

# **STEP Sustainability Advisory Council Charter**

## **Mission**

The STEP Sustainability Advisory Council is comprised of faculty, staff, and students with the purpose of providing oversight and setting priorities for the management of all STEP assets.

## **Focus**

On April 15, 2010 the STEP Council approved a STEP Sustainability Plan designed to ensure that laboratories, smart classrooms, and infrastructure funded by STEP could be maintained and continue to provide satisfactory service to students. The Plan allocates one third (33%) of STEP revenues to a fund for the following six primary purposes:

- I. Hardware maintenance and replacement
- II. Software licensing, maintenance, and assurance
- III. Network infrastructure (core and distribution)
- IV. Wireless data network services on campus
- V. Manage laboratory printers
- VI. Adequate and uniformly train lab managers

## **Analysis**

To assure accountability and transparency the committee created above will produce an annual report that:

- A. Documents the initiatives and priorities of the committee
- B. Provides laboratory utilization data
- C. Summarizes STEP Sustainability expenditures by category.

## **Feedback**

In addition, the committee will work to supplement student opinion surveys with questions regarding laboratory satisfaction.

## **Eligibility**

Participation in the Sustainability Program includes:

- A. STEP Funded laboratory equipment (including computers, printers, peripherals, and software) that are available for all students to utilize as well as follow the standards and guidelines set by the Sustainability Advisory Council.
- B. Smart Classrooms (including computers, projectors, bulbs, cameras, and other peripherals) that follow the existing standards and guidelines.
- C. Infrastructure equipment (including computers, printers, peripherals, software, network switches, wireless access points, etc.) that serve students directly or indirectly.

## **Cost**

During each STEP funding cycle, proposals will be evaluated for eligibility in the program. For proposals that are determined eligible, an annual cost will be calculated and presented to the STEP Council for approval. The annual cost will be determined by the CIO using the total equipment cost and useful life before being approved as a component of the proposal. Upon approval by the STEP Council, TAC, and the President of the University, the revenue allocation will be adjusted to reflect additions to the annual maintenance and support costs.

## **Approval**

Laboratory and Smart Classroom capacity planning will be handled by the STEP Sustainability Advisory Council as defined in the program definition of the STEP Plan. Reductions of the allocation must be recommended and approved annually by the STEP Sustainability Advisory Council and the CIO. These reductions will use the same calculation mechanism as the STEP Council for approval of new projects.

## **Revenue Generation**

The Office of the STEP Manager provides opportunities to students for internship and mentorship positions. These positions will support classrooms and laboratories across campus. In addition, STEP resources can be rented after normal business hours provided that it does not affect academic function. The funds generated will go toward the monetary compensation of the positions.