These minutes are for a meeting held by the OSU Student Sustainability Initiative Fee Board on October 7, 2011 from 1:32 to 3:37 P.M. at the OSU Student Sustainability Center.

SSI FEE BOARD MINUTES | OCTOBER 7, 2011

DETAILS

Minute Taker: Morgan Dumitru
Timekeeper: Justin Russell
Present: Justin Russell, Morgan Dumitru, Ryan Stewart, Brian Laird, Laura Jones, Olivia Poblacion, Brandon Trelstad, and Kyle Ireton
Absent: Eric Alexander

AGENDA

General Updates, presented by Board (5 Minutes)
Assessment Plan, presented by Morgan (5 Minutes)
Grant Advertisement, presented by Justin (5 Minutes)
SSI Internships, presented by Morgan (5 Minutes)
Solar Trailer, presented by Morgan (10 Minutes)
Bylaws, presented by Morgan (30 Minutes)
Gilmore Rain Garden Grant Proposal, presented by Justin (15 Minutes)
Strategic Planning / SIFC Update, presented by Justin (40 Minutes)
Next Meeting, presented by Justin (5 Minutes)

MINUTES

UPDATES - 1:32 TO 1:45 PM

DISCUSSION

• Brian updated the Board on the General Meeting this past Wednesday. Good turnout. Lots of interest and enthusiasm. There were a handful of ideas that students had, but mostly enthusiasm.
• Staff meetings are Wednesdays at the SSC from 6:30 to 7:30 PM. Consist of updates, support/resource needs, general news, project updates, and new business.
• Laura updated the Board on ASOSU activities. The intern class has around 15 students this term instead of the usual 60. Most efforts at the moment are going
• Justin updated Board on Dixon Rec Center Solar Hot Water Heater proposals.
• Emily updated Board on relevant SLI activities. OSU will fund 8 students to go to from October 27-31 to other schools to see how their student unions work.
• Evan Sorce requested that a few Fee Board members attend a meeting with Dixon

ASSESSMENT PLAN - 1:45 TO 1:50

DISCUSSION
• Morgan updated the Board on the SSI’s plans to assess the organization’s performance.

DECISION(S)
• Board agreed that Justin would be responsible for implementation and tracking of the metrics.

ACTION ITEMS
• Morgan will share with Board members by the next meeting.

GRANT ADVERTISEMENT - 1:50 TO 2:03

DISCUSSION
• Board discussed current and potential advertising.

DECISION(S)
• Board agreed that the Design and Visibility Coordinator should move forwards with whatever the Fee Board can put together.
• Board decided to advertise in the following ways: flyers, listservs, one-on-one meetings.

ACTION ITEMS
• Justin will put together a couple paragraphs describing the grants by Monday.
• Justin will meet with Megan to have her put together a flyer for each grant.
• Olivia will meet with Geosciences and Environmental Sciences.
• Ryan will meet with BEE and all the Water Resource Grad Programs.
• Justin will meet with Public Policy, Political Science, Business, and College of Science.
• Laura will meet with Forestry, Natural Resources, and College of Agricultural Sciences.
• Emily will do outreach to Civic Engagement and the Cultural Centers.
• Morgan will provide Justin with a complete list of departmental advisors by next Monday.
• Justin will send a general email out to as many groups as possible.
• Justin will write up an advertisement email for travel grant program.

INTERNSHIPS - 2:03 TO 2:05

DISCUSSION
• Morgan updated the Board on plans to develop and implement an SSI internship program.

ACTION ITEMS
• Emily will look into credit provision for internships.
• Laura will look into AHE internship class.

POWER SHIFT WEST - 2:05 TO 2:19

DISCUSSION
• Brian posed to the Board a question on the source of funds for Power Shift West. Total expected expenditure for the conference would be approximately $1,300. (This may change somewhat depending on housing arrangements.)
• Board discussed possibly changing the grant guidelines to account for such use of Travel Grant funds.

DECISION(S)
• Board agreed to fund Power Shift West travel, registration, and lodging out of the Travel Grant line item, with the following provisions: Brian will conduct a pre-registration of participants, and will track who actually goes. If the cost is high enough, part of it may be funded out of contingency.
• Board agreed that students who do not need travel.

ACTION ITEMS
• Brian will prepare a budget to present at the next meeting.
BYLAWS - 2:19 TO 2:58

DISCUSSION

- Board discussed the 2008 bylaws, and came to a number of decisions on changes and additions.
- Brandon proposed that conceptual points be addressed now, and SIFC changes later.

DECISION(S)

- The Board agreed to be known as the “Student Sustainability Initiative Fee Board.”
- The Board agreed to change any provisions that no longer fit SIFC guidelines.
- Amended Duties of the Board
  - Included “propose and present to the Student Incidental Fee Committee the fee amount” and changed “for funds from outside student organizations” to “for funds from outside organizations.”
  - Changed “to plan the recruitment process for student a large positions” to “to manage the recruitment process for SSI Fee Board voting members.”
  - Added “to manage the recruitment and hiring process for the SSI Director(s).”
  - Added “to provide strategic leadership to the SSI and help guide organizational development.”
  - Moved “a majority vote of the full SSI Fee Board can modify any part of this document” to a new line at the end of the document.
- Membership was changed to “The membership of the Board shall be comprised of: voting members: (a) Four students at-large, composed of both undergraduate and graduate students, and (b) One member shall be the A.S.O.S.U. Environmental Affairs Task Force Director; non-voting members: (a) SSI Director(s), and (b) SSI Faculty Advisor(s).
- Amended removal policy to read: “By a majority vote, the Board reserves the right to remove any voting member for not fulfilling duties outlined in the position description.”
- Removed appointments section of the board due to overlap with members section.
- Changed meeting section to read: “1. At least three of the five voting members must be present at each meeting to establish quorum, 2. Decision-making will generally occur through consensus, 3. if consensus cannot be reached, a simple majority will decide an issue that is put to a vote, and 4. there will be no proxy voting.”

ACTION ITEMS

- Justin will go through the bylaws to verify that they fit with current SIFC guidelines.

GILMORE RAIN GARDEN GRANT PROPOSAL – 2:58 TO 3:10

DISCUSSION

- Justin brought the Board up to speed on the state of the project and recent proposal.
- Brandon suggested that the proposal be compared to last year's proposal and our recent concerns.
- Board discussed location and possible conflict with existing trees, and the recent changes in size and cost the proposed project.
- Brandon proposed that we give a more detailed line-item break down.

DECISION(S)

- Board agreed that it needed to review of a more detailed budget before making a final decision, but that such a decision could be made via email.

ACTION ITEMS

- Justin will send proposal to Keir Thomas, SSI Landscape Projects Coordinator.
- Justin will request a detailed line item budget from applicant.

STRATEGIC PLANNING / SIFC UPDATE – 3:10 TO 3:35

DISCUSSION
• Board discussed the update request received from the SIFC.
• Brandon proposed that Morgan and Brian pull together a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis, current and future labor needs, facilities and space needs, and unmet needs.
• Brandon suggested that “long term impacts of budget increases or the lack thereof” be considered on the basis of what areas we would expand or cut back given changes in the availability of funds.

DECISION(S)
• Board agreed to submit the current strategic plan to stand in for both long-term (3-5 years) and short-term (1-2 year) strategic plans. Within the next two months, the Board will create time-bound and measureable strategic plans for both time periods.
• Board agrees the following changes would be made in the presence of a decrease in funds: project grants would be cut back, student pay rate could stop increasing, hours would remain static, positions would remain static, green fee, and revolving loan. The last two would be emphasized.
• Board agrees the following changes would be made in the presence of an increase in funds: increase staff hours and increase grant funds.

ACTION ITEMS
• Morgan and Brian pull together a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis, current and future labor needs, facilities and space needs, and unmet needs by Wednesday of next week.
• Justin will submit all parts of the SIFC’s requested update by October 15, 2011.

NEXT MEETING - 3:35 TO 3:37
DECISION
• The next meeting will be on October 21, 2011 from 1:30 to 3:30 P.M. at the OSU Student Sustainability Center.
• Potential agenda items include:
  o General Updates
  o Solar Trailer
  o Approve Changes to Bylaws
  o Student Wage Fund
  o Assessment Plan
  o Strategic Planning
  o Project and Travel Grant Advertisement

Observers: Emily Bowling and Evan Sorce