

Campus Sustainability Fund
Committee Meeting Agenda & Minutes

Tuesday, February 7, 2023
6:00-7:30 pm PDT LOCATION: **ZOOM**

Join Zoom Meeting (2022-2023)
<https://washington.zoom.us/j/5100844374>

Agenda		
Time	Item	Facilitator
6:00-6:10	Ice breaker	Neha
6:10-6:30	Housekeeping <ul style="list-style-type: none"> - Neha/Lauren update on GPSS Presentation - WOHESC - Decarbonization Student Taskforce Meeting on Thursday - Grant updates next meeting - Meeting absences and procedures - SAF hearing on Friday 	Tatiana, Kyle, Neha
6:30-6:40 Switch order	Presentation on partnership with UW Women's Center and recap with UW Farm Capstone	Gulsima
6:40-7:00	Review budget <ul style="list-style-type: none"> - Formally approve budget for 2023 calendar year and the 2024 SAF document - APPROVED 	Tatiana, Kyle
7:00-7:10	Walk through of full proposal review	Tatiana
7:10-7:25	Discussion! <ul style="list-style-type: none"> - What has been your experience as a student with sustainability at UW? - What is missing from this experience? How can we help fill this gap? - What does environmentalism mean to you? What makes someone an environmentalist? 	Neha
7:25-7:30	Wrap Up Next time:	Neha

- Presentations from Applicants
 - Discussion on full proposals + vote
- Next next time:
- Workshop on presentations
 - Check-in with committee members

Project Criteria Overview

[More detail on website](#)

<u>Criteria 1: Sustainable Impact</u>	<u>Criteria 2: Leadership & Student Involvement</u>	<u>Criteria 3: Education, Outreach, & Behavior Change</u>	<u>Criteria 4: Feasibility & Accountability</u>	<u>Criteria 5: Budget</u>
Projects must improve the sustainability of UW's campus and/or operations. Encompasses social sustainability, environmental sustainability, biodiversity, environmental justice and equity.	Projects must demonstrate some substantial degree of student leadership or student involvement throughout the application and implementation process to be considered for funding. Projects initiated by students will be prioritized.	Projects must include educational and outreach components that help cultivate an aware and engaged campus community.	Applicants must demonstrate appropriate knowledge, timelines, skills, and guidance complete projects successfully. CSF encourages mentor or department support and line item in the budget for project management.	Project must demonstrate a well-researched and feasible budget that accomplishes tasks and appropriately compensates the involved team members along with a timeline to implement the budget

<https://csf.uw.edu/how-apply/funding-guidelines>

Non Allowable Uses:

- *Funding cannot be used for time and labor expended by UW faculty working unless it is outside the scope of regular faculty duties.*
- *Funding cannot be used for the purchase of gift cards or other forms of compensation to research subjects. While we encourage compensating research subjects for their time, this must come from another funding source.*
- *In general, funds cannot be used for food, drinks, or salable merchandise as part of project budgets. Some exceptions may be granted.*
- *Line-item requests for travel funding are not encouraged, but will be considered on a case by case basis.*
- *Funds shall not be used for research projects unless such projects include an actionable component.*

Some things for us to discuss:

- *The program and position outcomes → feedback, thoughts, ideas*
- *Balance of adequate staffing*
- *Professional development opportunities*

CSF Bylaws + Protocols

[Committee Bylaws](#)

[Robert's Rules of Order](#)

[Liberating Structures](#)

[CSF Committee Google Drive](#)

[2022-2023 Committee Documents](#)

How to evaluate projects

[CSF Project Criteria](#)

[Reference Sheets](#)

[Evaluation Rubric Example \(go to Rubric Template tab\)](#)

Current projects + timeline

[Workday Orientation](#) - <https://tinyurl.com/csf-workday>

[2022-2023 Proposal Deadlines & Timeline](#)

[CSF Resource Guide](#)

Attendees: Tatiana, Neha, Sohara, Kyle, Christoph, Emmy, Nat, Lauren, Tava, Gulsima and Kort

Proceedings:

- Ice breaker - favorite dessert/comfort food
- Updates from presentation to GPSS: Slides shared in the drive
- WOHESC updates:
 - Dates: March 6 to 8
 - Transport and accommodation: Driving in CSF's car and staying in an Airbnb.
 - 5 more registration passes have been provided free of charge. Transportation and lodging is also covered. Anyone interested to attend but not willing to present are welcome and can attend for free (per diem might be provided for food).
- Decarbonization student task force meeting on Thursday:
 - Will be looking at goals for the year around engagement and advocacy
 - The meeting will be in hybrid mode (both zoom and in person options available)
- Project updates:
 - One of the project teams needed more time so the deadline has been extended till Monday, the 13th.
 - The meeting on the 21st is when they will present to us as a committee and then we will vote as a committee on whether to approve.

- Budget update:
 - Breakdown of total revenues and expenses (\$396,604) shared by Kyle
 - An additional \$30,000 requested for next year
 - Marketing budget has been cut but there are funds in reserve from prior years
 - CSF tote bags available for anyone who wants one!
 - Budget approved with committee's votes
- CSF general update:
 - LOIs of both large grants have been approved
 - Both mini grants - washPIRG and Polynesian student alliance - approved
 - A new partnership for CSF is announced with UW Alene Moris Women's Center. CSF will support its 5 week event series: leadership academy - convening equity
 - Anyone interested in learning about a strategic planning process is welcome to join the CSF stakeholder group
- Project review:
 - All the project teams have to submit the full proposal, acceptance of administrative responsibility for, and project approval and support forms.
 - Grading rubric: Criteria 1 - sustainable impact, criteria 2 - leadership and student involvement, criteria 3 - education, outreach (if behavior change), criteria 4 - feasibility and accountability, 5 - budget.
 - Team went over a sample proposal to grade.
- Next meeting: In two weeks from now after the long weekend.