

SSC Biweekly Meeting
Thursday, September 27, 2018
Location: NSRC 358

Student Attendees:

Chendra, Adrian, Sarah Gonya, Edwards, Joseph Douglas, Mishaan Lilienthal, Gabriel, Parthum, Bryan Michael, Uelmen, John Albert, Ye, Zishen

Staff/Faculty Attendees:

Dolezal, Adam Gregory, Stumpf, Andrew J, Sharma, Brajendra Kumar, Cidell, Julie L, Chalifoux, Kristine M, White, Morgan, Cai, Ximing, Yi, Yun Kyu, Catherine Liebowitz

Meeting Minutes

Topics for Discussion:

- Role of faculty/staff advisors
- Project evaluation process and strategies
- Subcommittee efforts
- Upcoming Sustainability Forum
- Step 1 Voting meeting details
- Presentation from Dhwani (our marketing intern)

1:47pm: Meeting start

- Role of faculty/staff advisors
 - Faculty and staff members overall roles, description of duties, contributions to SSC, etc.
 - what is the best way to reach faculty/staff if they have project questions?
 - include faculty/advisor in subject lines and continue to try if they don't hear back

1:50pm: Project evaluation process and strategies

- Will take up the bulk of our time
- deadline to submit fall cycle has passed (Sept. 24)
- late projects will be reviewed next cycle
- Presentation schedule is available online
- when reading proposals, keep in mind the fee mandates and schedules
 - keep a good balance behind the numbers of the project (scope, cost, education, etc.)
 - projects that seem to have relatively smaller environment impact by the numbers, doesn't mean it's a bad proposal - could have a lot of value to exposure and ideas for students on campus
- Step 1 Template is a means for scoring each proposal (please read all proposals)
 - feasibility is new column this year
 - overall feasibility with legality of campus approval and can it be done
 - ratings of 0 (poor) to 3 (exceeds expectations)

- brief comments column should actually be brief (like 1 sentence)
- all this will be summarized and fit on 1 slide presentation in voting meetings

2:09pm: Subcommittee Efforts

- marketing, bylaws & finances
- each of us is expected to participate in at least one subcommittee
- interested or want to join? e-mail Cathy

2:12pm: Sustainability Forum

- Instead of the biweekly meeting, we're going to host a mini version of the Sustainability Retreat on Thursday, October 11 from 3-5pm at AACC
- topic of focus: resource utilization

2:15pm: Step 1 Voting Meeting Time

- Tentatively meeting on Saturday, October 20th, but Sunday, October 21st is backup
- traditionally 1pm has been the time
- plan for end time of 5pm but hope for 4pm

Notes: Dhvani can not attend the meeting today

- she was going to talk about the profiles we've been sending her with a few sentences of what we have been doing
 - she is also working on a social media component
- there is a free conference at the Union, Oct 3-5 (iSee Congress)
 - topic this year is Sustainable Cities