



**Western Washington University Associated Students
[SUSTAINABILITY, EQUITY, & JUSTICE FUND]
Meeting Minutes**

November 10th, 2021, 4:32 PM

Attendees:

Laura Wagner – VP for Sustainability, Zinta Lucans – SEJF graduate teaching assistant, Rosa Edwards – SEJF Committee Student Representative, Alexis Blue – Professional Staff, Roman Vieira – Marketing and Assessment Coordinator for the Student Advocacy and Identity Resource Center, Rhama Lucans – AS Senator Representative, Jose Ortuzar – ESP Director

Advisor: Delfine DeFrank – Student Representation and Governance Advisor

Assistant: Jen Black

Motions:

[Laura Wagner], Committee Chair, called the meeting to order at {4:32 PM}

I. CONSENT ITEMS

- a.** Approval of the Minutes
No previous minutes to approve

II. REVISIONS TO THE AGENDA

None at this time

III. PUBLIC FORUM

IV. INFORMATION ITEMS

- [Charge and Charter](#)
- [Bylaws](#) and summer process
 - Johnathan would like to develop a road map for what a summer process outside of quorum would look like. Looking for someone to help build a strategy with Zinta and Johnathan.
- **SEJF Application Process**
 - SEJF started in 2005 and was called the Green Energy Fee
 - Students voted to tax themselves for renewable energy

- 2010 SEJF became the sustainable action fund
 - Students voted to renew the tax for renewable energy
- 2018 SEJF became what is known today. The Sustainability and Justice Fund.
 - Students pay you to \$9 per quarter into this fund. It is part of their regular activity fees. It is coupled with their tuition, and that money is collected. The funds become available for students, staff, and faculty to use for sustainability projects.
 - Anyone can apply for the grant, and SEJF works with them from beginning to end to develop their idea, submit a proposal, and then if it gets accepted to implement the project.
- There are three grant sizes.
 - Small grants are under 5k
 - Typically do not need to be reviewed by the committee
 - Example: water bottle refill stations on campus
 - Medium and large grants have to go to the committee to be reviewed.
 - Example: Food Pantry popups, sustainability conference, Recycling and compost bins around campus
- Wagner
 - Question about the whole SEJF process: Sometimes, a topic has already been funded by the SEJF, which has to be considered carefully. One thing that many students have been talking about recently in terms of my constituents and student reporters, and constituents of other exec board members is inconsistent water access on campus. For example, lead contamination in our water intersects with the issue of the plastic water bottle ban. I've been talking to Lindsey, and she said that it seems that there is a huge opportunity for students if they want to do something like a water refill station or install more water fountains, kind of SEJF Grant. Would a group of students be able to pursue that again?
- Lucans –
 - Yes, that is a possibility especially, if Lindsey sounded on board. When I mentioned projects repeating, students have to show substantial data. For example, a few years ago, we did a food pantry

for a year. If students wanted to do it again, they would need to show why there's still a gap and why the funding is necessary. The project would then have to be successful on its own.

- Wagner –
 - I will pass that information on to students for zero waste
- **How can people access these funds when the committee isn't currently sitting?**
 - Wagner would like to add a section to the bylaws to elaborate on what might happen in a specific scenario. That will hopefully help our successors understand what the correct process is and what they should do.
 - Ortuzar suggested having someone from ESC and ESP to make sure the process takes into account people of different identities
 - Delphine
 - All four quarter positions that get hired during the spring have to have a form of internship with their predecessors before starting the next term. That is another thing to incorporate and could be part of that internship. It's a 20hr internship and can be put into the legacy documents to ensure they are included before taking on that position. This way, everyone in SCI is also aware that this is something that could happen. SEJF positions are open and available on WIN. Applications over the summer, so if students are interested, they can fill that out sooner rather than later. Exec board will be discussing this week the overview and purview of committees and what; who do they see? Who do they not see?
 - Lucans
 - Possibly alter the bylaws so that committee can be selected during the spring quarter. Once the fall quarter starts, everyone is ready to be seated and begin sooner than November.
 - DeFrank
 - This was the first-time doing senators and spring elections. The hope was to have senators seated for internal committees such as SEJF sooner rather than later. But we

were behind the ball but also afraid of the ball in terms of past years. Moving forward, we will have an additional conversation on how to be more proactive.

- Wagner
 - Senator and student representation by winter is too late to have total student representation, and then representation isn't year-round. During the fall, senators were elected, and then most committees were seated with students. Hopefully, next year we could deliver some sort of feedback so that students can get appointed sooner rather than later.

V. DISCUSSION ITEMS

- **Progress Reports about new grant proposals**
 - Lucans
 - There are approximately six to eight proposals that are currently in the works. I don't have much confidence that a majority of them will be passed before the winter quarter. One, in particular, is a medium-size grant. The grant request is projected to be completed before this quarter is up. Suppose it is possible to have it reviewed by the committee and voted on before the holiday break in December. Gauging what your capacity level is with finals and holiday season quickly approaching, could it be reviewed by the committee before January or not.
 - Wagner
 - With the committee, we are hoping for throughout this whole year that the standard will be no mid or end of the dead week or finals weeks, SEJF committee meetings at all because we don't want to overextend students. However, if it's unavoidable and enough people have the capacity both in terms of schedule and mental capacity at the same time, then we could do it. But only in inevitable situations. We have one more week before Thanksgiving break and those two days right before Thanksgiving break, but it is last minute.
 - **Ortuzar** agreed with **Wagner**; **Edwards** stated he could make time for this.

- Lucans
 - I don't know if it will be able to be completed and reviewed in time. If worse comes to worst, it can be ready by the second week of January. But I don't think that it will be prepared before finals week. I can update you within the week as an update.

VI. ACTION ITEMS

VII. OTHER BUSINESS

- Wagner –
 - I am hoping to have one more meeting, hopefully with many more of us, before the end of the quarter. One other thing Zinta regarding SEJF grant proposals students for self op dining might be looking into SEJF. Their next meeting will probably be primarily dedicated to talking about that next week Wednesday so that I may extend the invitation to you. Please fill out the when2meet as soon as possible.

Laura Wagner, Committee Chair, adjourned the meeting at 5:15 PM