

Campus Sustainability Fund
Committee Meeting Agenda & Minutes

Friday, 2.16. 2024 | 12:00-1:30pm PDT, Location: [Zoom](#)

Join Virtual Meeting (2024-2025): <https://washington.zoom.us/j/5100844374>

[Recording](#) (last 20 minutes, includes SER-UW presentation)

Agenda		
Time	Item	Facilitator
12:00-12:45	<p>Welcome in!</p> <ul style="list-style-type: none"> ● Recap of the Teach-in & updates for Program Director Hiring <p>Discuss WOHESC transportation preferences</p> <ul style="list-style-type: none"> ● Train vs. Driving. ● Anyone going early? ● Getting people registered <p>5 extra codes (tell friends)</p> <p>Orient for today and next meeting</p> <ul style="list-style-type: none"> ● Go over pace for today's meeting and March 1's ● Presentations, questions (ask them), and vote! ● Raise concerns about projects now <ul style="list-style-type: none"> ○ Did they implement the changes we asked for? ○ Any concerns about the budget allocations? ○ Are they prioritizing student engagement? 	Tatiana & Sohara
12:45-1:15	<p>Project Team Presentations:</p> <ul style="list-style-type: none"> ● 12:45p-1:00p Keraton ● 1:00p-1:15p SER-UW Native Plant Nursery <p>- 10 min for presentations and 5 min for committee questions</p> <p>- Voting form</p> <p>Questions for Keraton:</p> <ul style="list-style-type: none"> - What exactly in the budget will our funds be contributing to? - What modifications have been made to the event based on lessons learned from past iterations? <p>Questions for SER:</p> <ul style="list-style-type: none"> - Is the AmeriCorps position now a UW student position? - Is the money for interns just for projects or are they compensated? - How are the student interns selected? <ul style="list-style-type: none"> - Do you do any outreach outside of traditional environmental groups/programs to seek interns and volunteers? 	Boe

Agenda		
1:15-1:25p	Final discussion and VOTE <ul style="list-style-type: none"> Voting form: https://forms.gle/Y23su4cmV9dfMb8A 	Sohara
1:25-1:30	Final thoughts & adjourn <ul style="list-style-type: none"> Reminder to add names to the Ex-officio member list Recommended readings 	Sohara

Some follow-up reading for those interested. They're all from "Science for the People" (a very cool magazine that started in the 1960s anti-war movement— love their graphics, good spread of articles, and focus on intersectional principles of justice)

[Extractivism in the Anthropocene](#) (skim, good concepts)

[Vehicles of Extraction. \(perspective on not looking to EVs as the simple solution for our climate crisis\)](#)

[Buen Vivir, Beyond Extractivism \(Indigenous Andean Principles to Life\)](#) (imagining a different future from imperialism)

- + bonus from YaleEnvironment360 cause it ties well with the collection above (why the rush to mine lithium for the West’s decarb threaten the Andes):
<https://e360.yale.edu/features/lithium-mining-water-andes-argentina>

Project Criteria Overview				
More detail on website				
Criteria 1: Sustainable Impact	Criteria 2: Leadership & Student Involvement	Criteria 3: Education, Outreach, & Behavior Change	Criteria 4: Feasibility & Accountability	Criteria 5: Budget
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.*

CSF Bylaws + Protocols

[Committee Bylaws](#)

[Robert's Rules of Order](#)

[Liberating Structures](#)

[CSF Committee Google Drive](#)

[2023-2024 Committee Documents](#)

[Orientation Folder](#)

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**](https://tinyurl.com/csf-workday)

[2023-2024 Proposal Deadlines & Timeline](#)

[CSF Resource Guide](#)

Minutes

Attendees: Sohara, Tatiana, Boe, Tava, Mazzi, Emelyn, Sofia, Azaan

[Recording](#) (last 20 minutes, includes SER-UW presentation)

[VOTING Form](#)

- Icebreaker: updates from everyone from the last two weeks
 - Lots of travel, club/school work, and watching good movies/tv / reading books
- Any questions about the proposal review process? We will be reviewing the (1) Keraton and (2) SER-UW Native Plant Nursery proposals.
 - No questions
 - We will vote on whether to approve the project and how much funding we want to give (don't have to give the entire amount)
- WOHESC
 - Decided to get a car because it's easier than the train
 - Anyone going early?
 - Tatiana, Boe, Kort
 - Maybe Sofia
 - Neha will make the spotify playlist
 - Five extra codes if you want to tell your clubs/classmates
 - Will cover the cost of conference and can probably join in our car, but no more room in the airbnb

Notes from presentations

Keraton

Presenters: Charisse Valerie Luhur (President), Jessica Fredlina (Director of Finance), Andira Andala (Head of Sponsorship), Ryan and Janice Dermawan (Sponsorship Officers)

- Nonprofit cultural organizations
- Platform for Indigenous students
- Keraton is the largest Indonesian festival on the west coast and second largest in the whole US
- Event includes coffee tasting, creative *batik* activities, traditional dance performances, games, and food prepared by local and international vendors coming from different regions of Indonesia
- Grown rapidly to attract over 5,000 multinational visitors from all over the country last year, a significant increase from the 70 attendees when Keraton was first held in 2011
- High level objectives
 - Cultural preservation
 - Community engagement
 - Environmental responsibility
 - Educational outreach
- Sustainable food bazaar

- Student-led and local vendors that serve Indonesian cuisine
- Traditional performances
 - Traditional dances by Indonesian Cultural Association
 - Student performers
 - Guest headliners
- Traditional games
- Educational Booths
 - Solar chapter
 - Consulate General Republic of Indonesia
 - Batik Merchandise
 - Traditional clothing
 - Traditional musical instrument
 - Give attendees a chance to play *Angklung*
 - Coffee tasting
 - Coffee that is grown sustainably back in Indonesia
 - Traditional artifacts
 - Exploring rich history and artistic diversity of Indonesian heritage
- Waste management
 - Paperless transaction
 - With Square
 - Saving ~7000 paper receipts
 - Recycling and composting bins
 - More stations and signage
 - Photobooth and decoration
 - Cardboard and paper used in the photobooth area and decorations
 - Reusing wood sign from previous Keraton
- About solar chapter
 - Mostly student led, became a UW RSO last year
- Funding level objectives
 - Sustainable initiatives
 - Cultural performances and exhibits
- Budget breakdown
 - Graphic shows the budget from last year
 - \$10,000 from SCF
 - Honey bucket and water (\$1,000)
 - Recycling (\$2,000)
 - Electricity (\$4,600)
 - Tenting and rental equipment (\$4,000)
 - Food vendor equipment (\$200)

EVENT BUDGET	
Accommodation	
Campus Services - Floodlight Rental	\$ 1,100.00
Event Insurance	\$ 500.00
Honey Bucket and Water	\$ 1,000.00
Events Staff	\$ 1,800.00
First Aid	\$ 150.00
Recycling	\$ 200.00
Electricity	\$ 4,600.00
Tenting and Rental Equipment	\$ 4,000.00
Stage, Lighting, and Sound System	\$ 15,000.00
Vendors Area	
Food Vendor Equipment	\$ 500.00
Photobooth Equipment	\$ 100.00
Kitchen (Husky Den)	\$ 1,400.00
Decoration	\$ 1,700.00
Transportation (U-Haul)	\$ 150.00
Assembly permit and Propane permit	\$ 4,500.00
Volunteers & Performers	
Guest Star Fee	\$ 10,000.00
Event T-Shirt	\$ 800.00
Committee, Volunteers & Performers Consumption	\$ 2,000.00
Marketing	
Instagram and Online Advertisement	\$ 200.00
Balloons and Sandwich Bag	\$ 150.00
Posters and Banner Printing	\$ 500.00
TOTAL BUDGET	\$ 50,350.00

- Advertising
 - Social media platforms
 - In person advertising – sandwich boards, tabling every Thursday at Red Square
 - Smaller scale events and larger events open to students and the public
- Questions
 - Will there be compost bins?
 - Yes
 - What lessons have you learned?
 - Not using food trucks because they release emissions
 - Two years ago, food vendors mostly cooked on site
 - Concerns about food handling and safety
 - Pre-packaged food
 - How have the sustainability initiatives impacted the event?
 - Broadening the offerings at the event, more activities other than food to attract people to come

The screenshot shows a presentation slide titled "Budget Breakdown" with a table on the left and a list on the right. The table lists various event costs, and the list details how a \$10,000 grant from CSF will be used.

EVENT BUDGET	
Accommodation	
Campus Services - Floodlight Rental	\$ 1,100.00
Event Insurance	\$ 500.00
Honey Bucket and Water	\$ 1,000.00
Events Staff	\$ 1,800.00
First Aid	\$ 150.00
Recycling	\$ 200.00
Electricity	\$ 4,600.00
Tenting and Rental Equipment	\$ 4,000.00
Stage, Lighting, and Sound System	\$ 15,000.00
Vendors Area	
Food Vendor Equipment	\$ 500.00
Photobooth equipment	\$ 100.00
Kitchen (Husky Den)	\$ 1,400.00
Decoration	\$ 1,700.00
Transportation (U-Haul)	\$ 150.00
Assembly permit and Propane permit	\$ 4,500.00
Volunteers & Performers	
Guest Star Fee	\$ 10,000.00
Event T-Shirt	\$ 800.00
Committee, Volunteers & Performers Consumption	\$ 2,000.00
Marketing	
Instagram and Online Advertisement	\$ 200.00
Balloons and Sandwich Bag	\$ 150.00
Posters and Banner Printing	\$ 500.00
TOTAL BUDGET	\$ 50,350.00

Budget Breakdown

- The \$10,000 we requested from CSF will be used to help fund the following:
 - Honey Bucket and Water (\$1,000)
 - Recycling (\$200)
 - Electricity (\$4,600)
 - Tenting and Rental Equipment (\$4,000)
 - Food Vendor Equipment (\$200)
 - Including compostable dishware and utensils

SER-UW

Presenters: Lea Dyga (AmeriCorps) and Joshua Kim (current student in Enviro Science, student assistant, has also been a volunteer)

- Seeking funding to enhance basic infrastructure and employment opportunities
- SER = society for environmental restoration

- Student-driven nursery
- Mission
 - Provide a local source of sustainably grown native plants for our community
 - Educate students and our community on restoration and native plants
 - Continue to improve practices through active research
- Funding requests over 3 years
 - Essential staff = \$64,447
 - Nursery manager for the summer
 - Between AmeriCorps terms
 - Specifically summer experience for full time work opportunity for student
 - Student assistant
 - Part time, year round, \$21.50/hour
 - Position is inconsistently funded
 - Asking for slightly higher hourly rate
 - Internship project funding = \$4,650 over 9 quarters
 - Each intern project would receive up to \$100 for their project
 - Currently students have to fund their own projects, which are required for class credit
 - Infrastructure improvements
 - navigational/educational signage to increase educational opportunities and outreach
 - Support self guided tours
 - Infrastructure repairs (\$1,350)
 - Winter polycover and summer shade cloth both need to be replaced for the hoophouse
- Impacts of funding
 - Increase output of quality native plants
 - Enhance educational experience
 - Expand nursery outreach and engagement
- Questions
 - Nursery manager: AmeriCorps or UW student?
 - Open to all
 - Measuring effectiveness of infrastructure improvements?
 - No educational signage right now, anything is better than nothing
 - More information on how you think the summer nursery manager will be ensuring smooth transitions if they are only serving for 1.5 months?
 - Operational continuation → right now have no one managing the plants over the summer
 - Who comes into the role depends on the year
 - A lot of people working at the nursery will likely transition into the position
 - Attractive to a recent graduate because it's only 1.5 months

- They can then consider a longer term position
- Discussion in last 5 mins and then voting over email
- If any hesitancy about funding, we need to come to a consensus

Screenshots of the funding breakdown slides of SER UW:

Funding for Essential Staff (1 of 2)

We are requesting **\$64,447 over three years** to hire a summer **nursery manager** and an undergraduate **student assistant** to support our nursery's production and programs

<u>Nursery Manager</u> (Full Time, Summer Coverage) - Staff. Full-time for 1.5 months/year @ \$25/hour plus benefits at current UW rate for Classified Staff (38.1%)	1.5 months/year for 3 years
---	-----------------------------

Context:

- > The nursery manager is a 10.5 month AmeriCorps position
- > This position facilitates all nursery operations

Currently:

- > There is a **gap in between AmeriCorps terms**, threatening operational longevity

Funding impact:

- > Summer funding would ensure **smooth transitions** between AmeriCorps terms;
- > **Extend key nursery programs**; and
- > Provide an opportunity for alumni to gain **full-time work experience** at a competitive rate



Funding for Essential Staff (2 of 2)

We are requesting **\$64,447 over three years** to hire a summer **nursery manager** and an undergraduate **student assistant** to support our nursery's production and programs.

<u>Student Assistant</u> (Part Time, year round) - Hourly undergraduate academic student employee. 10 hours/week @ \$21.50/hour plus benefits at current UW rate for Hourly Staff (21.2%)	3 years	\$35,875
--	---------	----------

Context:


- > The student assistant aids the nursery manager at a **high level**
- > This position helps **facilitate key nursery programs**

Currently:

- > This position is **inconsistently funded**

Funding impact:

- > Position funding would **ensure longevity**; and
- > Allow it to be posted at a more **competitive rate**



Infrastructure Improvements (1 of 2)

We are requesting **\$9,000** to install **solar panels and associated batteries** to electrify and bring lighting to our outdoor hoophouse.

Context:

- > Our primary facility, an outdoor hoophouse, does not have access to electricity

Currently:

- > Late fall and winter **operations are limited** by daylight hours
- > We are unable to use powered tools in the hoophouse

Funding impact:

- > Solar panels and associated batteries would provide a **sustainable source of lighting** and enable us to no longer be limited by short winter days.
 - o Provide a learning opportunity to nursery interns



Spring 2023 student interns caring for *Cornus sericea* outside of the hoophouse.

Infrastructure Improvements (2 of 2)

We are requesting **\$750** to install **navigational/educational signage** to key areas around our nursery to increase educational opportunities and outreach at the nursery.

Context:

- > Our facilities are largely unmarked and thus underappreciated

Currently:

- > Students and community members are **unaware** of our facilities

Funding impact:

- > Navigational and educational signage to support **self-guided tours** of our facilities and increase outreach
 - o **Increase accessibility and inclusivity** of our nursery
- > Install signage around **culturally important** species (ex: Camas)



Spring 2023 student interns weeding *Camassia* bed in the coppice garden.

Implementation Timeline

Academic Year 2024/25 Objectives	<ul style="list-style-type: none"> • Fund 5 Nursery Intern projects/quarter (\$1,500) • Hire Summer Nursery Manager (\$9,244) • Hire Student Assistant (\$11,380) • Replace hoophouse shade cloth (\$675) • Research hoophouse lighting (ask UW Solar & UW Farm) • Begin drafting Navigational/Educational Signage
Academic Year 2025/26 Objectives	<ul style="list-style-type: none"> • Fund 5 Nursery Intern projects/quarter (\$1,500) • Hire Summer Nursery Manager (\$9,521) • Hire Student Assistant (\$11,949) • Print + Install Navigational/Educational Signage (\$750) • Continue researching hoophouse lighting
Academic Year 2026/27 Objectives	<ul style="list-style-type: none"> • Fund 5 Nursery Intern projects/quarter (\$1,500) • Hire Summer Nursery Manager (\$9,807) • Hire Student Assistant (\$12,546) • Replace hoophouse polycover (\$675) • Install Hoophouse Lighting Infrastructure Improvement (\$9,000)