SSI FEE BOARD MINUTES | APRIL 28, 2014

DETAILS

Minute Taker: Cassidy Radloff  
Timekeeper: Olivia Poblacion  
Present: Emily Bowling, Jen Christion Myers, Andrew Futerman, Patrick Mahedy, Tim Oravec, Jesse Pettibone, Olivia Poblacion, Cassidy Radloff, Andrew Spaeth, Brandon Trelstad  
Absent: None

AGENDA

SSI Director Candidate Discussion, presented by Cassidy Radloff  
Director’s Report, presented by Olivia Poblacion  
Budget Overview, presented by Jen Christion Myers  
Grant Updates, presented by Jen Christion Myers  
SSI Staff Hiring, presented by Jen Christion Myers and Olivia Poblacion  
Rec Sports and MU Green Fee Fund Update, Jen Christion Myers  
SIFC Update, presented by Patrick Mahedy

MINUTES

CANDIDATE DISCUSSION – 3:00 TO 3:45  
DISCUSSION:  
• Closed-door hiring committee discussion regarding SSI Director Candidates

DIRECTOR’S REPORT – 3:45 TO 3:55  
DISCUSSION:  
• Earth Week- 7 different themes/activities and events  
  ▪ Earth Justice Mural in the Quad- very positive! Possibly do it again? Enabled SSI to work with other campus groups. We could include more organizations next year.  
  ▪ “Years of Living Dangerously” film screening - really popular, GEO 300 students, great discussion.  
  ▪ Community Fair in the Quad was successful, good turnout  
  ▪ HooHaa- had a good turnout despite the rain  
  ▪ Water Feature Scavenger Hunt- small participation rate but a cool idea, if repeated should be tweaked next year  
  ▪ Garden Fest- brought together student groups, different activities, interns took different leadership roles, the Pride Center broke ground on their garden + planting with staff, rain harvest system.
- Get Outdoors Event- poor weather, small turnout, replicate in future

DECISION(S)
- None

ACTION ITEMS
- None

BUDGET OVERVIEW – 3:55 TO 4:25

DISCUSSION
a. Rachel Tholl (Admin Assistant) is managing the in-house Tracking Spreadsheet
   i. SSI is significantly under budget overall and especially regarding staff payroll
      1. Budgeted for maximum that each student can work, but hours are largely varied, work study unpredictable, budgeting this year was more accurate.
      2. A concern for our budget next year—Jen Christion Myers (Faculty Advisor) will track this over the next couple of years to be more accurate with our budget.
      3. Let’s explore opportunities to use these funds for programming instead of reducing our budget.
      4. Review and strategize towards the end of the year—specific line items brought up for discussion
   ii. We are over budget in training and conferences
      1. This line-item will be reduced next year because SSI staff will apply for travel grants for professional development
   iii. We are about $200 under budget for Travel Grants
      1. We can move funds from Project Grant funds if we have more applications worthy of funding
   iv. Coordinators haven’t under-spent a lot of their budgets
      1. Programs haven’t suffered this year, we’ve been managing funds better and more intentional with our spending
      2. Are there holes in programming that we could support?
      3. Earth Week spending has not yet been entered
   v. Marketing and Advertisement is a large line-item
      1. We requested a smaller amount this year and should not have a problem meeting our needs
      2. We are tracking spending to be more accurate with our budget
      3. Swag team is putting together an inventory, and planning how we will distribute Swag, establishing sustainability standards to guide purchasing decisions in the future.

DECISION(S)
- None

ACTION ITEMS
- None

SSI STAFF HIRING – 4:25 TO 4:35

DISCUSSION
- Opportunity to hire a summer intern through the Promise Program
  - 10 weeks program, 40 hrs. per week—SSI pays for half of the wages
  - Social Justice focus- hiring is in process
  - Good use of our extra payroll funds
  - SSI is hiring for 8 staff positions for FY15, we have 20+ candidates
SSI staff helped to review apps for their positions
Hiring done by mid-May

DECISION(S)
• None

ACTION ITEMS
• None

GTA POSITION DISCUSSION – 4:35 TO 4:45

DISCUSSION
• Kim Helm is interested in working over the summer, get some work done before school gets going
• We see this as a good use of unspent student staff wage funds

DECISION(S)
• None

ACTION ITEMS
• None

GRANT UPDATES – 4:45 TO 5:25

DISCUSSION
1. Project Grant Updates
   a. Food Group- Hosted one cooking class during Winter Term, one or two more coming up this term
   b. Pride Garden has been planted
   c. Transatlantic Symposium- Event completed and came in under budget
   d. Water Catchment System- Engineers without Boarders has been working with the Pride Center to install the system there, an MOU has been drafted
      i. The national Engineers Without Borders organization contacted the local chapter and the project will not meet the larger standards so Engineers Without Boarders cannot be officially associated with the project.
      ii. Should they change applicant name to a group of students?
         1. Ask them to send in an official note to document the transition
         2. Take them out of the MOU, and just make this an SSI project
            a. SSI possibly taking this on as a responsibility—would the responsibility fall onto the coordinators?
            b. Will SSI be responsible for maintenance?
            c. PRIDE Center will be in charge of weekly maintenance for smaller things
            d. We could look for another engineering group to do the maintenance, possibly ecological engineering
            e. EWB should be responsible for finding another group to take their place for maintenance
            f. Setting up a process for getting through all the Project Grants underway smoothly.
   e. Solar Vehicle Team- we will be getting a bill from them soon
   f. Bike Fix-It Station- Campus planning is getting together to install multiple Fix-it stands on campus
      i. Dixon wants to fund their own outside of their building
      ii. This one could go out by the SEC near Stag

2. Travel Grant Update
   a. $285.68 remaining in our budget for travel grants
b. Nicaragua Project- one student did not buy a ticket, needs to contact us to explain why
   i. Do we need a Cancelation Policy?
c. SSI Staff Members want to apply for travel grants before they graduate for an event after graduation
   i. We should contact AABC for their input
      1. Are there liability issues within OSU?
d. New Travel Grant Materials are being developed
e. Rachel Tholl is working on updating the website

3. Research Grant Update
   a. Materials are up online
   b. We will begin an advertising push tomorrow
   c. Deadline- May 23rd, 2014 to give us a week to review them
   d. Board will make a decision at the June 2nd, 2014 meeting

4. Wage Grant Application
   a. Deadline of May 14th, 2014 to review them on May 19th 2014
      i. We could make this a priority consideration, but still other applications on rolling deadline
   b. Pros & Cons of Rolling Deadline/Set Deadline
      i. Able to compare them side by side
      ii. Don’t want to exclude anyone
      iii. Flexibility- cultivate as many grants as possible
      iv. Program recognition- if we advertise them all together
      v. May not have a Fee Board in the Summer- don’t want applications to sit for three months

DECISION(S)
- None

ACTION ITEMS
- None

CARBON OFFSETS – 5:25 TO 5:35

DISCUSSION
   a. First reading of the legislation was sent to the ASOSU House- Andrew Futerman presented it and answered questions
   b. Second reading to the House this Wednesday
   c. If passed, the bill will be sent to department heads with the students support

DECISION(S)
- None

ACTION ITEMS
- None

REVOLVING LOAL FUND/SIFC MEETING – 5:35 TO 5:45

DISCUSSION
   a. Our plan is to get on the agenda for a future meeting with AABC. We have two projects (Salmon Disease Lab and LeSells Stewart Center) waiting on funding

DECISION(S)
- None

ACTION ITEMS
- None