

## Fleming College Sustainability Committee (FCSC) - Terms of Reference

Sustainability is embedded in Fleming's Business Plan and Strategic Plan, being explicitly noted in our Mission Statement, our Values, and as one of our six Strategic Priorities. The Fleming College Sustainability Committee plays a crucial role in our journey towards sustainability.

The Fleming College Sustainability Committee is an advisory body reporting to the VPA.

### Mandate

The mandate of the FCSC is two-fold: awareness and engagement.

**Awareness:** To promote awareness, understanding and the practice of environmental, social and economic sustainability with all Fleming College stakeholders.

**Engagement:** To enhance campus operations, planning, administration, curriculum, research, innovation and stakeholder engagement using sustainability principles and practices.

The FCSC shall pursue its mandate by utilizing a variety of strategies including the following:

- Integrating Fleming's sustainability plan and activities with other Fleming plans
- Gathering, assessing, and sharing with the College as a whole, both internal and external best practices in sustainability
- Developing and capitalizing on applied sustainability related learning opportunities by strengthening collaboration with external stakeholders and maintaining our commitment to community sustainability through community development initiatives.
- Ensuring that all three pillars of sustainability (environmental, social, economic) are taken into consideration in decision making
- Communicating to internal stakeholders the ways in which they can optimize their ability to contribute to reducing the ecological impact of Fleming College, in the areas of:
  - Energy;
  - Water;
  - Materials;
  - Waste materials management;
  - Transportation;
  - Emissions; and
  - Ecological conservation and biodiversity;
- Cultivating an organizational culture of sustainability
- Embedding sustainability into the curriculum of all programs
- Developing recommendations about how to engage our supply chain community to adopt practices in line with our values and goals
- Ensuring our actions are based upon sound research, scientific reasoning, affordability and the priorities established through the college's annual business plan
- Support community & capacity building with Fleming sustainability activities

## Structure

The Fleming College Sustainability Committee represents a cross-section of the college community and other stakeholders. The committee will be made up of no more than 18 members and no less than 12. The committee will consist of the following:

- Fleming College VPA and VP, Finance and Admin. (ex officio)
- Student Administrative Council (Sutherland) – Board Representative
- Student Administration (Frost) – Board Representative
- Frost Sustainable Campus Initiative – One Member
- Administrative Staff - Two Representatives (including one from purchasing)
- Centre for Learning and Teaching - One Representative \*\* LPS
- Finance Department – One Representative
- Director, College Facilities (or designate)
- Director, Housing & Conference Services (or designate)
- Manager from IT Services
- Frost Campus – One Representative
- Haliburton Campus – One Representative
- Faculty at Large – Two Representative
- Sustainability Co-ordinator
- Facilities and Energy Management Specialist

## Term

Staff committee members can generally serve a two-year term and students will serve a one-year term. Upon joining the committee, a member has the option of asking for a one-year term. To maintain continuity, in cases where a member has served two years, a second two-year term may be considered to allow for the staggering of appointments for new members. Terms start in September. The VPA and chair will administer the selection process for vacancies. In the event of a vacant position, the chair may appoint a new temporary member to fill the remainder of the term being vacated.

The chair of the committee will be selected by members each April. Chairs may not serve for longer than two years. The chair holds voting rights only in the case of a tie.

The committee will meet a minimum four times per year and quorum is one-half of committee members, plus one.

## Minutes

Minutes of the Fleming College Sustainability Committee will be made available to the college community. Minutes will be taken by the minute-taker and made public within seven days after being approved at a committee meeting.

## Accountability

The committee will be accountable to the college community by communicating through committee minutes and realizing objectives established through the college's annual business planning processes. As projects are completed within departments or groups, reports will be provided to the Fleming College Sustainability Committee. Annually each school, department or group will prepare a brief summary of their successes during the year. From these reports the Fleming College Sustainability Committee will prepare a more comprehensive report highlighting achievements and next steps or new priorities.