each year, the Director shall submit to the Office of Graduate Studies and Research a copy of the completed annual report. Annual reports will be reviewed by the Provost or designee. If corrective action is required, a memo describing the required action(s) will be provided to the Director and Administrator no later than November 30 of the same year. The corrective action memo will include a timeline by which the required action(s) must be implemented.

C. Contents of Annual Report

The annual report shall include:


- a) Financial report of revenues and expenditures in the format provided
- b) Narrative report that includes a summary of activities for the previous year
- c) A list of associated/affiliated CSUDH faculty, staff, and students

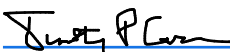
- d) A list of alliances/partnerships with external units and/or agencies
- e) A roster of Advisory Board members
- f) A list of extramural funding sources (grants and contracts; philanthropic gifts) applied for and secured
- g) A list of scholarly products and outputs from the previous year, including published work, creative activity, etc.

The summary of activities should provide enough detail of the center’s programs and activities sufficient to make clear the nature of the various projects and the extent of faculty involvement in those activities.

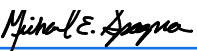
VII. Period of Operation


The Center/Institute will be chartered for a period of 5 years beginning July 1, 2024 and will be dissolved no later than June 30, 2029, unless this Charter is renewed prior to that date. Similarly, all projects and component organizations of the Center shall operate for fixed periods and shall be automatically dissolved at the end of the period unless renewed by the Director, in consultation with the Advisory Board and the jurisdictional Administrator.

Submitted By:  Date: 06/12/2024
ElliePerry (Jun 12, 2024 08:10 PDT)
 Director

Approved:  Date: 06/12/2024
Timothy Caron (Jun 12, 2024 11:25 PDT)
 Administrator

Approved by the Academic Affairs Council on June 3, 2024 SMS

Approved:  Date: 06/17/2024
Michael Spagna (Jun 17, 2024 10:22 PDT)
 Provost

Approved:  Date: 06/21/2024
Thomas Parham (Jun 21, 2024 13:56 PDT)
 President