

Campus Sustainability Fund

Committee Meeting Minutes

Friday, October 31, 2014 - 4:00pm- Gerberding 26

Agenda		
Attendees: Graham, An, Kayla, Connor, Erin, Carolyn, Natalie, Claudia, Sean S., Sharanya		
Time	Item	Presenter
4:00	Introductions	Graham
	Chair & Vice Chair elections	Graham
	Schedule Retreat(s)	An
	CSF appointment to the ESC (elections)	Graham
	Debrief Sam Timpe's Summer 2014-5-Year Evaluation of the CSF	Graham
	2014-2015 LOI/Proposal Due Dates & Promotional Strategy	Graham
	Subcommittees & Appointments	Graham
	Review & approve Committee Member Job Descriptions	Graham
	Proposed FY15 Budget: Review/Debate/Approve	Graham
	Discuss potential Project Appointment positions (Creative Assistant, Development Assistant) + Discuss: can committee members participate	Graham
	Outreach Coordinator Pay Rate: discuss & vote	Graham
	Green Labs contingency request	Graham
	Lights On: what to do?	Graham

Meeting Summary: This was the very first meeting of the 2014-2015 CSF Committee. The committee determined Letters of Intent (LOI) will be due Tuesday, November 18th and full proposals will be submitted by January 20th, 2015. Discussion surrounding Chair and Vice Chair appointments resulted in an agreement to do an anonymous poll online by the end of next Friday (11/7) after candidates have submitted their paragraphs of qualifications and motivations by noon of Tuesday, November 4th. The CSF Coordinator briefly went over the two CSF projects that required committee attention over the summer. A discussion around the CSF mission statement brought up the question about its wording and clarity. More discussion to come...

Introductions

Chair & Vice Chair elections:

- Chair: Sets the meeting agenda and leads the meeting, takes input from other committee and staff members, tends to take a heavier role in reallocation of funds from SAF, figurehead for fund for public affairs.
 - Vice Chair: Takes minutes for the minutes and sends them out, takes care of Chair roles if Chair cannot make a meeting
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- Might hold off until next week because not all committee members are here
 - Appreciated it we waited for all, Erin liked being up to date last year -- strange as a new member of CSF and everyone hits the ground running, valuable to know what people are running for and why
 - Natalie might not make it next week
 - Can do it through anonymous Google poll since everyone can't make it all the meetings all the time
 - We must also consider how we want to make the ESC appointment
 - We can do all three of these positions at once, or doing Chair and Vice Chair first so that we have something to fall back on (make by December 9th)
 - Tuesday, November 4th at noon: Committee members interested in running for Chair or Vice Chair will submit a paragraph explaining their qualifications and motivations for the positions. These paragraphs will get sent out to the rest of the committee by 4pm that day.
 - Committee members will then have until the end of the day on Friday, November 7th to vote via a Google poll for Chair and Vice Chair appointments

Retreat

- Sticking with November 8th, 2014
- An will send out retreat help!!

CSF Appointment to the ESC

- Will happen later because this is still a ways away: December 9th
- Might allow for folks who don't get appointed to Chair and Vice Chair another opportunity

Summer Updates

- First time that we've had an interim committee! Helped make decisions around projects that needed some oversight and guidance
- Green Labs: pilot project for fixing lights and aerators, since then there has been a green labs division but not within the specific scope that we have funded, they are looking for contingency funding
- Lights On: In the atmospheric sciences building (Johnson) replace automatic light sensors, project got up to about 50% but then major changes to the building happened and project would have gotten in the way of emergency lighting and project lead left. The money is still there and there are some

- students who are interested in being a part of this, facilities and services have been taking this one for now – “scope transfer”
- We have plenty of time to go over these projects

CSF Committee Job Descriptions

- Came out of work done with summer, we didn't have job descriptions for committee members
- Are these reflected in the bylaws? Yes, for the most part, except for hour estimates for certain tasks
- Emphasizing more accountability for each committee member for student fees, more specifically in the required duties or blurb at the top – most of our funds comes from the students activities fee
- GG will come up language and we will vote later
- Add qualifications about being interested in what we do → You must be interested in campus sustainability ☺
- Phrase at the beginning feels like a run-on sentence, the mission is wordy? More clarity!
- We should be consistent with what we are doing with our mission statement. We would come up with some new language, discuss, and then vote.
- Difference between something that is put on a poster vs. a more formal thing. Changes should be made consistently.
- This will be a point of discussion...TBD

Debrief Sam Timpe's Summer 2014 5-year Evaluation from the CSF

- Possible to get Sam back in to present again?
- Could drive mission statement revision or new strategic plan for the year

LOI Deadlines

- **MOTION:** Letters of Intent (LOI) to be due on Tuesday, November 18th – 11:59pm --**APPROVED**--
- **MOTION:** Full proposals to be due on Tuesday, January 20th 2015 by 11:59pm --**APPROVED**--
- The committee will return feedback on LOIs by the end of Fall quarter.

MOTION: Adjourn meeting

-- MEETING ADJOURNED --