SSI FEE BOARD MINUTES | JULY 11, 2012

DETAILS

Minute Taker: Brian Powell
Timekeeper: Brian Laird
Present: Brian Laird (Fee Board Chair), Brian Powell (SSI Administrative Coordinator, non-voting), Amy Hoffman (SSI Director, non-voting), Olivia Poblacion (Voting Member), Brandon Trelstad (SSI Advisor, non-voting), Ryan Stewart (Voting Member), Emily Bowling (SSI Advisor, non-voting), Morgan Dumitru (Observer and former SSI Co-Director)
Absent: Kyle Ireton (Voting Member)

AGENDA

Administrative Coordinator as Ex-Officio, Non-Voting Member, presented by Brian Powell (7 Minutes)
CTC Software Grant, presented by Brian Laird (10 Minutes)
Updates, presented by All (7 Minutes)
Plant Fund, presented by Brian Laird (20 Minutes)
Timeline for New Fee Board Members, presented by Brian Laird (14 Minutes)
SIFC Feedback Document, presented by Brian Laird (36 Minutes)
Next Meeting, presented by Timekeeper (1 Minute)

MINUTES

ADMINISTRATIVE COORDINATOR AS EX-OFFICIO, NON-VOTING MEMBER – 4:11 TO 4:18

DISCUSSION

• The SSI Administrative Coordinator position currently attends SSI Fee Board meetings, takes minutes, and provides input at these meetings. The Administrative Coordinator also has many position responsibilities that relate to the Fee Board. Technically, the Administrative Coordinator has been an observer at these meetings, and it would make sense to formally make the Administrative Coordinator position a non-voting member of the Fee Board.

DECISION(S)

• The SSI Fee Board will update the bylaws to include the Administrative Coordinator position as a non-voting member on the SSI Fee Board.

ACTION ITEMS

• Brian Laird will add the SSI Administrative Coordinator as a non-voting member to the SSI Fee Board Bylaws by the next meeting of the SSI Fee Board.
CTC SOFTWARE GRANT – 4:18 TO 4:28

DISCUSSION
- Campuses Take Charge and Communities Take Charge originally approached the board for a $10,000 grant to design a website for the project, to be taken out of the SSI contingency fund.
- Emily raised concerns that at this point the funds would be taken out of FY13 rather than FY12.
- Emily raised concerns that there should have been a written agreement between the SSI and the designer before the work was completed.
  - The board discussed searching for paper documentation of the proposal and any agreement reached between the SSI and the designer so that the SSI has a paper trail for this transaction.

DECISION(S)
- The Fee Board still approves of using $10,000 from the contingency fund (FY13) to fund the Campuses Take Charge and Communities Take Charge website design.

ACTION ITEMS
- The SSI Fee Board will search for paper documentation of any agreement reached between the SSI and the CTC website designer.

UPDATES – 4:28 TO 4:35

DISCUSSION
- The SSI (with Brian Powell spearheading), Facilities Services, and MU Building Services are currently working on identifying a way to make the SSC ADA accessible. The next SSC ADA Accessibility meeting will be on July 18, 2012 from 1-2 PM at the Student Sustainability Center.

PLANT FUND – 4:35 TO 4:55

DISCUSSION
- Brian Laird sent an email to the SIFC to receive updates
- SIFC had concerns over wording of Green Fee referendum in 2007, have been updated on changes, and are still concerned.
- Jennifer Creighton-Neiwert (AABC) unaware of the can/legal question that we are asking.
- Every year since 2007, the SIFC has continued the referendum, and no concern from students has been raised. Jennifer (AABC) has been the one bringing up the issues.
- The deadline is this Friday (July 13, 2012), however the budget office is willing to extend the deadline a couple of days.
- The timeline is short, and the budget office staff are out until Monday (July 16, 2012). It might be useful if the SSI Fee Board expressed its support of the proposal. A short letter that is signed by the SSI Fee Board members might be influential.

DECISION(S)
- The SSI Fee Board will write a short letter in support of the proposal, to include, among other items, indication of student support. Brian Laird will write a draft and send it to the Fee Board for revision before sending it to the SIFC.

ACTION ITEMS
- Brian Laird will write a draft of the SSI Fee Board support letter and send it to the SSI Fee Board listserv for revision before sending it to the SIFC.
TIMELINE FOR NEW FEE BOARD MEMBERS – 4:55 TO 5:09

DISCUSSION
- The board discussed having new members be selected during mid-September, with applications opening on Monday, July 16, 2012, due on Monday, August 6, 2012, and reviewed on August 9, 2012.
- The board discussed including some questions about creating a culture of sustainability at OSU and previous work with sustainability in the cover letter.
- Outreach options:
  - Beaver JobNet
  - Board members and staff reaching out to qualified candidates
  - Listservs and social media
  - Tabling

DECISION(S)
- The Fee Board will select new members in mid-September, with applications opening on Monday, July 16, 2012, due on Monday, August 6, 2012, and reviewed on August 9, 2012.

ACTION ITEMS
- Brian Laird will send an email to the Fee Board by early next week with the Fee Board member position announcement that will be sent out to the campus and community.

SIFC FEEDBACK DOCUMENT – 5:09 TO 5:45

DISCUSSION
- The board reviewed the updated SIFC Feedback document and made revisions to the wording, grammar, and content.

DECISION(S)
- The board made necessary revisions to the SIFC Feedback document.

ACTION ITEMS
- Brian Laird will send the SIFC Feedback document to the SSI Fee Board listserv for final revisions before submitting the final document to the SIFC on Sunday, July 15, 2012.

NEXT MEETING – 5:45 TO 5:46

DECISION
- The next meeting will be on Thursday, July 26, 2012 from 9 AM to 10:30 AM at the Student Sustainability Center.
- Potential agenda items include:
  - SEC – SSI Requirements / Requests
  - Green Fee Funded Buildings (structural assessment)
  - RLF Projects
  - Update Travel Grant Guidelines
  - Upload Working Budget to Website
  - Research Grants
  - AY13 Grant Application Forms, Instructions, and Guidelines

Observers: Morgan Dumitru (previous SSI Co-Director)
Notes: Brandon Trelstad left at 4:54 PM, Ryan Stewart left at 5:33 PM, Emily Bowling left at 5:36 PM.