Campus Sustainability Fund

Committee Meeting Minutes

November 22, 2013 – 11:25am – Gerbending 26

Agenda		
Time	**Item**	**Presenter**
11:25am	Approvce 11/15 Minutes	Elizabeth
11:26am	Approve 11/22 Agenda	Elizabeth
11:27am	CSF Practicum	Patrick Bridegam
11:37am	CSF's History with SAF	Graham
11:42am	2013-2014 CSF Budget Discussion (Follow-Up from Budget Subcommittee Meeting)	Kayla/Alissa/Elizabeth
11:46am	LOI and CSF Website Procedures	An
11:56am	LOI Scoring Rubric	Graham/Elizabeth
12:06pm	Update: Current Request for LOIs	Graham
12:11pm	Project Walking Tour	Chris
12:16pm	CSF Fall Retreat – Date Recommendation and Discussion	Elizabeth
12:21pm	Wrap Up, Questions, Additions for Next Meeting's Agenda	Elizabeth

MINUTES:

Bruce Balick speaks about a sustainability curriculum at the UW.
- Have been trying to push curriculum. Meeting with 4-5 deans today, and they said "no more committees" – it can be implemented within certain colleges. Similar to POE, but within specific colleges, leading to a minor in sustainability.
- College of arts and sciences, evans school, arch, COE, CBE – need to spread out to deans of law & businesses school.
- Have courses for undergrads in all fields that pertain to sustainability. Sustainability doesn't like to fit into one field. Each college will do it on its own. How will the pieces fit together? Bruce will seek CSF committee feedback as things move along.

Approve 11/15 Minutes
MOTION: Committee approves minutes: unanimous – Graham made edits that Claudia suggested

Approve 11/22 Agenda
MOTION: Committee approves agenda for today: unanimous

CSF Practicum
- Patrick updates committee on CSF practicum. IT'S FULL!!!!! 25 students working individually or in teams.
- He will be asking for participation from CSF committee and staff members to take part in the class in some way. Hoping to make it an annual course. Make it a broad course on grant writing? Patrick will keep us updated on how the class is going.
- Syllabus is online and on the time schedule. Will send email to Graham to send to committee.
- Student make up: half are CEP majors and the other half are from all over—mostly College of the Environment. Hopefully expand it in future years (engineering, etc…) Course is filled by registration period 1.

CSF history with SAF
- History and timeline on the money and relationship with SAF. Mid December is application process for SAF.
- Routinely been operating at $330,000 realm
- SAF lets us know the total amount of available money before we ask. SAF has a complex process for how to allocate funds. Probably won't be less than what they've offered from previous years.
- Award history is all online.
- what other sources of money are there? Put it on our radar to look at other sources. SAF is looking for us to seek donations from other organizations and separating off from SAF completely maybe? Someday?
- Where would the student fee come from? Explore different models for funding coming from tuition.

Budget Discussion
- Kayla speaks about budget committee. Looking at budget spreadsheet: Operations, Outreach & events, contingency, projects, and large projects (10%). How would we want to be growing the large projects fund. How to break down 330,000 budget we have for this fiscal year. Outreach is supposed to be 3% of operations- looking at what was done in past years.
- Sub committee will be having monthly meetings (next one before retreat) to discuss
- Adding language in bylaws about small projects fund

LOI and CSF Website Procedures
- An talks about LOIS…training on how to access LOIs for review after 12/2

- Start at CSF homepage....go down to bottom left corner. Click on dark blue 2013. Log-in with UWNetID. Now you should see a close to identical page with "view" & "edit" tabs.
- Go to http://f2.washington.edu/oess/csf/pa-report
- Open & read projects that say LOI. Review and note what you like & don't like about them.

LOI Scoring Rubric
- Graham talks about a Project Assessment Rubric. Was created during the first year -- standardized, transparent, and fair process for evaluating process.
- Discussion guide and scoring system. Evaluation framework
- Gives us a better framework to assess projects
- Is the scoring system a poor system? Projects are very different and tough to put them into one rubric. More like guidelines.
- Update on current requests for LOIs – Graham: possible first round asks.

CSF Fall Retreat
Document on "Possible 1st Round asks 2013/2014"
- UW farm – Sarah Geurkink: not sure what they have in mind specifically, but have been involved with CSF history
- Laura Pfeifer – pipline project continuation?
- Rain Garden – Matt Schwartz: send us draft LOI which we reviewed
- Energy monitoring – civil engineering student
- Plastic bottle ban – Evans school
- UW biodiesel – did a feasibility study 2 years ago, now they actually have a space! They want to build a lab from a shipping container – look to CSF
- Worm composting – looked at multiple sites around campus
- Aquaponics @ uw farm –
- Greening Wallace hall – sent rough draft LOI
- Green futures lab – may be sending loi on biodiversity green wall signage funding
- Real food challenge, UW Food Coop, Arborist (???), and CEP 200 projects – students have to complete a full proposal

- An will send out spreadsheet to committee on RSOs and classes on what groups she has already talked to.
- CSF projects tour? During retreat? Or when staff and committee are less busy. Chris came up with a rough draft tour!

- Patrick plans on having a tour be a part of practicum. Discuss at retreat when we can do this.

Retreat time? **Wed 4th, 430-6 : committee decides to have retreat on this day and time.**
When to do walking tour? In daylight. Next quarter. It will require a good chunk of time.
- We can have a set tour for outreach to classes and student groups.
- Short and extended tour.
- Add to campus tour? Talk to first year programs.

<u>Wrap up/Questions</u>
- Who would be leading tour in First Year Programs?
- CSF scheduled to meet on December 6th. Not meeting on the 13th – maybe? Depends on what we get done by the 6th.

--MEETING ADJOURNED--