

**Western Washington University Associated Students
Green Energy Fee Committee Meeting**

Wednesday, November 2, 2011

VU 567

Committee Members Present: Sara Richards, Chair (AS VP Student Life), Fabiola Arvizu (AS VP for Academic Affairs), Nicole Brown (Faculty Senate Representative), Grace Wang (Faculty Senate Representative), Neil Baunsgard (Student-at-large), Rick Benner, Jason Austin (ESP Director),

Committee Members Absent: Evan Fowler (Student-at-large)

Advisor(s): Kevin Majkut, Director of Student Activities

Guest(s): Kathryn Freeman (GEF Grant Programmer), Seth Vidana

Sara Richards, AS Vice President for Student Life, called the meeting to order at 2:06 p.m.

I. CALL TO ORDER

A. Introductions

II. REVISIONS TO AGENDA

III. REVIEW OF MINUTES

IV. PUBLIC FORUM

V. ACTION ITEMS

VI. INFORMATION ITEMS

A. Review Charge and Charter and Rules of Operation

Sara Richards asked the committee if there were any questions or concerns regarding the Charge and Charter. Jason Austin commented on the conflict of interpreting the language of the Charge and Charter. He thought that the Charge should broaden to other forms of green energy and the committee could maybe change the language to include other appropriate events can come out of the Green Fee. Majkut commented on the preferences given to proposals, and he wanted to see some clarity and broad consensus reflected in the Charge. Richards made the comment that other schools do have green energy fees, but Western Washington University's program is unique in that students are in charge of it. Seth Vidana said that the partnership of different departments as something he would like to see in the Charge and Charter. Majkut said that part of this process will be creating this committee as it is only in the second year of being active.

B. Staff Operations/Committee Roles

Majkut explained that this committee is at the center of the green fee operation in regards to management, money, goals, and procedures. The committee also has operation responsibilities and selection of program proposals. The Environmental and Sustainability Programs' (ESP) student position promotes and markets the ability to apply for programs and promotes and educates the campus on these projects. The Office of Sustainability staff person works on the project via student groups to develop their proposals and then become the project manager of said chosen project. The Director of Student Activities acts as the financial manager. Vidana added that there will be another student staff logistics coordinator on the Office of Sustainability's end. Wang asked how the green energy fee fund works. Majkut explained that the \$7 green fee paid by students each quarter amounts to about a \$300,000 operating budget. \$50,000 would be allocated for RECS and \$50,000 for operational costs, leaving roughly \$200,000 in available funding for projects in any particular year. The committee decided that it did not need a reserve fund of \$300,000. With a reserve fund of \$50,000, \$250,000 becomes available for use. The intention of this group is to spend down the available funds each year. The committee has the

responsibility of how to prioritize the spending. Neil asked where the remaining funds go. Majkut said that it likely ends up in 'available funds.' The fee will have to be reassessed by students after five years.

C. Current Projects

Freeman passed out a document on the 2010-2011 funding cycle which gave an overview of each of the projects. The solar array installed on the south facing roof of the Environmental Studies building will generate 5 kilowatts per hour. The water bottle refilling stations will be located in the Student Recreational Center, Old Main, Artzen, and in a few other high traffic areas. TED lightning will be installed in the C-Lots near the Student Recreational Center. The color temperature in these lights will be noticeably different, drawing student attention towards them. Hand dryers will be installed in high traffic Artzen bathrooms in addition to paper towel composting in the Haggard Hall bathrooms.

D. Application Process/Timeline

Freeman passed out several documents outlining project processes and workflow. She explained last year's project timeline in order to demonstrate to the committee the complexity of the steps involved. Applicant teams had a three month window to submit proposals. She explained that the next step is in developing a cost estimate based off very specific information regarding the proposals. After the details of this are finalized, the proposals are submitted to the chair of the committee, the director of facilities management, and to the sustainability manager. They are checked for outstanding issues, and then approved for the ability to try to receive funding from the committee. Students then created presentations on their proposals which were given to the committee. Green Energy Fee committee then made funding decisions. This recommendation is then submitted the Board of Directors. The passing proposal(s) are then submitted to software platform creating a work order. The project then goes into a design stage and estimating stage. She said that this takes about 3-4 months. Construction begins after a schedule is created. She explained that some of the challenges the project faced last year was lack of transparency with the project costs and with the relationships between the different groups of people working on the projects. Freeman suggested the creation of a phased approach so students can be more involved in their projects after the approval stage. During the design stage which took place over the summer, students were not involved. She heard from designers that they thought student input would have enhanced the experience. Freeman said that she felt like the deadline for the process was very pressurized for the students, and she suggested that a rolling deadline for proposals would reduce this pressure on students. Austin suggested offering credits for those whose majors pertain in order to reduce pressure as well. Freeman agreed. She is going to come to the committee with more finalized ideas.

E. Assessments

This item was tabled to the next meeting.

F. Job Description Updates

This item was tabled to the next meeting.

VII. NEXT MEETING DATE: NOVEMBER 16, 2011

VIII. ADJOURN

THE MEETING WAS ADJOURNED BY ACCLAMATION AT 3:57 P.M.