These minutes are for a meeting held by the OSU Student Sustainability Initiative Fee Board on September 2, 2014 from 5:00 PM to 7:00 PM at Student Sustainability Center.

SSI FEE BOARD MINUTES | SEPTEMBER 2, 2014

DETAILS

Minute Taker: Maia Penchansky
Present: Emily Bowling, Jen Christion Myers, Danielle Marias, Maia Penchansky, Jesse Pettibone, Cassidy Radloff, Brandon Trelstad
Absent: Andrew Futerman, Kim Helm, Patrick Mahedy, Nick Silva

AGENDA

Purpose and style for meeting minutes, presented by Jen Christion Myers (5:00-5:10)
AASHE Funding, presented by Jen Christion Myers (5:10-5:20)
Standard Discussion cont., presented by Cassidy Radloff (5:20-6:00)

- Partnerships vs. multi-year funding
- SSI Professional Development Grants
- Maximum amount of money for one student to receive each year
- Summer grants after graduation?
- Group professional development grants
  - How much can we allocate?
- Faculty advising board for grant reviews
- Policy for incomplete applications
- Supplemental interviews/questions

Next Meeting, presented by Cassidy Radloff (5 Minutes)

MINUTES

PURPOSE AND STYLE FOR MEETING MINUTES – 5:00 TO 5:10
DISCUSSION

- Non-unanimous decisions are noteworthy
- Capture numbers of votes cast, not names
- More detail can’t hurt

AASHE FUNDING – 5:15 TO 5:30
DISCUSSION

- Association for the Advancement of Sustainability in Higher Education annual conference will be held in Portland this year October 26-29 (http://www.aashe.org/)
- There will likely be many applicants for professional development funding
- OSU is a sponsoring/host institution, funded in part by SSI, the Sustainability Office, Campus Recycling, and the School of Public Policy
• As part of the sponsoring package, OSU gets two free passes ($50 waived registration fee) for the Student Summit on Oct. 26th
  o How do we want to advertise this?
  o SSI staff have been notified
• Should we create a separate application for these passes or distribute them as part of the professional development grant process?
• Advertise on listserv, Facebook group, website
• SSI staff or fee board member makes the most sense to use these passes

DECISION(S)
• Advertise the availability of Student Summit passes internally to SSI staff and SSI Fee Board
• Require Professional Development Grant application
• Deadline 30 days before conference

ACTION ITEMS
• Announce to new SSI staff on the first day of training

PARTNERSHIPS VS. MULTI-YEAR FUNDING – 5:30 TO 6:00

DISCUSSION
• How do we want to differentiate between partnerships and applicants who apply for funding year after year?
• Occasionally, these partnerships elicit late or poor quality applications over the years
• Do we want to set a policy for consecutive year applications?
• SSI partnerships with organizations and group projects
  o How do we ensure these get the funding they need?
    ▪ Keep SSI Fee Board in the loop through directors’ report
    ▪ Board members involved in meetings with other departments?
    ▪ Set expectation of consulting with Fee Board and grant program ahead of time (before submitting final application for grant)
    ▪ Letter of intent for departments?
• MULTI-YEAR FUNDING
  o Add field on consecutive year applications that describes previous year successes/failures, how did it go?, what would you change?, etc.

DECISION(S)
• PARTNERSHIPS
  o Forwarding (or cc’ing) emails to board before grants are reviewed
  o Keep Fee Board in the loop
• MULTI-YEAR FUNDING
  o Deliverables and outcomes
  o Be strict with application requirements and standards
  o Reinforce competitiveness of grants

SSI PROFESSIONAL DEVELOPMENT GRANTS – 6:00 TO 6:10

DISCUSSION
• We will fund full amount for required SSI staff development events
  o Require a final report
• SSI pool of student professional development funds applied to unfunded 25% of application?
  $100 per student
• Should we pay students hourly to attend conference?

DECISION(S)
• SSI staff applies should apply for professional development grants the same as any other student. SSI may choose to fund the other 25% comes out of the in-house professional development budget, up to $100 per student employee

MAXIMUM AMOUNT OF MONEY PER STUDENT PER YEAR – 6:10 TO 6:17

DISCUSSION
• Should we accept multiple professional development grant applications from the same person in one year?
• Should we cap amount of money available to a student annually?

DECISION(S)
• Cap at $500 for professional development per student per year
• Not dependent on amount of professional development applications
• Limit to one project grant and one research grant per year

SUMMER GRANTS AFTER GRADUATION – 6:17 TO 6:30

DISCUSSION
• Should we fund grant applicants who apply before the fiscal year ends but after they have graduated?
• Students need to demonstrate the impact of their learning on the campus community
• It becomes more work for SSI to ensure accountability

DECISION(S)
• No applications accepted for professional development after graduation

ACTION ITEMS
• Add fields for number of enrolled credits and graduation date on application form

GROUP PROFESSIONAL DEVELOPMENT GRANT APPS – 6:30 TO 6:40

DISCUSSION
• Should we fund group professional development applications?
• How will each student demonstrate an impact of their learning on the campus community?

DECISION(S)
• Each student is required to submit an impact statement and personal reflection as part of their final report
• $2000 per group limit

ACTION ITEMS
• Kim Helm will put together a unique application for groups including specific questions for individual group members

INCOMPLETE APPLICATIONS – 6:40 TO 6:47

DISCUSSION
• Should we accept mistakes or incomplete applications?

DECISION(S)
• Do not accept obvious omissions. Kim Helm will screen applications for completeness before forwarding them to the Board.

SUPPLEMENTAL INTERVIEWS AND QUESTIONS – 6:47 TO 6:50

DISCUSSION
• Should we request additional information or supplemental interviews for applications?

DECISION(S)
• When application meets criteria but some aspects are vague, request follow up
NEW SSI FEE BOARD CHAIR – 6:50 TO 7:00

DISCUSSION
- Interviews for a new chair will be conducted this week
- Cassidy Radloff and Jen Christion Myers will email notes from interviews to the Board
- Board will vote in new chair over email

NEXT MEETING

DECISION
- Fall term scheduling will be sent out over doodle poll
- Next meeting will be held after the beginning of fall term