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
  o Faculty and staff members overall roles, description of duties, contributions to SSC, etc.
  o what is the best way to reach faculty/staff if they have project questions?
    ▪ include faculty/advisor is 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
  o keep a good balance behind the numbers of the project (scope, cost, education, etc.)
  o 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)
  o feasibility is new column this year
    ▪ overall feasibility with legality of campus approval and can it be done
  o 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: Dhwani 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