



Sustainability Practices

Purpose

This procedure establishes guidelines for the implementation and use of an environmental services fee and reemphasizes that the university supports and is committed to the statewide energy conservation effort of the Texas governor's office, the General Appropriations Act and Government Code Section 447.004.

Persons Affected

All university employees, students, visitors to our campus, and community effected by environmental improvements to the university. All students enrolled at the university will be directly affected by the charge of the environmental services fee.

Definitions

Environmental Services Fee: A fee charged to university enrolled students for the purpose of providing environmental improvements at the university through services related to recycling, energy efficiency and renewable energy, transportation, product purchasing, planning and maintenance, or irrigation; or to provide matching funds for grants to obtain environmental improvements.

Policy

Environmental Service Fee

The Environmental Services Fee (ESF) is used to provide environmental improvements at SFA through services related to recycling, energy efficiency and renewable energy, transportation, product purchasing, planning and maintenance, or irrigation; or to provide matching funds for grants to obtain environmental improvements.

The distribution of ESF is conducted by the Environmental Services Fee Committee. This committee is composed of nine members. These include five student members who are enrolled for not less than six semester credit hours and who are appointed by the Student Government Association to staggered one- and two-year terms. The Vice President of Finance and Administration appoints two faculty and two staff members to serve on the committee in staggered two-year terms. Any vacancies in an appointive position on the committee shall be filled for the unexpired portion of the term in the same manner as the original appointment. The director of the physical plant, or designee, will serve in an ex officio capacity.

The ESF may only conduct meetings at which at least a quorum plus one (at least six committee members) is present. The director of the physical plant will not count for purposes of a quorum. Meetings must be open to the public. The committee must provide notice of the date, hour, place, and subject of the meeting at least 72 hours before the meeting is convened. This notice must be posted on the Internet and in the student newspaper if an issue of the newspaper is published



between the time of the Internet posting and the time of the meeting.

The fee will be awarded through an annual grants competition. A specific project or mini grants may be awarded. The committee will hear proposals from employees, students, and recognized student organizations. The cumulative amount of awards in any fiscal year is limited to that year's actual revenue plus uncommitted prior year balances. No awards or commitments will be made in excess of the existing ESF account balance. The committee will submit final recommendations for awards to the president for approval. The president may submit an award proposal to the Building and Grounds committee of the Board of Regents for consideration.

By statute, funding generated by the fee may not be used to reduce or replace other money allocated by the institution for environmental projects.

Energy Conservation

The university's intent is to maintain efficient operation of all utilities and equipment, using appropriate operational schedules. It is the intent of the university to serve its academic and auxiliary needs with cooling and heating requirements based on approved operational schedules.

Procedures

Energy Conservation

Energy conservation is achieved by maintaining the efficient operation of all utilities and equipment through the operation of an automated energy management system, replacement of HVAC/Electrical equipment in a timely and cost-efficient manner, and a review of building operation, usage, and schedules. Examples of energy conservation include:

- A. The automation system is programmed to help achieve operational efficiency, and any system programming that changes system automation during normal operating periods must be approved by the director of the physical plant prior to changes being made.
- B. The Physical Plant Department will coordinate all local utility power shortage problems with the local energy supplier.
- C. Institutional issues that arise from utility outages will be coordinated by the physical plant through the vice president for finance and administration.
- D. Outside groups or individuals that use university facilities may be charged a utility usage fee to cover additional utility expenses. The amount of the fee will be determined by the Physical Plant Department and approved by the vice president for finance and administration.

Related Statutes or Regulations, Rules, Policies, or Standards

Tex. Educ. Code § 54.5041

Tex. Gov't Code § 447.004

Texas General Appropriations Act

Responsible Executive



Vice President for Finance and Administration, Director of Physical Plant Department

Forms

None

Revision History

September 1, 2023 (original)