SSI FEE BOARD MINUTES | MAY 25, 2012

DETAILS

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

AGENDA

Revolving Loan Fund, presented by Brandon (16 Minutes)
Green Fee Fund Usage, presented by Brandon (20 Minutes)
SEC, presented by Justin (8 Minutes)
Travel Grant Application, presented by Justin (8 Minutes)
Assessment Plan, presented by Justin (20 Minutes)
Budget Update, presented by Morgan (7 Minutes)
Student Wage Grant Application, presented by Justin (7 Minutes)
Next Meeting, presented by Timekeeper (1 Minute)

MINUTES

REVOLVING LOAN FUND – 11:13 TO 11:29 AM

DISCUSSION

• Brandon updated board on feedback from Aaron Powell (Business Affairs), Mark McCambrige (VP Finance), and Sharon Bloomer (Director of Budget Office). No major concerns with loans. Mark agreed to match students in an RLF – agreed to match $100,000 over next three years.
• Board discussed contacting SIFC and business center, and the role of those two in the process at this point.

DECISION(S)

• Board agreed to schedule a meeting with AABC to discuss next steps and get on the same page. Will run plans by the SIFC after that.

ACTION ITEMS

• Brian Laird and Justin Russell will schedule a meeting with AABC by Tuesday or Thursday of academic week 9, and will send that meeting info out to the Fee Board.

GREEN FEE FUND USAGE – 11:29 TO 11:49

DISCUSSION

• Board discussed usage of the green fee.
• Brandon discussed using extra money for other project sites. Wait for other RFP to come in. Brandon requested funds last week.
• Board discussed the Women’s Building, Langton, Dixon, Student Experience Center, the Memorial Union and whether or not to work on non-student fee funded buildings.
• Brian suggested that it would be good for the SSI to say they were responsible for making all pools on campus powered by solar panels.
• $492,000 budgeted in this line item for next year. Considering budget cut, would be about $450,000.
• Board discussed involving students in design projects.

DECISION(S)
• Brandon will get a prioritized list from board of projects.
  o Board will need to know what’s possible for different building.

SEC – 11:49 TO 11:57
DISCUSSION
• Board discussed email that Justin sent to Eric Alexander about the SEC.
• Follow up with a document detailing what we need from the SEC space, incorporating sustainability, etc.
• Board discussed getting initial document to SEC committee after fee board meeting on June 1st.

ACTION ITEMS
• Brian Laird will look through previous correspondence with the SSC by the next SSI Fee Board meeting.

TRAVEL GRANT APPLICATION – 11:58 AM TO 12:07 PM
DISCUSSION
• Board discussed travel grant application to the Wildlife Society Annual Conference.
• Board discussed whether or not the grant application was complete.
• Board discussed why the applicant would be coming from LAX during the school year.
• Board had concern as to how this will support mission of SSI and bring knowledge back to the community. Applicant is an e-campus student.
• Board proposes to deny application with reasons included in denial letter.

DECISION(S)
• Board will deny application on the grounds mentioned above.

ACTION ITEMS
• Justin will contact Emily Pheil (Partnerships Coordinator) and the applicant to notify them of the decision.

ASSESSMENT PLAN AY13 – 12:07 TO 12:27
DISCUSSION
• Board looked over the assessment plan relating to the SSI Fee Board specifically.
• Board discussed having applicants to grants determining the estimated impact of their projects on applications.
• Board discussed when the SSI Fee Board will assess number of projects funded and completed.
• Board discussed sending follow-up survey to applicants to gather assessment data.
• Board discussed what “viable applications” means in the assessment plan.
• Board discussed process of receiving grant applications and whether or not they should come to the fee board directly.

DECISION(S)
• Applicants to grants will estimate the impact of their projects on their applications.
• A viable application will be measured by whether the project is achievable and is within the programs guidelines.
• Fee Board chair will be responsible for assessment of Fee Board section of assessment plan, and will work with staff and Board members to ensure it is completed for a given year.

ACTION ITEMS
• Brian will update grant documents.
• Kyle will contact Kevin Ahern to invite him to next fee board meeting.
• Justin will order pizza for the next Fee Board meeting in order to accommodate our guest during the lunch hour.

BUDGET FEEDBACK – 12:28 TO 12:33

DISCUSSION
• Board discussed the SIFC follow-up questionnaire/survey and how to proceed.

DECISION(S)
• Board decided to have all members answer questionnaire by next meeting and then create single document at that time.

ACTION ITEMS
• Justin will send SIFC questionnaire to fee board so that the board can make edits.

BUDGET UPDATE – 12:33 TO 12:40

DISCUSSION
• Morgan notified board on the status of our AY12 budget expenditures:
  • Projects budget is currently under by a significant amount, but primarily because we moved advertising to a new line without giving it a specific amount. Between the two, things should balance out.
  • Wages will be a little over budget, which is good considering we added a second director position for the entire year.
  • Project grant program is currently at ~$14,000 out of ~$26,000.
  • Travel grant program may be at $3000-4000 out of $10,000. Board discussed benefits of having extra funds for a cushion for AY13. Brian mentioned potential usage of funds for SPROG.

STUDENT WAGE GRANT APPLICATION – 12:40 TO 12:47

DISCUSSION
• Brandon Trelsted left the meeting before the board looked over the application.
• Board looked over wage grant application placed by Brandon Trelsted
• The board had no serious concerns about the application.

DECISION(S)
• Board approved the application.

NEXT MEETING – 12:47 TO 12:48

DECISION
• The next meeting will be on June 1, 2012 from 11:00 AM to 1:00 PM at the OSU Student Sustainability Center.
• Potential agenda items include:
  • Prioritized list of Green Fee Funded Buildings
  • Budgeting Process / Feedback
  • SEC
  • Research grants
Observers: None.
Notes: Brandon Trelstad left at 12:40 to ensure a confidential and unbiased consideration of his Wage Grant Application.