SSI FEE BOARD MINUTES | MAY 4, 2012

DETAILS

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

AGENDA

Applications for Fee Board Chair, presented by Justin (10 Minutes)
Hiring Update, presented by Morgan and Brian (25 Minutes)
Grant Applications, presented by Justin (25 Minutes)
Research Grant Program, presented by Ryan and Brandon (5 Minutes)
SEC, presented by Morgan (25 Minutes)
SIFC Budget and Process Feedback, presented by Justin (4 Minutes)
Sustainable Textiles Symposium, presented by Olivia (1 Minute)
Assessment Plan, presented by Morgan (11 Minutes)
Next Meeting, presented by Timekeeper (1 Minute)

MINUTES

APPLICATION(S) FOR FEE BOARD CHAIR – 11:10 TO 11:20

DISCUSSION
• Board discussed application.
• Morgan asked that the AY13 Board, director(s), and advisor(s) have a conversation at some point about how long would be appropriate to encourage a student to fill leadership roles in the organization. (E.g. Potential term limits for Director and Chair, either separately or together.) Noted that it wasn’t a concern for this round of applications, but that it is something that should be considered.

DECISION(S)
• Board agreed to verbally offer the position of Fee Board Chair to Brian Laird for the AY13 year later in the meeting, and formally offer the position of Fee Board Chair in writing next week.

ACTION ITEMS
• Justin will contact Emily to ask that she formally offer the position of Fee Board Chair to Brian Laird for the AY13 year.
HIRING UPDATE – 11:20 TO 11:45
DISCUSSION
• Morgan asked Board if (1) we want to move forwards with staff hiring, even though we haven’t received a formal acceptance of the Director offer, and (2) we want to contact Director applicants to inform them of our decision.
• Board discussed these two questions.

DECISION(S)
• Board decided to accept the selected candidates verbal acceptance as adequate at this point, and move forwards both with hiring staff and with contacting the remaining Director applicants.
• Board agreed to contact one of the applicants to see if they would like to be considered for the position of Administrative Coordinator and contact the remaining two interviewed applicants to notify them that if they are interested, they could notify the Director(s) and be considered for other staff positions.

ACTION ITEMS
• Brian will be contacting the potential Administrative Coordinator applicant.
• Justin will be contacting the other two interviewed applicants.

GRANT APPLICATIONS – 11:45 TO 12:10
DISCUSSION
• Board discussed Becky Rubenstrunk’s travel grant application.
• Board discussed constraints on funding of post-graduation opportunities, and how to have such applicants bring the experience back to the campus community.
• Board discussed Stephanie Rosales’ travel grant application.
• Board briefly brought up Brandon Trelstad’s Wage Grant application, on behalf of the Sustainability Office.
• Board discussed project grant application from Engineers Without Borders.

DECISION(S)
• Board agreed to provide up to $400 in funding for Becky Rubenstrunk for travel and registration fees.
• Board agreed to provide up to $500 in funding for Stephanie Rosales, dependent on mechanical ability to fund a small portion of larger expenses.
• Board decided to postpone consideration of Brandon Trelstad’s Wage Grant application, on behalf of the Sustainability Office, to next meeting.
• Board agreed that it needs to see a full application before consideration of the project grant.

ACTION ITEMS
• Justin contact previous travel grant recipients to get blog posts from them.
• Justin will put together a tracking document for grant recipients.
• Justin will email Engineers Without Borders to secure a full application, and will pass that along to the board for an email vote.

RESEARCH GRANT PROGRAM – 12:10 TO 12:15
DISCUSSION
• Brandon notified Board that the current Fee Board meeting time will not work for Kevin Ahern.

DECISION(S)
• Board agreed to schedule a special meeting between the Board and Kevin Ahern.

ACTION ITEMS
• Brandon will schedule a meeting between Kevin and the Board.
SEC – 12:15 TO 12:40
DISCUSSION
• Morgan asked Board about SEC hours of availability. Brian reminded Board that hours were already established.
• Board discussed current plans for the SEC. Concerns raised are that current plans:
  o Don’t provide space for the Earth Tub.
  o Don’t provide a demonstration garden.
  o Don’t provide space for the Solar Trailer.
  o Melds, to a large extent, the SSI and CCE spaces. Space allocation has moved towards equal distribution, meaning the SSI is losing directly-controlled space.
    o Would likely result in a loss of program identity.
• Board discussed alternatives to the SEC.
• Justin would like to explore the option of the AAPC site.

DECISION(S)
• Board agreed to postpone remaining discussion until next meeting so that more Board members are present.

SIFC BUDGET AND PROCESS FEEDBACK - 12:40 TO 12:44
DISCUSSION
• Board discussed the “Funding Board Follow up Questionnaire/Survey” from the SIFC.

DECISION(S)
• Board agreed to each individually answer the survey and come back to the next meeting to bring it together.

ACTION ITEMS
• All Board members will individually answer the survey by the next Board meeting.

SUSTAINABLE TEXTILES SYMPOSIUM – 12:44 TO 12:45
DISCUSSION
• Olivia updated Board on the Sustainable Textiles Symposium, reminded them to come.

ASSESSMENT PLAN – 12:45 TO 12:56
DISCUSSION
• Board began discussion of the FY13 Assessment Plan with the Fee Board section.

DECISION(S)
• Board agreed to push off remaining discussion till the next meeting.

ACTION ITEMS
• All Board members will individually review the plan (with a focus on the Fee Board section) and make comments by the next meeting.

NEXT MEETING – 12:56 TO 12:57
DECISION
• The next meeting will be on May 18, 2012 from 11:00 AM to 1:00 PM at the OSU Student Sustainability Center.
• Potential agenda items include:
  o Updates
  o Assessment Plan
  o Longer RLF Update
  o Student Wage Grant Application
  o Urban Hort Center Grant
- SEC
- Budgeting Process / Feedback

**Observers**: None.

**Notes**: Brian Laird was absent for the discussion of the first issue for privacy and conflict-of-interest reasons. He arrived at 11:30 AM.