

UNIVERSITY of WISCONSIN  
**GREEN BAY**

Memorandum

To: Provost Michael Alexander

From: David Helpap, Chair, University Sustainability Committee  
John Arendt, Director, Environmental Management and Business Institute

Date: November 11, 2019

Subject: Establishment of an Office of Sustainability at UW–Green Bay

Recognizing both the historic and current select mission of the institution as a leading comprehensive urban serving university, the University of Wisconsin-Green Bay is committed to promoting sustainability and ecological stewardship from its outdoor spaces and buildings to its academic programs, general education policies, and environmentally focused student organizations.

To continue advancing its mission-directed focus on sustainability and environmental awareness, changes in both structure and budget targeting are needed. The opportunity to accomplish our shared goals will be facilitated by formally establishing an Office of Sustainability. With the establishment of an Office of Sustainability, the university will once again have a clear destination with which to take its sustainability concerns and a needed facilitator to advance the institution forward. The opportunity to accomplish our shared goals will be facilitated by establishing an Office of Sustainability within the Environmental Management and Business Institute (EMBI).

With EMBI's focus on serving as an academic resource for improving environmental sustainability on the UW-Green Bay campus and in the region as a whole, placing an Office of Sustainability within EMBI is a logical decision. In terms of logistics and organizational structure, the budget—while originating from the office of the Chancellor—already is housed in the EMBI office. No changes in the administration of the funding would be required. And, by housing an Office of Sustainability in EMBI, the following priorities, while currently in flux, would finally find a stable home:

- Assume primary responsibility for the development and submission of the campus STARS report, with consultation from the Sustainability Committee.
- Provide monthly contact and annual conference representation with the UW-System Sustainability network.
- Serve as the sustainability liaison and sustainability expert of policies/events regarding sustainability on campus.
- Maintain dialog with the Student Government Association (SGA) primarily through the Environmental Affairs Committee and contact with the Student Union Fund Allocation

Committee (SUFAC) in its role in distributing Student Sustainability Funding and environmentally focused student organization funding.

- Maintain a dialog with each of the campus environmental groups as well as the UWGB Residence Hall and Apartment Association (RHAA).
- Initiate campus sustainability events to actively engage the student community (e.g. Recyclemania, Campus Conservation Nationals).
- Maintain the UW-Green Bay Sustainability webpage and blog and work to incorporate each of the branch campuses into the site – perhaps creating a spotlight page for each campus.
- Work with branch campus CEOs to support sustainability within their individual institutions and to assimilate their individual identities with the umbrella of sustainability under the main Green Bay campus.

Under this arrangement, the Director of EMBI would assume the role of Director of the Office of Sustainability as well. The Sustainability Committee, as it currently exists, would then become an advisory committee to the center and its director. In this capacity, the committee's core functions and its membership structure and general composition would remain intact.

With the establishment of an Office of Sustainability, the university will once again have a clear destination with which to take its sustainability concerns and a facilitator to advance the institution forward.

With your approval, the Office of Sustainability would be established with the beginning of the 2020-2021 academic year and, at that point, the charge of the Sustainability Committee would be revised to reflect the changes detailed above.

## **Director, Environmental Management and Business Institute (EMBI) Position Description**

EMBI was established in August 2008. "The establishment of EMBI was a step in the evolution of the University of Wisconsin-Green Bay's historic mission of studying environmental issues and developing solutions to problems; solutions that recognize the critical interconnections between science, policy and business, and the social contexts within which they occur." The EMBI Co- Directors believe that an Associate Director is necessary to expand EMBI and better achieve its mission. While the Co-Director arrangement has worked well in getting EMBI off the ground, EMBI is now at the point of making the next step in establishing itself as a sustainable campus entity that has a significant community impact. EMBI has grown to the point of needing an infusion of additional staff and resources in order to make the next leap forward in terms of its size and impact.

### **Responsibilities of the Director will include but not be limited to the following:**

1. Active solicitation and monitoring of funding opportunities
2. Working with faculty members to identify applied and discipline-based research and revenue generation opportunities
3. Coordinating schedules and responsibilities of EMBI interns and affiliates
4. Building a long-term set of "EMBI sustainability experience" student internships/placements
5. Identifying faculty members to work with "EMBI sustainability experience" students
6. Identifying and following up on short-term "EMBI sustainability experience" opportunities for certificate student placement
7. Conducting bi-weekly progress meetings with individual "EMBI sustainability experience" students (or more often if needed)
8. Monitor budget expenditures and approving hours for student internship projects
9. Coordinating the annual Earth Caretaker Awards Ceremony
10. Assisting with the creation of an EMBI Board of Directors and the participation of external EMBI Faculty Associates
11. Teaching the EMBI Colloquium Course offered each semester

**Additional duties and responsibilities:** General management of the EMBI office and the potential to make presentations regarding the programming offered by EMBI.

### **Accountability/Impact on Department or Campus Strategic Initiatives:**

Sustainability has been identified as a key campus objective. The Director of EMBI will have a significant role in promoting campus and off-campus sustainability activities.