SSI FEE BOARD MINUTES | NOVEMBER 18, 2011

DETAILS

Minute Taker: Olivia Poblacion
Present: Justin Russell, Brandon Trelstad, Olivia Poblacion, Morgan Dumitru, Laura Jones, Ryan Stewart, Kyle Ireton, Emily Bowling
Absent: Brian Laird

AGENDA

General Updates, presented by Board (5 Minutes)
Student Wage Fund, presented by Morgan (20 Minutes)
Budgeting, presented by AABC & SIFC (60 Minutes)
Strategic Planning, presented by Brandon (30 Minutes)
Next Meeting, presented by Justin (5 Minutes)

MINUTES

UPDATES – 1:41 TO 1:51

DISCUSSION
• Morgan: MicKibben’s visit went well; Project grant applications should be due Nov. 22nd because of an advertising typo; Brian is on medical leave, will be back soon; Megan has given her 2 week notice, position will reopen and hopefully be filled by winter term.
• Brandon: Dixon solar hot water project getting new bid winter term.
• Justin: Ecological Engineering club accepted terms of grant project.

DECISION(S)
• The board agreed to make grant applications due on the 22nd instead of the 20th.
• The board agrees that the directors might want to consider reducing the responsibilities of visibility coordinator to be more reasonable for the 15 hours per week assigned.

STUDENT WAGE FUND – 1:51 TO 2:03 AND 2:58 TO 3:10

DISCUSSION
• Morgan presented the new application and instructions for the student wage grant.
• Board reviewed the instructions, and discussed application limits, timeline, and funding options.
• Emily raised the issue of who would sign time sheets. Board discussed modeling process after how Brandon pays his employee.
• Brandon reminded board that Morgan had asked that part of this was to differentiate student wage grant recipients from SSI staff on the budget.
• Morgan brought up the issue of timing. In order to include recipients on the FY13 budget, the board will need to receive applications by early January, prior to SIFC budget deadline.

DECISION(S)
• Board agreed to send the issue of figuring out how to pay student employees through the student wage fund to Justin, Brandon, Emily, and Morgan for assessment.
• Board agreed to remove the contingency funding option from student wage fund materials.

ACTION ITEMS
• Justin, Brandon, Emily, and Morgan will schedule a meeting by December.
• Board will read through student wage application materials by next meeting.

BUDGETING – 2:03 TO 2:58
DISCUSSION
• Josh updated Board on the general budgeting process, and what the SIFC will be looking for this year. Reminded Board that the budget will be January 31st, and will need to be presented February 16th.
• Morgan clarified with Shannon why there are no actuals on 2010-11 project grants, and confirmed that the new activity codes will change this.
• Morgan asked where we should put the new student wage item? Jen replied that it will be ok to separate from Student Pay, but include in additional line item under payroll.
• Shannon told board that they had received the Revolving Energy Loan Fund brochures, and asked how donations would get from the foundation fund to the loan fund. Between AABC and Board, it was clarified that the foundation fund is not exclusively for revolving loan projects, and that donations to the fund would have to be earmarked specifically for the RLF.
• AABC members reminded Board that it will need explain to the SIFC the current fund balance.
• Shannon notified Board that somebody else paid for Philomath Connection last year.
• Jonathan reminded Board that they will need to set aside ~3% of their budget for assessment fees.
• Shannon asked board to figure out how to have vendors and departments directly bill AABC so they could pay expenses rather than transferring the funds without a direct record (e.g. it’s better to get a bill for $10,000 (for the campuses take charge project, for example) than to transfer the funds because a transfer would have less of a paper trail.) Has no impact on the assessment fees.
• Shannon updated board on the fund balance. It is at $365,000 and it should be at $20,000. General guideline is ~3% of total annual budget.

ACTION ITEMS
• Justin will find out about how to pay students workers involved in online carbon challenge by next meeting.
• Amanda will forward presentation to board by the end of the day.

NEXT MEETING – 3:10 TO 3:15
DECISION(S)
• Board decided it will need several hours to review grant applications before the end of term.
  o Next meeting will be Tuesday November 29th at 4:30pm -6:30.
  o Meeting after that will be Friday December 2nd at 1:30pm.
  o Justin will bring food to at least the meeting on Tuesday.

Presenters: Josh Makepeace (SIFC), Shannon Guthrie (AABC), Jonathan Rosa (AABC), Jennifer Creighton-Neiwert (AABC), Amanda Hartley (AABC)