

**Western Washington University Associated Students
Green Energy Fee
Wednesday, December 5, 2012**

VU 567

Present: Katie Savinski (Chair, VP for Student Life), Victor Celis (VP for Academics), Nicole Brown, Grace Wang, Ed Simpson, Michael Gore (AS Green Energy Fee Education Coordinator), Regan Clover, Jacob Lesser, and Ashley Selvey. **Absent:** Nina Olivier (AS Environmental & Sustainability Program Associate Director) and Seth Vidana
Advisor: Kevin Majkut
Secretary: Kaylee Galloway

MOTIONS

- GEF-12-F-01** Approve the minutes from October 24, 2012. *Passed*
GEF-12-F-02 Approve the minutes from November 7, 2012. *Passed*
GEF-12-F-03 Approve the Green Energy Fee Rules of Operation with the changes made. *Passed*

Katie Savinski, Chair of Green Energy Fee Committee, called the meeting to order at 2:32 pm

I. CALL TO ORDER

II. ADDITIONS/CHANGES TO THE AGENDA

III. APPROVAL OF MINUTES

MOTION GEF-12-F-01 by Wang
Approve the minutes from October 24, 2012.
Second: Lesser Vote: 5-0-0 Action: Passed

MOTION GEF-12-F-02 by Lesser
Approve the minutes from November 7, 2012.
Second: Celis Vote: 5-0-0 Action: Passed

IV. ACTION ITEMS

A. Green Energy Fee Rules of Operation

It was changed to read one student staff position and one professional staff position instead of two student staff positions. It was also changed to read GEF Grant Program Coordinator instead of Graduate Position. *Brown entered at 2:34pm.*

MOTION GEF-12-F-03 by Celis
Approve the Green Energy Fee Rules of Operation with the changes made.
Second: Lesser Vote: 6-0-0 Action: Passed

V. DISCUSSION ITEMS

A. Small Grant Projects Proposal

Clover researched some schools with small grant projects and thought of some ideas to present to the committee. She said the goal of implementing a small grant projects would be to encourage more students and staff to apply for more grant opportunities through the GEF program. She said that with more grant opportunities, there will be more green energy fee projects on campus thus an increased visibility and awareness on campus. Clover prepared examples of four schools that currently have a small grant program and have grants that range

from a \$500 maximum to a \$5,000 maximum. She said that some of the schools require monthly reports, final reports, three month deadlines, and project approval forms to have the stakeholders follow up with maintenance. Clover said that students have asked for smaller scale projects such as water bottles, recycling on tennis courts, permaculture projects, energy savings for campus labs, and sustainable art projects. She said that University of California Berkeley just started up their small grant program this year and they have a \$20,000 maximum for small grant applications. Clover said that in January, they have their conceptual applications and in April they have their final application due; she liked that the conceptual project and final project are in the same school year. Wang wondered from a staffing standpoint whether Clover could supervise the small grant in addition to the larger projects. Clover said that her supervisor is concerned about that too. She thinks it is feasible, but needs clear guidelines. Clover would like to do a small pilot project in February and assess it in May to see if it is feasible. Gore is in support of doing the pilot and reaching out to more students. Wang said that the older projects are still in the process of being implemented and that there is still plenty of work. Clover said that there should be a commitment from the stakeholder involved, because the project is more likely to be completed and it helps with project maintenance. She said that students can meet with the stakeholders and that she is trying to come up with ideas for more stakeholder investment. Majkut said that if we are collecting X amount from students, GEF will want to spend it. He said there should not be a lot of money left by the end of the fee. Clover said that it would be at least \$360,000. Gore said that when a group of students, faculty or staff come up with a project they want funded, they need to have a faculty stakeholder that will guide the students through the process and making sure that the teams are keeping up with the check points. He said the staff member holds students accountable. Lesser said that this fund is not to be used for maintenance, so it is important to make sure there is someone willing to pay. Clover said the stakeholder does not necessarily have to be heavily involved; it just depends on the project. Majkut confirmed that the projects already in the conceptual stage are going to be completed this year, the small grant program will be instituted, and there would not be a large grant program. Clover said she made a three year proposed calendar of deadlines for small and large grants projects. She said that we can go up to having four small grant projects if the assessment in May comes back positive. Gore said that this way there is some overlap, but that the small and the large grant projects proposals are not occurring at the same time. Clover said that she will begin to start working on the applications, criteria, and web updates this month and get them to the committee at the beginning of next year. Brown would love to see more visibility on campus and that this is a great way to achieve that. Celis said that this is great for students who have ideas that are not large enough to go through the large grant process. Brown said that this will encourage more students to apply. Wang is worried that there will be so many small requests and that it would be difficult for Clover to maintain. Brown would like a minimum. Clover said that University of California Berkeley does \$500-\$2,000. Celis is not sure about a minimum because funds should be available to all students no matter how inexpensive. Brown said it is important to have students organize and have a broader scope to meet that minimum monetary amount. Lesser suggested a first come first serve if the amounts are small enough. Majkut said that this model would give Clover the ability to choose the projects and dollar amounts and report them. Brown agrees with a stricter criterion. Wang said that \$500-\$2,000 projects can come to the committee for approval. Clover said that she would need a criterion that was established and agreed upon before she can determine whether she can take on the additional projects. Gore said that the amount of money can be broken down by quarter, which can spread out the amount of projects over the year. Majkut said he has mixed concerns and that \$500 may be a lot of money for one group and not much for another. He is also concerned that this becomes another speaker fund. Gore said that the GEF guidelines would not allow for speaker costs to

come out of this fund because the guideline says actively reduce energy consumption on campus while providing education. Clover said that some schools still have to fill out forms for a stakeholder for quality control no matter the project size. Savinski said it is important to have this committee still have access to allocating the funds to the projects and have access to seeing how much the dollars are being spent. Gore agreed and said that as a student fee it is important to have an appropriate amount of oversight and transparency. Celis said the committee would filter through the proposals. Simpson said Clover can bring information and a summary to the meeting and the committee can approve it. Savinski said it would be more accessible if the funding to students was presented as consent items like the board. Majkut said the AS's general value is information then action to allow for the presentation of a proposal and people can seek information. He said that consent items are taken action on right away. He said that if there is concern then it can be taken out and considered at the next meeting. Clover wondered, if students want to buy a worm bin for \$50, who would buy it. Majkut said that was a good question. He said normally if it was over \$25, then a purchase order would be filled out. He said to use the reimbursement model and see how that fits into the university. Clover said that University of Arizona's green energy fund does a reimbursement only. Wang said that it is difficult to have students front the money. Majkut said that most expenses in the AS are not reimbursement. Brown said the department administration will adapt to the expenditure requests. She said that funds can be approved at the department level. Majkut said there is a credit card that can be used for these kinds of projects. Selvey said that it should not be reimbursement because students do not have that much money. Clover said that some students just want to do a project that is sustainable and if there was a list of campus needs, students could choose from those. Savinski said that there is worry about this committee trying to fix problems; she doesn't want it to become that way. Majkut liked the idea of talking about the fee to departments and that it can be good marketing. Clover would like to make sure that there is a broad range of disciplines being represented. Simpson said that University residences would be a great place to start. Celis said it would help students if there was a list of ideas to get them started. Clover will start work on the small grant application process over the next month. Savinski was not sure if the February due date would work because she might have to take it to the board. Clover said it would give students January and half of February to learn about the small grants. Gore recommended that it be moved to March. Wang said it could be due the last day of February. Clover suggested a \$20,000 limit for the funds allotted for this pilot. Gore said it makes it concrete and ensures that it is a manageable amount.

VI. OTHER BUSINESS

Final proposals are due January 23, 2013 so the committee can review them after. Gore said he has resigned from his position effective January 1, 2013 because he has accepted a fellowship in Washington DC in the White House under the press secretary. He said the job application is open and accepting applicants.

VII. NEXT MEETING DATE

Send winter quarter schedules to asvp.life@wwu.edu by December 12th @ 5:00pm

VIII. ADJOURN

The Meeting was adjourned at 3:27p.m.