These minutes are for a meeting held by the OSU Student Sustainability Initiative Fee Board on October 20, 2014 from 5:30 PM to 7:30 PM at the Student Sustainability Center.

SSI FEE BOARD MINUTES | OCTOBER 20, 2014

DETAILS

Minute Taker: Sarah Bixel
Timekeeper: Sarah Bixel
Present: Sarah Bixel, Emily Bowling, Jen Christion Myers, Patrick Mahedy, Danielle Marias, Lexie Mikesell, Jesse Pettibone, Nick Silva, Brandon Trelstad
Absent: Andrew Futerman, Kim Helm, Maia Penchansky

AGENDA

Revolving Loan Fund Discussion, presented by Emily Bowling (5:30-6:30)
Spring Creek Wage Grant, presented by Jen Christion Myers (6:30-6:40)
Grant Application Review presented by Jen Christion Myers (6:40 to 7:05)
AASHE Student Pass, presented by Jen Christion Myers (7:05 to 7:15)
Review Grant Deadlines, presented by Jen Christion Myers (7:15 to 7:20)
SIFC Report Discussion, presented by Jen Christion Myers (7:20 to 7:30)

MINUTES

REVOLVING LOAN FUND (RLF) DISCUSSION – 5:30 TO 6:35

DISCUSSION

- Previous Fee Boards approved two separate loan applications (Salmon Disease Lab and LeSells Stewart Center). Now that the projects are approved, we need to work with AABC to finalize the loan agreement, application, and final report documents. The Fee Board reviewed the application evaluation criteria and made changes for submission to AABC.

RLF Updates Needed by AABC
1. Provide evaluation criteria that the Board will use for project proposals (some information to be determined after first Board Meeting)
2. Define all parameters desired on the new closeout form to be drafted
3. Define what signage policy to be implemented to projects – web, interactive kiosk, credit SSI w/funds
4. Provide Mike and Jen with copies of the two current projects and their timelines
5. Determine any departments that you may need data access from (ex: facilities and their data for energy usage) - do not need to go to departments individually

DECISION(S)
Revised Project Evaluation Criteria:
- Feasibility (evidence of support from project stakeholders, Facilities Services, and Capital Planning)
- Educational impact: Awareness raising (interpretive signage and other awareness raising efforts) involves students in the planning & implementation process, on-going impact on student body through education.
- Promotes energy efficiency and/or renewable energy on campus. Priority given to innovative projects, as well as those with a minimum of a 15-year payback (10-year preferred).
- Discussion will be finished over email within the next week.

**SPRING CREEK PROJECT WAGE GRANT – 6:35 TO 6:40**

**DISCUSSION**

- The Spring Creek Project is considering dividing the hours available for employment through their Wage Grant into two separate student employee positions.
- The original award was made for $4,320 for 360 hours, 12 hrs/wk with an anticipated start date of September 29, 2014.

**DECISION(S)**

- Providing two separate positions allows for more student involvement and aligns with SSI’s goals.
- No formal vote was held but a consensus was reached and the Wage Grant will be amended to allow the Spring Creek Project flexibility to hire two students to complete the original scope of work, up to the amount of the original Wage Grant award of $4,320.

**GRANT APPLICATION REVIEW – 6:40 TO 7:05**

**DISCUSSION**

- Kim Helm and Jen Christion Myers are restructuring the grant application forms.
- The Research Grant application was written during Spring term of 2014 and does not require extensive editing.
  - Current award levels support student payroll at $10/hr.
  - Max awards are $1,500 for single-term projects and $3,300 for Winter and Spring term projects.
- Final reports ask for a summary of work conducted, the benefits of the SSI award, a reflective statement about learning outcomes, and visual aids.
  - Board members discussed a desire to supplement a written report with a video, speech, or poster.
  - Providing options may be more engaging and provide better assessment of student learning and experience.
  - May suggest presenting at a research symposium in order to have a bigger impact and to raise awareness of work done.
- Current award levels support student payroll at $10/hr.
  - Oregon min. wage is $9.10, but will increase to $9.25 in January 2015.
  - The Central Human Resources Office released guidelines for student pay last spring but did not offer guidance about how to interpret/apply it.
  - SSI is involved in a conversation with SLI and other student fee funded departments about student employee pay rates.
  - Currently, job responsibilities are taken into account when deciding wage levels.
  - External Wage Grant recipients may be receiving more compensation than SSI employees at the current level.

**DECISION(S)**

- **RESEARCH GRANTS**
  - Funding for projects will remain at the current level.
Student wages will be increased to $10.15/hr to recognize the increase in Oregon minimum wage effective January 2015

- **FINAL REPORTS**
  - Written reports will continue to be required at the conclusion of a project
  - A supplemental piece will be added requiring the final report to also take the form of a video, poster, or presentation
  - Discussion will be finished over email by Wednesday, October 22, 2014

**AASHE STUDENT SUMMIT PASS** – 7:05 TO 7:15

**DISCUSSION**

- 1 free pass is still available to the Student Summit (valued at $50)
  - 1 has already been awarded to a student
- Question remains of what to do with the other pass, because a late application for the pass was not approved for funding

**DECISION(S)**

- The Student Summit pass will be offered to the person who applied late
- If the student chooses to decline the pass, it will be offered to the SSI staff

**REVIEW APPLICATION DATES/DEADLINES** – 7:15 TO 7:20

**DISCUSSION**

- Grant applications will be available on Oct. 23, 2014
- An Application Open House will be held on Oct 30, 2014 from 7 – 8pm
- Application Deadline is Dec 14, 2014
- Applications to Fee Board by Dec 15, 2014
- Fee Board Review on Jan 4, 2015
- Notifications will be sent out on Jan 5-6, 2015
- Project Grant Orientations will be during Week 2 of Winter Term
- Research Grant Orientations will be during Week 3 of Winter Term

**DECISION(S)**

- Students may receive up to $500 in Professional Development Grants each year
- Students may receive one Project Grant and one Research Grant per year

**SIFC EXECUTIVE REPORT REVIEW** – 7:20 TO 7:30

**DISCUSSION**

- SSI will need to find a home for the solar trailer after the SSI relocates
- GTA salary will not be subsidized by the Vice Provost’s office during AY16, so it will need to be included in our upcoming budget request

**ACTION ITEM**

- Jen Christion Myers will draft the report for review and submission to SIFC by Nick Silva and Emily Bowling

**NEXT MEETING** –

**DECISION**

- The next meeting will be on November 3, 2014 from 5:30 to 7:30 at the Student Sustainability Center.