Adopted: January 23, 1996

# ACADEMIC SENATE OF CALIFORNIA POLYTECHNIC STATE UNIVERSITY San Luis Obispo, California

#### AS-452-96/CAGR RESOLUTION ON PROPOSAL TO ESTABLISH AN URBAN FOREST ECOSYSTEMS INSTITUTE

RESOLVED: That an Urban Forest Ecosystems Institute be established at Cal Poly as proposed in

the attached bylaws of the Proposal for the Formation of an Urban Forest Ecosystems

Institute.

Proposed by the College of Agriculture May 11,1995

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SEP 2 1995

State of California MEMORANDUM

VICE PRESIDENT

California Poly1echnic State University San Luis Obispo. California 93407

To:

Robert Koob

Vice President for Academic Affairs

Date:

May 11,1995

From; Joseph Jen, De

College of Agriculture

Copies: S.. Opava

W. Mark

Subject: Revised Proposal for the Formation of an Urban Forest Ecosystems

Institute

Attached is the revised proposal for the establishment of the Urban Forest Ecosystems Institute at Cal Poly. Also attached are revised bylaws for the operation and structure of the institute and a budget plan for the first four years of operation. This institute appears to be a very viable institute, based on the past level of support received and the number of projects funded for the upcoming year.

The institute clearly reflects an area of excellence at Cal Poly, urban forestry. While many of the projects to date have not involved faculty from multiple disciplines on the campus, the nature of the field of urban forestry should provide such opportunities in the future.

The list of grants received and funding indicates that several faculty in the Natural Resources Management Department have been active doing projects in urban forestry in the past two years. These include Norm Pillsbury, Rich Thompson, Tim O'Keefe, Doug Piirto, and Wally :Mark. These grants area an important source of professional development opportunities for the faculty, funding for extra compensation and assigned time, funding for graduate students, office support, and equipment. As such I have agreed to continue to support the effort by releasing my Associate Dean, Wally Mark, 10 % of his time to direct the institute and to place a Macintosh computer in the UFEI Office.

xay: Link Dalton

State of California

# Memorandum

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# Academic Senate

SAN LUIS OBISPO CA 93407

To: Harvey Greenwald, Chair

Academic Senate

Date:

October 16, 1995

From: Paul J. Zingg

Interim Vice President for Academic Affairs

Copies: Joseph Jen

Wally Mark Susan Opava

Subject: Academic Senate Review of the Proposal to Establish an

Urban Forest Ecosystems Institute

Enclosed is a request from Dean Joseph Jen, College of Agriculture, to establish an Urban Forest Ecosystems Institute at Cal Poly. The proposed Institute received conceptual approval by the Academic Deans' Council last spring and was also subject to an administrative review process conducted by Susan Opava, Dean of Research and Graduate Programs.

I would appreciate the Academic Senate's review and recommendation of this proposal. A response would be appreciated by the close of Fall Quarter. If you have any questions, please do not he sitate to either contact me or Dean Jen.

Enclosure

UFEI Proposal Page Two

The Academic Dean's Council reviewed the original proposal and passed that along for administrative review. My understanding is that this has been completed and that the revisions reflect the input from the administrative review, rers. I understand that the university is willing to provide startup funding for the institute, but that Academic Senate review and approval is required before the institute becomes official.

The establishment of the Urban Forest Ecosystem Institute will provide recognition of the area of excellence that exists at Cal Poly. I hope that you will support the College in this effort by expediting the required approvals.

Attachments

# URBAN FOREST ECOSYSTEMS INSTITUTE California Polytechnic State University

#### Background & Purpose

Throughout the State and across the nation, there is a growing demand for improved management of urban forest ecosystems. The definition of an urban forest is changing rapidly as population pressures increase the urbanization of historically rural/wildland areas -- the urban interface forest. This is especially true in California where the value of forests from the High Sierras to the coast is being generated increasingly by recreational and vacation homesite uses and less by traditional commodity uses.

The Society of American Foresters has developed the following definition of urban forestry: "Urban forestry is a specialized branch of forestry that has as its objective the cultivation and management of trees for their present and potential contribution to the physiological, sociological, and economic well-being of urban society. Inherent in this function is a comprehensive program designed to educate the urban populace on the role of trees and related plants in the urban envirorunent. In its broadest sense, urban forestry embraces a multi-managerial system that includes municipal watersheds, wildlife habitats, outdoor recreation opportunities, landscape design, recycling of municipal wastes, tree care in general, and the future production of wood fiber as raw material."

As California, and the nation, place greater demands on urban forests, improved management and awareness of these resources is needed. The Natural Resources Management Department, along with other disciplinary areas such as Biological Sciences, City and Regional Planning, Landscape Architecture, Ornamental Horticulture, Political Science, Recreation Administration, and Soil Science at Cal Poly-San Luis Obispo, is ideally suited to address these needs given the philosophy of an ecosystems approach to resource management, expanding interest in interdisciplinary efforts, and location within the highly urbanized areas of Central and Southern California. Cal Poly has curriculum, applied research and faculty competencies in urban forestry and wildland management.

In response to these needs the Urban Forest Ecosystems Institute (UFEI) is proposed for establishment at Cal Poly. The purpose of the proposed UFEI at Cal Poly is to provide a center for (1) applied research on urban forest topics, (2) extension and technology transfer for urban forest areas, (3) community service and outreach programs that will assist landowners and public agencies in improving the management of urban forests and (4) student involvement in research and education activities in urban forestry. The scope of UFEI will range across the full spectrum of forest settings - from the inner-city forests to semi-developed forests, using the broad definition of urban forestry.

#### **Mission Statement**

The Urban Forest Ecosystems Institute will conduct applied research on urban forest resources including planning, management, and utilization strategies for those resources. The UFEI will also develop and conduct technology transfer programs related to urban forestry. This will be done by members, associate members, and community liaisons.

#### Goals

- provide opportunities for faculty, staff and student cooperation and integration by participating in an interdisciplinary effort to develop programs to manage urban forest resources
- provide opportunities for professional, intellectual, and personal growth through applied research and development activities
- analyze, plan and implement activities in urban environments that benefit both human and natural systems
- review literature and state-of-the-art technologies that may be applied to urban forest ecosystems
- provide the opportunity for faculty to apply current research and learning to teaching and instructional programs
- invite the local, regional and national community to participate and promote the transfer of infonnation and technologies through applied research
- conduct cross-disciplinary applied research that will infonn the public and decision makers about mitigation, management, and implementation strategies that impact urban forest resources
- develop a computerized data base (including literature) and techniques for resources infonnation distribution
- develop educational programs that will inform the public at large as well as decision makers about the major issues, concerns, and opportunities available to management in the urban forest
- allow interdisciplinary teams the opportunity to work toward a single goal that unifies their research energies
- create an institute of excellence which is widely recognized, self-sustaining, and is complementary to and enriches other programs, activities, and institutes at Cal Poly
- provide a vehicle (workshops, conferences and symposiums) for the exchange of ideas and skills from the physical, biological, social, and economic sciences, as well as engineering and technology, and the arts and humanities.

### **Objectives**

In order'to respond to the major urban forest resource management issues, UFEI will draw upon many disciplines present at Cal Poly. Project work will be accomplished through an interdisciplinary initiative of the Natural Resources Management. Department at Cal Poly representing the core group of disciplines with others from programs such as Soil Science, Agricultural Engineering, Recreation Administration, Environmental Horticultural Science, City and Regional Planning, Landscape Architecture, Political Science, and Biological Sciences.

Applied research and educational efforts will be based on a philosophy of integrated ecosystems management of the urban environments and resources without adverse impact to the natural systems. Technology transfer will be accomplished through various types of education programs including: conferences, workshops, seminars, publications, and public service announcements.

Examples of more specific objectives for applied research and extension projects will focus on the following urban forest issues:

- Wildfire hazard prediction and fuel management
- Greenbelt/open space management
- Shade tree vigor analysis, selection, and stability prediction (including possible application of the "Specimen Tree Concept")
- Description of best management practices (BMF's) and sustainability of urban forests through improved modeling of urban forest and wildland ecosystems
- Economic analysis of benefits and costs associated with urban forests, wildlands and their management
- Inventory of urban forest resources
- Analysis and recommendation of policies and public opinions designed to achieve community forest goals.
- Riparian corridor inventory and best management practices
- Urban wildlife habitat management
- Utilization of urban trees requiring wood/biomass volume estimation and product market research
- Achievement of urban air and water quality goals through urban forest management
- Urban waste management

The technology transfer and community outreach function will include the following means:

- Special seminars and demonstrations
- Hosting and participating in conferences and workshops at all levels; local, state, and national
- Publication of a UFEr public information series
- Video and slide/tape programs
- On-site training programs
- 'News articles and public service announcements for mass media
- Development of an information database for access by urban forestry professionals
- hnplementation and utilization of new technologies in urban forest inventory, planning, and management

Urban Forest Ecosystems Institute Page Four

The support of teaching and learning opportunities for Cal Poly faculty and students would be enhanced by:

- Increased availability of information from the UFEI information database
- Interaction with professionals through research and extension activities
- Direct involvement of faculty and students in a variety of research and extension activities which add to the learning experience and professional development
- Employment opportunities for students as student assistants and interns while attending college

Dire:ction and priorities for applied research, extension, technology transfer and outreach activities will be provided by an advisory committee that will be comprised of representatives from various public and private sector organizations such as California Urban Forests Council, California Department of Forestry and Fire Protection, United States Forest Service, National Park Service, Soil Conservation Service, University of California Cooperative Extension, California Urban Forestry Advisory Council, International Society of Arboriculture, Society of American Foresters, East Bay Regional Park, California Oak Foundation, and other conservation organizations.

#### **Organization**

<u>MEMBERSH1P:</u> Membership will consist of faculty, staff, and graduate students of Cal Poly with an interest in studying, teaching, working, and researching in urban forest resource issues. In addition consultants, research associates, and others interested in UFEI projects may join as associate members of the UFEr. Cal Poly undergraduate and graduate students may be hired to work on projects.

ORGANIZATION: The Director of the UFEr reports to the Dean of the College of Agriculture. The Director is the overall administrator of the institute, providing support to the various projects undertaken by members. The Director would be **responsible** for implementation of the recommendations of the Executive Committee. The Director must be a regular Cal Poly faculty member or administrator.

The Associate Director reports to the Director and manages the UFEI Office and is responsible for personnel actions for the UFEI staff. The Associate Director also pursues leads for grants and contracts, organizes conferences, workshops, seminars, and short courses. The Associate Director could be a Cal Poly faculty member or administrator or an individual contracted with by the Institute. The Associate Director would only be hired if sufficient funds were available through the institute.

Each project would have a project director, who would be directly responsible for its implementation, completion, and required reporting and project accounting. Funds would be managed by the Cal Poly Foundation, which would also serve as the funding recipient on behalf of the UFEI. (See attached organization chart)

Urban Forest Ecosystems Institute Page Five

<u>LOCATION</u>: For the initiation of the UFEr, office space will be provided by the University. The institute will require office space for the Executive Director and administrative assistant/clerical support. Telephones and a computer and printer for the administrative assistant/clerical support will also be provided by the University.

FUNDING: Initial startup funds are requested from the Vice President for Academic Affairs. During the 1993-94 Fiscal Year funds for a one-half time clerical position were obtained from grant moneys. The Associate Vice President for Academic Resources agreed to match this funding during the 1994-95 Fiscal Year to provide for a one-half time support staff for the UFEI office. The institute requests similar funding from the University for the 1995-96 and 1996-97 FY's. It is anticipated that grant funds will provide support to match the one-half time support from the university. In addition, startup funding of 18 wruis per year for 1994-95, 1995-96, and 1996-97 are requested for faculty assigned time for a director to work on the startup and direction of the UFEI. During this time other required equipment and operating expenses associated with the UFEI office will be provided from grant moneys. After the 1996-97 FY it is anticipated that funding for the clerical and director positions will be generated from grants.

Additional faculty assigned time will be funded on individual grants as they are received. Some faculty may also receive additional compensation from grants administered in the UFEI.

<u>ACTIVITY</u>: There has been considerable activity related to the types of projects that will be supported by the institute in 1993-94. The following is a list of the grants that have been received:

Activity 1993-94:	Project Dollars:
Urban Forestry Recycling	\$18,000
Evaluation of Urban Tree Species for	\$35,000
Volume and Biomass Potential	
Urban Forest Profiles for Sustainability	\$50,000
Strategic Planning for Urban Forestry in	\$80,000
California Communities	
Project Total:	\$183,000

# Activity 1994-95:

# **Project Dollars:**

Tahoe Tree Values	\$75,000
Strategic Planning for Urban Forestry in	\$120,000
California Communities	
Urban Forest Tree Utilization	\$10/000
Application of Volume Tables to	\$30/000
Existing Street Tree Inventory Data	
Project Total:	\$245/000

# Projected Activity 1995-96:

Cohost Oak Woodland/Urban Forestry Conference	\$25,000
Strategic Planning for Urban Forestry in	\$10,000
California Communities	
Application of Volume Tables to	\$30,000
Existing Street Tree Inventory Data	
Information Networking for Urban Forestry	\$10,000
Pacfic Coast Tree Finder Application	\$50,000
Project Total:	\$125,000

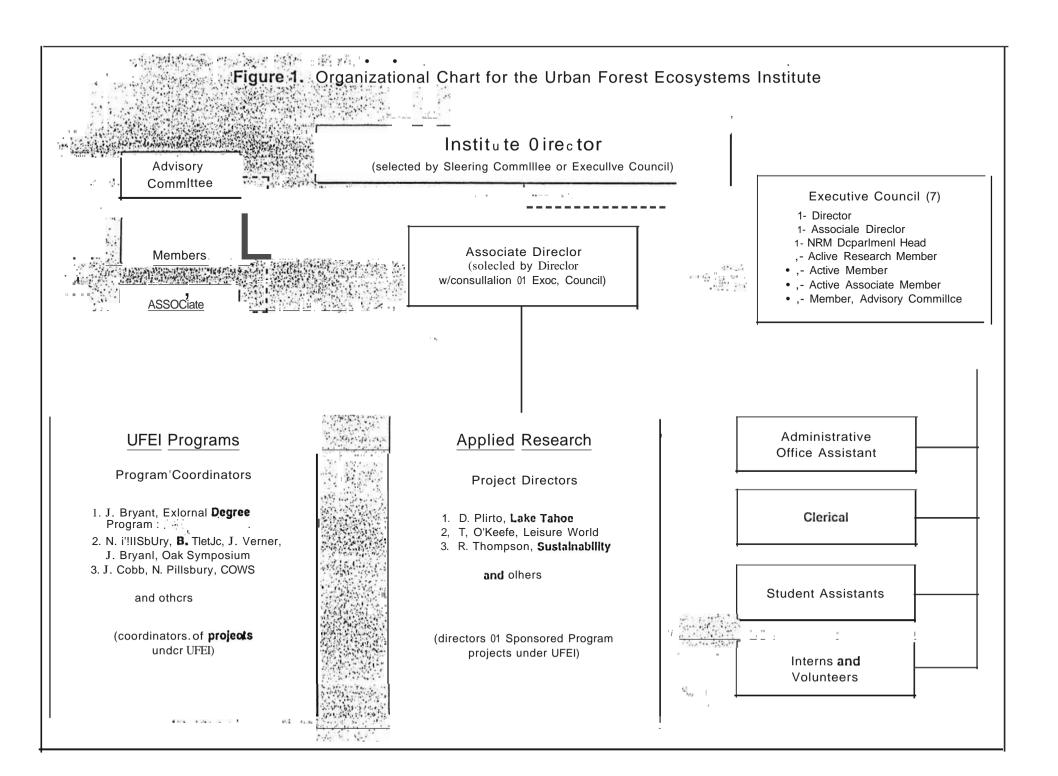
# **BUDGET:**

See attached budget proposal.

WRM:5/11/95

#### UFEl.linal bUdgot

	1995.96			1996-97		1997-90		1990-99			
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Assoc Dean 11me 10%		\$9,000			\$9,000			\$9,000		\$9,000	. , ,
Stall Salary (part time contractors)			\$22,000			\$22.000			\$22,000		\$22.000
AOA I (hall time)	S7,209		\$7209	S7,569		\$7,569	\$7,930		\$7,930		\$15.060
SludenVGraduale Research AssIstant	\$900			\$900			\$900				\$3.000
Tolal 'or Salaries	\$14,109	\$9,000	\$32,209	\$14.469	\$9,000	\$32,569	\$14,830	S9,OOO	\$32.930	\$9,000	\$45,360
BenelUs (28% for AOA; 8% SAIGRA)	\$2,091	SO	\$2,019	\$2,191	\$0	\$2,119	\$2,292	SO	S2,220	\$0	\$5.201
Ollleo Spaco lor Sio/l & AOA I	Cnl Poly			Cal Poly			Col Poly				
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		\$61.427			\$62,350			\$63,273		\$61.641	
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UFEI Granls			\$2,000			\$9,609			\$15,150		\$15,000
Lake Tahoe Grant			\$10.000								
Slateo/c Plann/no			\$2,000								
Oak Symposium			\$6,000		-						
Tree Finder			S5,000			\$5,000					
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Balanco =			(\$772)			\$0			\$0		\$0



#### BYLA\VS

#### URBAN FOREST ECOSYSTEMS INSTITUTE

California Polytechnic State University
San Luis Obispo, California

These bylaws are applicable within the authorization established by the Board of Trustees of the California State University (CSU) and the California Polytechnic State University (Cal Poly).

#### ARTICLE I - NAME

The name of this organization shall be the Urban Forest Ecosystems Institute, referred to in these Bylaws as the UFEI.

#### ARTICLE II-PURPOSE

- <u>Section 1 Direction:</u> The UFEI is a non-profit, non-partisan organization established for educational, research, and service purposes. The UFEI will promote the study and management of urban forest ecosystems and participate in education and the decision making processes through a combination of interrelated programs of an applied nature involving students, faculty. and community collaboration.
- <u>Section 2 Policies:</u> The policies of UFEI shall be in harmony with the policies of the California State University and the California Polytechnic State University.
- <u>Section 3 Dissolution:</u> In the event UFEI is dissolved, its assets remaining after payment of, or provision for payment of, all debts and liabilities shall be distributed to the Natural Resources Management Department of the College of Agriculture of the California Polytechnic State University, San Luis Obispo.

#### ARTICLE III - MEMBERSHIP

<u>Section 1 - Class of Membership:</u> Members may be faculty, staff, and graduate students of the California Polytechnic State University, San Luis Obispo, and Associate Members may be consultants, research associates, and others interested in the institute.

# Section 2 - Admission to Membership:

- a. <u>Eligibility</u>: All interested faculty, staff, and graduate students of California Polytechnic State University, San Luis Obispo, can be <u>Members</u> of UFEI, if so requested by the individual. All <u>Associate Members</u> are required to have written agreements to serve UFEI and its programs.
- b. <u>Request for Membership:</u> Any qualifying individual interested in an UFEI program may request membership (see class of membership for criteria for membership).
- c. <u>Acknowled gment of Membershig:</u> The Director/Executive Director of UFEI shall acknowledge members.
- <u>Section</u> <u>3</u> <u>-</u> <u>Terms:</u> Terms of members shall be determined by the Executive Committee.
- <u>Section 4 Fees and Dues:</u> Fees or dues may be established upon recommendation of the Executive Committee.

#### ARTICLE IV - UFEI ADMINISTRATION

- <u>Section 1 Administrators:</u> Administrators shall consist of the Ditector and Associate Director.
- <u>Section 2 Staff:</u> Staff members are those persons serving the University in an instructional or non-instructional program of UFEL Staff members shall work under the direction of personnel listed in IV.1.  $\cdot$

#### ARTICLE V - EXECUTIVE COMMMEE

<u>Section 1 - Composition:</u> There shall be an Executive Council composed of the Director and Associate Director of UFEI, the NRM Department Head, one Member actively involved in research during the past 12 months, one Member in good standing, one Associate Member in good standing, and one member of the Advisory Committee.

<u>Section 2 - Membership:</u> Membership is determined as follows:

- a) The <u>Director</u>, <u>Associate</u> <u>Director</u> and the <u>NRM</u> <u>Department</u> <u>Head</u> shall be members of the Executive Council.
- b) The Director shall call for nominations for the <u>Active Research Member</u> position on the Executive Council from those who are actively involved in Sponsored Programs, Cal Poly Foundation, research projects or have been involved during the past 12 months. The Executive Council makes the final selection.
- c) The Director shall call for nominations for the <u>Member</u> pOSItIOn on the Executive Council from those who are Institute Members in good standing. The Executive Council makes the final selection.
- d) The Director shall call for nominations for the <u>Associate Member</u> position on the Executive Council from those who are Institute Associate Members in good standing. The Executive Council makes the final selection.
- e) The Advisory Committee shall recommend one <u>Advisory Committee</u> <u>Member</u> for appointment to the Executive Council by the Director.
- <u>Section 3 Meetings:</u> The Executive Council shall, at a minimum, meet once per year. Minutes of the Executive Council shall be submitted to UFEI Members, Associate Members and the Advisory Committee.
- <u>Section 4 Duties:</u> The Executive Council shall provide the general guidance related to the business activities and affairs of UFEI. The Director shall implement those decisions.

<u>Section</u> <u>5</u> <u>-</u> <u>Conduct</u> <u>of</u> <u>Meeting:</u> Meetings shall be governed by *Robert's Rules of Order*, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with policies of the CSU and/or Cal Poly.

#### ARTICLE VI - ADVISORY COMMITTEE

- <u>Section I Composition:</u> The Advisory Committee to UFEI shall consist of no more than 10 persons recommended by the UFEI Executive Council and approved by the Dean 'of Agriculture. Members shall not be regular employees of Cal Poly State University.
- <u>Section 2 Purpose:</u> The Advisory Committee shall provide advice and comment on UFEI programs and shall engage in public relations and fund raising for UFEI programs.
- <u>Section 3 MeetinQs:</u> The Advisory Committee shall meet at least once a year to review UFEI programs and to provide general direction to UFEI. The Committee may elect to meet for special purposes at any other time, upon agreement of a majority of Committee Members.
- Section 4 Number Constituting a Quorum: A majority of Committee members shall constitute a quorum.

#### ARTICLE VII - FISCAL POLICIES

- <u>Section 1 Fiscal Year:</u> The fiscal year shall be in accordance with the University.
- <u>Section 2 Accounts and Audit:</u> The books and accounts of the **UFEI** shall be kept by the Cal Poly Foundation in accordance with sound accounting practices, and shall be audited annually in accordance with University policies.

UFEI Bylaws Page Five

#### ARTICLE VIII - OPERATING GUIDELINES

The Executive Committee may develop operating guidelines to implement these Bylaws.

#### ARTICLE IX - AMENDMENTS

The Bylaws may be amended by a 2/3 vote of the members of the Executive Committee voting at any meeting of UFEI. Each member shall have two (2) weeks advance written notification of the proposed amendments.

WRM:5/11/95

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State of California Memorandum

From:

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MAR 1 2 1996

SAN LUIS OBISPO CA 93407

# Academic Senate

To: Harvey Greenwald, Chair

President

Academic Senate

Paul J. Zingg Copies:

> Joseph Jen Wally Mark

March 8, 1996

Date:

ACADEMIC SENATE RESOLUTION AS-452-Subject:

96/CAGR, RESOLUTION TO ESTABLISH AN URBAN

FOREST ECOSYSTEMS INSTITUTE

As a result of the Academic Senate Resolution AS-452-96/CAGR endorsing the establishment of the Urban Forest Ecosystems Institute, and the approval of the Institute by the college deans on March 4, I am hereby formally approving the establishment of this Institute, effective immediately. It is my understanding that the Director of the Institute will be working with the Academic Vice President's Office to resubmit a formal budget proposal for the Institute.