SSI FEE BOARD MINUTES | OCTOBER 5, 2012

DETAILS

Minute Taker: Brian Powell
Timekeeper: Brian Laird
Present: Brian Powell, Brian Laird, Shyanne Woods, Amy Hoffman, Brandon Trelstad, Lindsey Alamode, Elliot Finn, Emily Bowling, Ryan Stewart
Absent: None

AGENDA

Julie Watson Travel Grant, presented by Brian Laird (14 Min)
Updated Project Grant Materials, presented by Brian Laird (94 Min)
Salmon Disease Lab, presented by Brandon Trelstad (8 Min)
Next Meeting, presented by Brian Laird (1 Min)

MINUTES

JULIE WATSON TRAVEL GRANT – 2:09 TO 2:23

DISCUSSION

- The Board read through and discussed Julie Watson’s travel grant application
  - A question was raised as to having the applicant say more about what she intends to do to share her experiences with the OSU community

DECISION(S)

- The Board unanimously approved funding Julie Watson’s travel grant of up to $500 for her travel to Jerusalem for a sustainability related conference

ACTION ITEMS

- The Board will updated the travel grant applications to include more detailed instructions on what the Board would like to see from the required Ecologue posts, how it has enhanced their professional development, how it brings information back to campus and connects with OSU, include at least three to five photos
- Brian Laird will contact the applicant to inform her of the Board’s decision
**DISCUSSION**

- Ryan Stewart asked the Board if assessment was going to be included in our project grant process so that information exists to assess the SSI’s impact on OSU through the grants.
- The Board discussed what the factors were in AY12 that resulted in denied applications in order to improve the application process for AY13.
  - The Board was unclear on what types of sustainability projects to fund (environmental, cultural, social, economic)
  - Impact on students
  - One-time projects versus ongoing projects
- The Board discussed requiring organizations to submit their application history.
- The Board discussed continuing to have a project timeline that requires projects to be completed by a certain time.
- The Board discussed ensuring that research projects are funded as research grants rather than project grants.
- The Board reviewed and discussed the project grant application instructions
  - Adding a section on evaluation criteria
    - No student wages will be funded as part of a project grant application
    - Address at least one of three core areas of sustainability
    - Sustainability of project
    - Student impact
    - Feasibility (realistic timeline, appropriate budget)
    - Cost and cost effectiveness
    - Appropriate purchasing
    - Replicability
- The Board reviewed the Grant Recipient Expectations and made modifications as necessary
  - The grant recipient must attend a purchasing orientation with the SSI Administrative Coordinator
  - All requests for purchases should be made by end of winter term
  - The Administrative Coordinator will be the main contact for purchasing, with the Fee Board Chair as the contact for challenges and difficulties in the projects
  - The Board added assessment and evaluation

**DECISION(S)**

- The Board added an “Estimated Impact” section to the project grant applications to assess what impact the project will have on students at large and students involved with the project.
- The Board added a question to ask the applicant to address how the project connects to at least two of the three core aspects of sustainability (preference given to connection between more than one).
- The Board decided that the applications will open on October 22, 2012.
- The Board decided that the project grant applications will be due on November 18, 2012 and the board will review applications during Week 10, on November 30, from 2-6 PM

**ACTION ITEMS**

- Brandon Trelstad will follow up with Kevin Ahern to discuss research grants.
- The Board will finish the discussion on research grants over email.
- Brian Laird will finish the evaluation criteria and other project grant materials and send them out to the Board via email, Ryan will assist with the evaluation rubric.
- The Board must have all project grant materials completed by October 19, 2012 if the application process will open on October 22, 2012.
**SALMON DISEASE LAB – 3:24 TO 3:32**

**DISCUSSION**
- Brandon Trelstad brought the Salmon Disease Lab SERLF application to the Board’s attention
- The Board reviewed the application
  - Ryan Stewart asked about the prioritization of this project and the Board reviewed the OSU Solar Development Plan that Brandon Trelstad has put together in a spreadsheet
  - The Board discussed the current status of the SSI Review Committees view on using SSI student-fee funds to fund a general-fee funded building (E & G)

**DECISION(S)**
- Until the SSI Review is completed, the Board will not commit to funding the solar aspect of this project

**ACTION ITEMS**
- Brandon Trelstad will proceed with the paperwork for the project

**NEXT MEETING – 4:05 TO 4:06**

**DECISION**
- The next meeting will be on Friday, October 12, 2012 from 12 PM to 1:30 PM at the Student Sustainability Center

**Observers:** None

**Notes:** Elliot Finn left at 2:25 PM, Shyanne Woods left at 3:47 PM, and Ryan Stewart left at 3:51 PM