

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

Wednesday April 18, 2012

VU567

Committee Members Present: Sara Richards, Chair (AS VP Student Life), Kevin Majkut (Director of Student Activities), Nicole Brown (Faculty Senate Representative), Grace Wang (Faculty Senate Representative), Seth Vidana, Jason Austin, Sarah Phillips

Committee Members Absent: Iris Maute-Gibson (AS VP for Governmental Affairs), Rick Benner, Kathryn Freeman,

Guest: Ed Simpson

Secretary: Katie Savinski

Sara Richards, AS Vice President for Student Life, called the meeting to order at 03:07 p.m.

MOTIONS:

I. CALL TO ORDER

II. REVISIONS TO AGENDA

III. APPROVAL OF MINUTES

There are no minutes to be approved at this meeting.

IV. INFORMATION ITEMS

A. General Updates

Richards said that the committee came to the consensus to use the formal presentation format during project presentations as it was important to the educational experience. Wang asked about the proposed presentation day. Richards said that June 2nd is the proposed date. The time is still unknown. Brown said that she had a scheduling conflict. Richards is going to look into finding a time once the number of teams is known.

Richards asked how the committee wants to recommend projects to the administration. Brown asked if there was a question in the application about an assessment plan. Phillips looked through the application and found that there was not a question asking about the effectiveness of a project. She said that she believed there was mention of this on the scoring matrix though. Brown added that assessment will sometimes be an added cost and that should be considered. (*Vidana entered 3:18*) Since the scoring matrix and the application cannot be changed, Brown suggested adding in questions regarding this during the presentation. Majkut said he is not sure if it is the Green Energy Fee's responsibility to make specific recommendations on the projects, but it could be something that the committee takes on. Vidana said that he would love to see a final report from this committee and have it sent to Facilities Management to show what the committee is seeing from the projects. Brown said that it would be positive to create that awareness with students that there are connections being made with administrators. Vidana said that he believed that it was explicit in Freeman's job description to make such reports to the administration. Richards asked if it was the committee's job to determine what projects to recommend to the university. Vidana said that it made sense

that the message to the university be a joint one from this committee. Majkut said that this process needs to be formalized if it is going to happen.

Richards asked if the number of projects was known yet. Vidana was not aware of how many projects are being submitted. (*Austin entered 3:29*) Richards said that she will send out an email with potential times as soon as possible. Wang asked why the last week of the quarter was chosen for presentations. Phillips said that because of the processes that have to occur before this weekend made this the best available time. Richards said that all voting members have to be present for all project presentations. Richards said that she will send out an outlook hold for the June 2nd date just in case.

Richards said that she is working with Freeman on a handbook for this committee. Richards said that she had talked to Majkut about transitioning students in as stand-ins for the summer. Austin said that his position would most likely be available over the summer for committee work. Austin suggested that the VP for Governmental Affairs participate as well. Phillips said that the Alternative Transportation Coordinator will be a great resource over the summer as well.

Simpson said that the installations have gone well so far. Phillips said that it has been made clearer in the application process the duration of projects so that are less surprises down the road for project teams.

Brown asked if it was a requirement from start to finish of a project. Vidana clarified that it seemed to be most reasonable to have at least one member from inception to the implementation stage. (*Baunsgard entered 3:47*) Phillips said that in her conversations with Freeman that there needed to be continuity in a team until the end of the next school year or to incorporate another member. She was not sure if this was recorded or just expected.

V. NEXT MEETING DATE: May 2, 2012

VI. ADJOURN

VII. THE MEETING WAS ADJOURNED BY ACCLAMATION AT 3:49 P.M.