



COLLEGE of CENTRAL FLORIDA ADMINISTRATIVE PROCEDURE

Title: Sustainability Management Plan

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Implementing Procedure For Policy # N/A

Date Approved: 03/29/11

Division: Administration and Finance

The sustainability management plan has been developed in support of the college's fifth guiding principle – *We will promote the concept of sustainability by preserving the natural environment and conserving our resources for future generations.*

Submission of Sustainability Suggestions

1. CF welcomes sustainability suggestions and ideas from all areas of the college community.
 - 1.1 Suggestions are accepted in various formats (comment cards, written proposals, e-mails to sustainability@cf.edu, etc.).
 - 1.2 Sustainability suggestions should be directed to the CF Sustainability Coordinator.

Review & Approval of Initiatives

2. Sustainability Coordinator brings suggestions before the Sustainability Task Force to be reviewed.
 - 2.1 Sustainability Task Force applies screening criteria to determine feasibility and merit of suggestions, seeking input/feedback from appropriate subject matter experts if necessary.
 - 2.2 If Sustainability Task Force recommends the suggestion for administrative review, proceed to Step 3.
 - 2.3 If Sustainability Task Force does not recommend the suggestion for administrative review, Sustainability Coordinator notifies author of sustainability suggestion of the decision and reason(s) for the decision. Idea may be revised and resubmitted for further consideration.
 - 2.4 All suggestions and dispositions are logged into sustainability database by Sustainability Coordinator.
3. Sustainability Coordinator submits sustainability suggestion to most appropriate Vice President/Provost.
 - 3.1 VP/Provost brings suggestion forward to President for administrative consideration.
 - 3.2 Suggestion is weighed in light of resource and policy/procedural considerations, seeking input from additional subject matter experts if necessary.

4. Sustainability Coordinator is informed by VP/Provost or President of administrative decision.
 - 4.1 If administration recommends the suggestion for implementation, proceed to Step 5.
 - 4.2 If administration does not recommend the suggestion for implementation, Sustainability Coordinator notifies Sustainability Task Force and author of sustainability suggestion of the decision and reason(s) for the decision. Idea may be revised and resubmitted for further consideration.

Implementation of Sustainability Initiatives

5. Administration assigns implementation responsibility to appropriate college personnel, providing budgetary and procedural support and guidance as needed.
 - 5.1 Assignments are relayed to responsible party and Sustainability Coordinator.
 - 5.2 Sustainability Coordinator records assignments in sustainability database.
 - 5.3 Approved sustainability suggestion is implemented by assigned personnel.
 - 5.4 Assigned personnel monitor and evaluate results of implementation.
 - 5.4.1 Assigned personnel report findings to Sustainability Coordinator.
 - 5.4.2 Sustainability Coordinator records results in sustainability database.

Reporting & Analysis of Results

6. Sustainability Coordinator prepares sustainability progress reports.
 - 6.1 Progress reports are shared with the Sustainability Task Force and College Council
 - 6.2 Progress reports are posted on the Sustainability webpage.
 - 6.3 Sustainability Task Force, in collaboration with Marketing & Public Relations, prepares annual sustainability report.
 - 6.3.1 Annual sustainability report is shared with President
 - 6.3.2 Annual report is posted on sustainability webpage.

Vice President, Administration and Finance

Date

Approved by President

Date