April 21, 2020

VICE CHANCELLORS FOR STUDENT AFFAIRS

Dear Colleagues:

I am writing to provide you with details on the 2020-21 Bonnie Reiss Carbon Neutrality Initiative (CNI) Student Fellows Program. Contingent on confirmation of funding at the May Regents meeting, the Office of the President will provide each campus, the Lawrence Berkeley National Laboratory, and the Division of Agriculture and Natural Resources, and the UCOP Energy and Sustainability Program with funds to support Carbon Neutrality Fellows. The amount of funds and the number of Fellows for each location is outlined in the table below. Each location will receive $4000 per Fellow to cover their salary/stipend. These awards may be given to undergraduate or graduate students as a fellowship, or traditional internship, focused on advancing the goals of the Carbon Neutrality Initiative.

The Bonnie Reiss Carbon Neutrality Initiative supports two types of Fellows:

- Climate Action Fellows work on projects that help reduce emissions and support the University’s 2025 carbon neutrality goal. As with previous years, each location will administer the program locally so students’ efforts can be aligned with local CNI projects.
- Student Engagement Fellow support efforts to engage students in the CNI and communicate about and support projects of the Global Climate Leadership Council (GCLC). To ensure that these representatives have the knowledge necessary to engage other students in the CNI, campuses are strongly encouraged to select a returning student who has previously served as a CNI Fellow. Student Engagement Fellows will receive an additional $1,000 budget for campus programming. The Student Engagement Fellow appointment is intended as a dedicated role.

During the 2020-21 Fellowship Program, the Student Engagement Fellows are expected to support efforts to promote Diversity Equity, and Inclusion in the CNI. Please see the attached document for additional information on the expectations and responsibilities for CNI Fellows.

Below is a chart outlining the allotment of fellows and total fund transfer for each location.

<table>
<thead>
<tr>
<th>Location</th>
<th>Climate Action Fellows</th>
<th>Student Engagement Fellows</th>
<th>Fellowship Award</th>
<th>Programming Funds</th>
<th>Total Fund Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campuses</td>
<td>2</td>
<td>1</td>
<td>$4,000</td>
<td>$1,000</td>
<td>$13,000</td>
</tr>
<tr>
<td>Med Centers</td>
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<td>1</td>
<td>$4,000</td>
<td>$1,000</td>
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<td>0</td>
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<td>0</td>
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<tr>
<td>UCOP</td>
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<td>1</td>
<td>$4,000</td>
<td>0</td>
<td>$12,000</td>
</tr>
</tbody>
</table>

Each Fellow should have a faculty or staff supervisor who will help the Fellow identify and develop a scope of work for their project that includes goals, deliverables and timelines, and the metrics that will be used to measure success. In addition, the supervisor will act as a resource for the Fellow (especially in the beginning of the project), and act as a
liaison between the Fellow and the campus community. The supervisors are welcome, but not required, to attend the Fellow’s orientation.

Due to the current national pandemic, the dates of near term activities could shift. As of the date of this communication our hope is that we will continue to host the following events as they are currently scheduled.

Systemwide activities for the program include:
- A virtual orientation on July 7, 2020. This orientation will bring together both the incoming and outgoing GFI and CNI Student Fellows.
- A leadership retreat for Engagement Fellows November 13-15, 2020
- A spring field trip in 2021
- A closing symposium and poster presentation to be held in conjunction with the CA Higher Education Sustainability Conference (CHESC) in July 2021
- Additional activities may include regular conference calls, attending meetings of Global Climate Leadership Council, and participating in other CNI-related activities in support of the initiative.

Please note, absent exceptional circumstances, that all CNI Student Fellows and Student Engagement Fellows are expected to attend the systemwide events. Given the timing of the orientation, campus application materials should note the July 7, 2020 orientation date, and include an affirmative indication from the applicant that they are available to attend the event.

Please begin your application process for the 2020-21 cohort now. Once funding for the program has been confirmed at the Regents meeting on May 20-21, 2020, we will notify campuses. Upon receiving confirmation that the program is funded, locations should be prepared to notify awardees of their selection and to submit the names of your fellows here no later than Monday, June 1, 2020.

Funds will be transferred to your campus by August 30, 2020. Any unspent fellowship funds will need to be reported and returned to UCOP by May 15, 2021. If you have any questions about the program, please contact Administrative Analyst – Special Projects, Alina Tejera, at Alina.tejera@ucop.edu.

The President has set a high bar with the pledge for UC to become carbon neutral by 2025. Students, faculty, staff, and leadership will need to work together to achieve the goal and the CNI fellowships are a critical step in that process. President Napolitano is hopeful that these awards will energize students’ interest in supporting the UC Carbon Neutrality Initiative and the efforts being led by your campus.

Sincerely,

Eric Heng
Acting Director, Student Policies & Governance

cc: Sustainability Directors

Attachment: 20-21 CNI Fellowship Expectations
The purpose of the CNI Student Fellowship program is to engage and energize students’ interest in supporting the UC Carbon Neutrality Initiative and its work towards meeting UC’s carbon neutrality goals. The fellowship program includes two student roles: 1) CNI Climate Action Fellows, and 2) CNI Student Engagement Fellows. Climate Action Fellows work on projects focused on the initiative. The responsibility of the CNI Student Engagement Fellow is to lead engagement and communications efforts on campus for the initiative.

All Fellows are expected to attend the following meetings and trainings:
- A virtual orientation session on July 7, 2020 that will bring together both the incoming and outgoing CNI and Global Food Initiative (GFI) Student Fellows
- A field trip in the Spring of 2021 (date and location TBD)
- A closing symposium and poster presentation to be held in conjunction with the CA Higher Education Sustainability Conference (CHESC) in July 2021
- Periodic conference calls to discuss their projects and share best practices with their peers

Planning and collaboration are key to a successful fellowship. All Fellows are expected to work with their supervisors to develop a project overview that includes their project goals, deliverables and timelines, and the metrics that will be used to measure success. Fellows are expected to meet regularly with their supervisors to discuss projects, progress, and issues that arise. Fellows will also submit progress reports and a final report to UCOP. Fellows will also present a poster outlining their project at the California Higher Education Sustainability Conference. Reporting deadlines include:
- Project overview by October 30, 2020
- Mid-year progress reports by January 29, 2021
- Complete a project poster by June 5, 2021
- Year-end project report due July 1, 2021

CNI Climate Action Fellows
Fellowship projects for CNI Climate Action Fellows should address issues related to meeting the carbon neutrality goal for the campus and/or system. Examples include specific research into strategies for reducing scope 1 or 2 emissions on campus, energy efficiency projects, and research on offset or financing options for the campus. Projects that assess and reduce emissions from commuting are also appropriate, although other scope 3 emissions such as waste, purchasing, and business travel should not be the focus at this time. Questions about the specifics of your projects should be directed to Ryan Bell, Associate Director of Sustainability at ryan.bell@ucop.edu or (510) 587-6242.

CNI Student Engagement Fellows
Students selected to serve as the campus CNI Student Engagement Fellow are expected to work with their campus sustainability office and staff to communicate about campus and UC-wide carbon neutrality goals and programs, assess existing programs and efforts, and engage undergraduate and graduate students in those efforts. Engagement and communication efforts should enable and empower students to provide feedback about campus and UC-wide carbon neutrality programs.

During the 2020-21 Fellowship Program, the Student Engagement Fellows will help support efforts to incorporate Diversity, Equity, and Inclusion (DEI) into the CNI and Sustainable Practices Policy. This will include but is not limited to, hosting student forum(s) on each campus, supporting the DEI programs of their campus sustainability office, and reporting on student issues, concerns, and proposals.

To facilitate knowledge transfer, we suggest that the incoming Engagement Fellow meet with the past Engagement Fellow to provide an overview of their projects. Each current Engagement Fellow will be asked to provide written guidance for the incoming Engagement Fellow.
In addition to these expectations, and those set out by campus supervisors, CNI Student Engagement Fellows have the following responsibilities:

**Student Engagement**
- Promote awareness of the Carbon Neutrality Initiative and campus student fellow projects (e.g., tabling about the CNI, engaging student leaders and student organizations in discussions about the CNI and DEI, write stories on student projects, etc.)
- Network and/or assist with publicizing campus events related to CNI activities
- Infuse, where appropriate, CNI branding into campus events, including on-campus activities in conjunction with Earth Day in April 2021
- Support efforts to rollout programs from of Global Climate Leadership Council (GCLC)/CNI Working Groups

**Meetings/Events**
- Host a student climate forum on campus that emphasizes Diversity, Equity, and Inclusion.
- Join periodic systemwide CNI Student Engagement conference calls
- Attend at least one GCLC meeting during the academic year
- Meet with CNI leaders on campus to learn about ongoing CNI efforts
- Attend a leadership retreat on **November 13-15, 2020** at the Ben Lomond Quaker Center, outside of Santa Cruz.

**Reporting**
In addition to the reporting requirements listed above, Student Engagement Fellows will submit a year-end report on how the $1,000 student engagement budget was spent by **June 12, 2021**. Share with the Student Representatives to the Global Climate Leadership Council student feedback on the CNI, campus needs and opportunities, and guidance on advancing campus-based student engagement in the CNI.