

Campus Sustainability Fund Committee Meeting Minutes

Friday, November 14, 2014 – 4:00 to 5:00 PM – Gerberding 142

Attendees
CSF Committee: Graham Golbuff, An Huynh, Kayla Schick, Colin Butler, Erin Sofinowski, Carolyn Hartman, Natalie Gray
Absent: Connor Birkeland
Guests: Claudia Frere, Daimon Eklund, Jan Whittington

Agenda		
Time	Item	Presenter
4:00-4:01 PM (1 min)	Approve 11/7/14 Minutes Approve 11/14/14 Agenda	Kayla
4:01-4:04 PM (3 min)	1. Opening Statements	Kayla
4:04-4:19 PM (15 min)	2. Summary of the Climate Action Plan	Claudia
4:19-4:26 PM (7 min)	3. Discuss CSF Appointment to the ESC	Natalie
4:26-4:41 PM (15 min)	4. Debrief the Debrief – CSF 5yr Evaluation	Graham
4:41-4:43 PM (2 min)	5. Demonstrate how to Access LOIs	An
4:43-4:47 PM (4 min)	6. Review Project Evaluation Criteria	Kayla
4:47-4:53 PM (6 min)	7. Review and Vote on Committee Code of Conduct	Kayla
4:53-4:54 PM (1 min)	8. Vote on Committee Member Job Descriptions	Kayla
4:54-4:57 PM (3 min)	9. Coordinate Mtg. with the Student Regent	Graham
4:57-4:58 PM (1 min)	Wrap up and Adjourn	Kayla

Meeting Summary: *The November 14th CSF meeting prepared the new CSF committee for:*

- Receiving upcoming Letters of Intent (items 3, 4, 5, 6);
- Appointing a representative to the UW's Environmental Stewardship Committee (items 2, 3);
- Approving edits to written work regarding Committee Member positions (items 1, 7, 8); and
- Coordinating a meeting with the student regent (Item 9).

– COMMENCE MEETING –

Motion: Approve November 7th, 2014 Minutes (Kayla) – APPROVED

Motion: Approve November 14th, 2014 Agenda (Kayla) – APPROVED

Opening Statements Regarding Role of CSF Chairman – Kayla

- Helps facilitate and guide discussions.
- Represents and advocates the CSF.
- Receives committee feedback: Fill out anonymous Google form to submit expectations of the Chair and Vice Chair.

Summary of the Climate Action Plan (“Big Picture CAP Overview”) – Claudia

- ACUPCC enlists universities to devote themselves to carbon neutrality.
 - o UW Reports back every couple years on its progress.
- Take a look at the Table of Contents for an overview! Whole document accessible online: <https://green.uw.edu/inform/uw-climate-action-plan>
- Development of Environmental Stewardship & Sustainability (ESS) Office to address CAP measures.
 - o Sustainability Dashboard
 - o Analyses of UW CAP progress over time.
- Subcommittees contribute to proposing and enacting greenhouse gas reduction projects based on CAP. Proposed projects include:
 - o Hot water reduction
 - o Database Management
 - o Efficient Labs
 - o Transportation Services
- What is the CSF’s role in the CAP as a student committee?
 - o Encouraging behavior change through projects!
 - o Committee funds projects re: energy reduction.
 - Green Labs
 - UW Solar
 - o CSF contribution can be expanded: be in contact with ESC.
 - Cost benefit studies?
 - Partnering with Green Seed Fund?

Discuss CSF Appointment to the ESC – Natalie

- What is the UW’s Environmental Stewardship Committee (ESC)?
 - o The premier group behind the University of Washington Climate Action Plan, and the authority on sustainability efforts for UW's three campuses.
 - o A gathering of associate professors, deans, and faculty who come together every other month to discuss the analytics, progress, and recognitions behind their impacts work (CAP).
- What does one do when they are appointed to the committee?
 - o Attend ESC meetings every two months.
 - o Learn about the history of UW sustainability work.
 - o Contribute to climate impacts discussion.

- Update ESC on CSF news.
- Who will we appoint to the ESC for 2014-2015?
 - Is there interest in this position?
 - Yes! At least three raised their hands.
 - Dependent on availability for meetings.
 - Next meeting: December 9, 9:00-1:00am (Alder 107)
- How would appointees like to conduct the vote: online or in-person?
 - Carolyn: Written online candidate statements!
 - Candidate Statement due by midnight on Sunday, November 16th, 2014.
 - Finish voting by Friday, November 21st, 2014.

Debrief the Debrief: CSF 5yr Evaluation – Graham

- A qualitative evaluation to address CSF functions over CSF's 5 years in operation.
- Conducted by Sam Timpe through surveys and in-person interviews.
- Addresses limits of study.
- Overall CSF Impact: Great!
 - Environmental Impact: Great!
 - Social Impact: Great!
 - Student Development: Great!
 - Job Experience: Great!
 - Staff/Faculty Behavior Change: Beneficial!
 - Campus Outreach:
 - Logo recognizability: Great!
 - Project-specific identity: Needs improvement.
 - Relationship with Finance and Facilities: Supportive! Continue to engage.
 - Opinion on Size of Fund: Split between desire for growth and contentment with fund size.
- Recommendations:
 - Re-vamp committee hiring process.
 - Require committee members to attend project meetings.
 - Create job descriptions for committee members. (Graham: "Underway!")
 - Conduct outreach to Grads and Undergrads.
 - Partner with Carlson Center. (Graham: "Underway!")
 - Projects: say "Thank You!" to campus stakeholders.
- Future CSF Evaluations: Address sampling error.

Demonstrate how to Access LOIs – An

- Go to CSF website.
- Click copyright © at baseline of webpage.
- Sign in with your UW NetID.
- Navigate to <https://f2.washington.edu/csf/pa-report>
- Scroll all the way down! Look for "active" LOIs.
- Click on the LOI and evaluate!

Review Project Evaluation Criteria –Kayla

- Accessible in Bylaw Sections 3.6 and 3.7
 - o Indicates the CSF funding preferences.
 - o Check them out online: <http://f2.washington.edu/csf/bylaws>
- Come prepared to next week's meeting!
 - o Review project assessment rubric on Shared Drive

Review and Vote on Committee Code of Conduct – Kayla

- Review CSF 2014-2015 Code of Conduct on Shared Drive:
- Tabled. Be prepared to discuss for next time!

Vote on Committee Member Job Descriptions – Kayla

MOTION: Approve Committee Member Job Descriptions (Chris) – APPROVED

Coordinate Meeting with the Student Regent – Graham

- Monday, November 24th, 11:00 AM in ESS Office
- Bringing Student Regent, Marnie, Up to Speed on the CSF

MOTION: Adjourn meeting (Colin) – APPROVED

– ADJOURN MEETING –