SSI FEE BOARD MINUTES | MARCH 1, 2013

DETAILS

Minute Taker: Brian Powell
Timekeeper: Brian Laird
Present: Brian Powell, SSI Administrative Coordinator; Brian Laird, SSI Fee Board Chair; Brandon Trelstad, SSI Co-Advisor and Sustainability Coordinator; Emily Bowling, SSI Co-Advisor and Sustainability Coordinator; Lindsey Alamode, Voting Fee Board Member; Shyanne Woods, Voting Fee Board Member; Colette Conover, SSI Co-Director; Eric Alexander, Director of Student Leadership & Involvement
Absent: Ryan Stewart

AGENDA

Updates, presented by various members of the Board (12 Min)
Strategic Plan, presented by Brian Laird ([Allotted Time])
Project Evaluation Matrix, presented by Brian Laird ([Allotted Time])
Next Meeting, presented by Timekeeper (5 Minutes)

MINUTES

UPDATES – 12:11 PM TO 12:23 PM

DISCUSSION

• The Board was updated by Brian Laird on the new co-directors that have been appointed internally from within the program: Marie Anselm and Colette Conover.
• The Board was updated by Brian Laird on the hiring of a new ASOSU Director of Environmental Affairs, who will now be an ex-officio member of the Board.
• The Board was updated by Emily Bowling that the Sustainability Advisor position is now open for hiring.
• The Board discussed the need for the creation of the rubric to assess Fee Board projects, especially for determining projects that we can fund for the Student Experience Center.
• The Board was updated by Emily Bowling on the need for some staff to be at the SSC when Steven Gay comes from Facilities Services to assess the space for placing an office at the SSC for the new Sustainability Advisor that will be hired.
STRATEGIC PLAN – 12:24 PM TO 1:18 PM

DISCUSSION

- The Board discussed the SSI Review Committee’s decision that the SSI Board needs to update the Strategic Plan to add details and make it more specific.
- The Board reviewed the SSI Strategic Plan to improve language and make it more specific.
  - The Board discussed the target number of students to reach via social media and web and thought it would be good to set a percentage increase in numbers.
  - The Board discussed the difference between a Strategic Plan and an Assessment Plan and Emily Bowling proposed that the Strategic Plan be modified to be more of a roadmap (or the “what”) of the organization and the Assessment Plan be more focused on the specific collection of data. The Board discussed moving the metrics from the Strategic Plan to the Assessment Plan.
  - The Board discussed adding a baseline of where the program is currently at in the Strategic Plan.
  - The Board reviewed an example strategic plan from the OSU Extension Services Outreach and Engagement.

DECISION(S)

- The Board decided to review the SSI Strategic Plan to make language more specific, and decided that the Board would contact someone from the SSI Review Committee to receive direction on what other improvements they would like us to make.
- The Board decided to delegate different sections of the Strategic Plan to Board members and revisit the plan at another time.

PROJECT EVALUATION MATRIX – 1:19 PM TO 1:30 PM

DISCUSSION

- The Board discussed setting deadlines for putting together the Fee Board project evaluation matrix.
- The Board discusses an initial conception of what criteria to include in the project evaluation matrix.

DECISION(S)

- The Board tentatively decided to have the project evaluation matrix completed by March 15, 2013.

NEXT MEETING – 1:30 PM TO 1:32 PM

DECISION

- The next meeting will be on March 8, 2013 from 12 PM to 2 PM at the Student Sustainability Center.
- Potential agenda items include:
  - Reviewing Fee Board Project Evaluation Matrix

Observers: Eric Alexander, Director of Student Leadership & Involvement
Notes: Eric Alexander arrived at 12:46 PM; Colette Conover arrived at 1:01 PM