



**Western Washington University Associated Students
Sustainability, Equity & Justice Fund Meeting Minutes**
October 18 2022, 4:00PM

Attendees:

Committee Members: Seb Genge, Quincy Ingalls, Zinta Lucans, Lindsey MacDonald, Anna Phippen, Keegan Curry, Natalie Harris, Ted Tarricone, Jenna Moreno, Amanda Cambre, Sophie Snyder.

Guests: None.

Staff and Assistants: Jennifer Black, Lily Van Mullem, Casey Hayden.

Seb Genge, Committee Chair, called the meeting to order at 4:05PM

I. CONSENT ITEMS

- a. Approval of the Minutes
 - a. None.

II. REVISIONS TO THE AGENDA

- a. None.

III. PUBLIC FORUM

- a. None.

IV. INFORMATION ITEMS

- a. **Seb Genge** – Introductions 10 minutes
 - a. Name, Pronouns, Position, Major/area of focus, fun fact about you:
 - i. Seb Genge (ASVP for Sustainability, he/him), Quincy Ingalls (Student Senator for Fairhaven College, he/him), Zinta Lucans (Sustainability, Equity, & Justice Fund Program Coordinator, she/her), Jennifer Black (Student Government Assistant for Representative Committees, she/her), Lily Van Mullem (Student Government Assistant for Internal Committees, she/her), Lindsey MacDonald (Sustainability Engagement Institute Associate Director, she/her), Anna Phippen (Sustainability, Equity, & Justice Fund Ambassador, she/her), Keegan Curry (he/him),

Natalie Harris (she/her), Ted Tarricone, Casey Hayden (Assistant Director for Student Activities, he/him), Jenna Moreno, Amanda Cambre (Campus Utility Manager), Sophie Snyder (ASVP for Student Services, she/her)

- b. Zinta Lucans & Anna Phippen – [Introduction to SEJF](#)** 22 minutes
- a. Students pay about \$9 (this number is based on how many credits a student is taking) into the Sustainability, Equity, and Justice Fund each quarter as a part of the quarterly Services and Activities Fee. Any student, faculty, or staff member is eligible to apply for a grant to fund a project that focuses on sustainability. The SEJF Committee holds a large definition of sustainability, which can include environmental protection, social justice and equity, economic vitality, and human health projects. All projects must benefit the student body because students pay into the fund.
 - b. The SEJF began as the Green Energy Fee in 2005. Student funding was used to purchase renewable energy credits. Students voted to renew the fee in 2010, 2018, and 2022. In 2010 the project was renamed to the Sustainable Action Fund and in 2018 the project was renamed to Sustainability, Equity & Justice Fund.
 - c. The fee began as scale around \$5 and has gradually shifted up as the grant program gained more interest. Between 2019 and 2021 there were less projects proposals submitted due to COVID-19, so the fee did not increase since 2018, the last time the fee was voted on. The SEJF Committee determines if there is a need for the fee to increase and students vote on fee increases.
 - d. Members of the SEJF Committee are allowed to propose their own projects but are not allowed to vote on their own proposal.
 - e. Project teams work alongside SEJF representatives to develop their project and grant proposal. First, teams attend an Idea Lab to build a contact in SEJF and develop their project. The team gathers and identifies an advisor, then starts researching logistics. A proposal is drafted. The team meets regularly with and SEJF coordinator to make sure the team is connected to stakeholders on campus. The proposal is updated and revised until it is turned in.
- c. Zinta Lucans – [Small Grant Proposal](#)** 16 minutes
- a. Small grants range from \$500-\$5,000. The SEJF Committee does not review small grant proposals. Small grants do not go to the SEJF Committee unless there is a conflict of interest within the SEJF program.
 - b. Medium grants range from \$5,000-\$35,000. Large grants are over \$35,000. The SEJF Committee does review medium and large grant proposals.
 - c. Medium grant proposals are submitted by the team to be reviewed by SEJF team. The proposal is reviewed by the SEI Director and sometimes the Associate Vice President for Academic Affairs. Then, the project team presents their proposal to the SEJF Committee. The Committee reviews the proposal and votes to approve or deny the grant.

- d. The large grant proposals face the longest, most involved process of approval. First project teams submit grant abstract to SEJF to be reviewed by the SEJF team and SEI Director and sometimes the Associate Vice President for Academic Affairs. The abstract is submitted to SEJF Committee for review (there is no presentation of the abstract). The committee votes to approve or disapprove the abstract. If the abstract is approved, the project team submits a full application to SEJF. The SEJF Team, SEI Director, and sometimes the Associate Vice President for Academic Affairs review the application. The project team presents full application to the committee. The SEJF Committee reviews and votes on the application to either approve or deny it.
- e. The size of the grants that are approved each year by the committee depends on the year. Often, large grants are less common, because they take much more work and time to complete. Problems teams often run into include not having enough time to complete their application and graduating before completing the project and not successfully passing the project onto another student.
- f. [Professional Development for Urban Planning Students](#): Presenting & Networking at the WA [American Planning Association](#) (APA) Conference
 - i. This grant fell in the out-of-session process for SEJF. It has been approved for \$4,975.50.
 - ii. The group that attended the WA American Planning Association will give a presentation to WWU students interested in Urban Planning about the conference.
 - iii. Sometimes projects will require additional funding that pushes the asking amount over a threshold (small grant to medium grant, medium grant to large grant) after the proposal has been approved. On a case-by-case basis the request will be reviewed. If the request for additional funding is in good faith, there is an expectation of flexibility on the part of the SEJF Committee.
 - iv. The SEJF uses 17 United Nations Sustainable Development Goals (SDGs). In project proposals teams are asked to identify three SDGs that their project primarily addresses.
 - v. SEJF doesn't fund the permanent operational costs of projects to allow for young projects to benefit from the fund. The University takes on operational costs if the project is successful after a pilot program and stakeholders agree that the project should continue and be funded through the University.
- g. The amount of time it takes for grant proposals to pass through the approval process varies based on the size of the grant and the nature of the grant. Small projects may take a few weeks to a month, medium projects usually take 1-2 months, and large projects usually take a few months.

- h. Approval is more likely than no approval for project proposals. Proposals are usually denied when students do not explain how the project will benefit the student body. The committee prefers to give feedback on how to make a project better, than to deny the project from ever passing.

V. ACTION ITEMS

- a. None.

VI. REPORTS

- a. None.

VII. OTHER BUSINESS

- a. Lily Van Mullem will be the supporting Student Government Assistant for SEJF Committee for the year 2022-23
- b. Next Meeting November 1, 2022, at 4:00 PM in VU 460

Seb Genge, Committee Chair, adjourned the meeting at 5:02PM