RISE BOARD MEETING MINUTES

Date:
01/19/2016

Start Time:
1:06pm

Stop Time:
1:56pm

Members Present
Michele Mouton
Jen Schell
Jason McNeely
Lori Beraha
Stephan Tangen
Jordan Wright
Zoe Marshall
Mackenzie Stamey
Ian Olson
Zoe Marshall
Wyatt Hurlbutt
Taylor Stinchcomb

Members Absent
Ben LaRue
Anne Williamson
Elizabeth Hanson

Guests
Christine Kemper, Staff, OS Administrative Assistant
Stephen Greenlaw, Undergraduate student, Fisheries
Christin Anderson, Graduate student, former RISE Board member
Sydney Garvis, OS Intern from Oberlin
Oden Miller, Graduate student, FCAC student club leader
OFFICE OF SUSTAINABILITY UPDATES: PRIORITIES FOR SPRING 2016

Winter Internship
- Sydney Garvis from Oberlin University.
- She has been working in the FreeStore and compiling data from our check in sheets.
- Monthly average number of visitors is 66 people, with a max of 20 a day.
- Average number of items taken a month is 152.

Annual report
- This will cover how well we have been meeting our SP goals and activities over the past year.
- This should be finished by the end of spring break.

SP Update
- It is time to look at updating the SP. We would like RISE to take on this task.

Fundraising
- The OS is going to start a fundraising campaign in March.
- Have been working with the UA Foundation and alumni office on this.
- Flyers, mailers for alumni, booths, and e-mails to faculty and staff.

RecycleMania
- Participating in RecycleMania again this year during February and March.
- Primarily focus on face-to-face contact in MBS and the Wood Center.
- Work with Facilities Services for numbers reporting.

Earth Day Celebration
- Planning & Hosting our annual BBQ and booth fair on the deck.
- Green Carpet Awards.
- Sustainability Art Show will run for 1 week in the Wood Center.

Day to day operations
- Green Bikes
- Going to focus on promoting MapPost
- Michele will have lots of budget meetings throughout the semester
- Recycling program
- Sustainable investing – Michele working with general council on this project.
- Green Revolving Fund project management
- FreeStore
- Radio
- Michele doing at least two classroom presentations
- Launching a Potty Press (bathroom news)

THE SUSTAINABILITY PLAN (SP)

Shortening the SP
- It would be good to have the SP revised and condensed, or at least have a condensed version available.
- We also want to look at what has been done and not, and adjust accordingly
- Zoey will go through the SP with someone and start looking at updating it.
- Could create an Executive Summary to have at the start of the report instead of something separate.
- It’s impressive what has gotten done. Look at breakdown of where money has gone.

UPDATING THE SP

Need to evaluate what has been done and update goals and timelines.
- Could look at the whole thing and try to update it.
- Could choose a couple sections to focus on this year.
- A large group could split it up and each look at a small section.

Q: Do we want to try and do them all? Or select just a few?
A: Let’s wait and see what the Chancellor says at our meeting first, but we may want to focus more on specific sections. Water conservation is a good candidate because of the upcoming changes this year.

MEETING WITH THE CHANCELLOR

Need to give something to the Chancellor
- Could give him just the poster
- Could give him an Executive Summary

Q: Who will be here?
A: Interim Chancellor Powers and Mike Sfraga will be here. Michele suggests doing a 5 minute overview then asking them questions that are prepared in advance.

Q: What part of our budget can be cut?
A: We have been told that the Sustainability Fee can’t be cut, but the match can be cut – which is 50% of the budget. We should check with Anne to ensure the fee can’t be taken.
Q: How about GRF? Can that money be taken?
A: It’s in an endowment, so they can’t touch it.

Discussing budget cuts with the Chancellor
- Positive approach: the administration has given almost a million dollars to us and the students have made big strides because of it.
- Need to make sure that they know how much we have brought in, and what projects have been adopted on a larger scale that are now saving UAF money. We provide the seed capital for programs that improve UAF immensely.
- Mention what areas still need funding, like upcoming projects and current programs.
- Must make sure that they understand the breadth of our projects

Questions for the Chancellor:
- How do we continue our efforts to champion sustainability at UAF in these challenging times?
- UAF has made great strides with sustainability in a short period of time. We have funded many projects, created valuable programs, and received national recognition. Do you think that you will continue to provide support for our programs and projects? Do you see the administration continuing to support us?
- What would be your three most sustainability-oriented priorities?
- How does your experience at FMH translate to your new position at UAF, especially with respect to sustainability?
- What are the areas on campus that either of you wish to see made more sustainable?
- Do you, personally, have any projects or ideas you would like to see implemented to reduce waste/increase efficiency overall?
- In what ways do you see UAF improving to reduce inputs (both cost and materials)?
- What sorts of sustainability-oriented curricular changes at the undergraduate level would you like to see? Are you interested in developing a program here?
- The RISE board and the communications committee would like to have more dialogue between the office of sustainability and administration, including the Board of Regents. What are the best channels of communication for that audience?
CLOSING THOUGHTS

Q: The President said on his speech that he was going to protect programs that are important to the students. Did he define them?
A: No. Every campus has different needs so he makes general statements that can apply to all campuses.

Q: Who can meet to create an overview document for the Chancellor?
A: Zoe, Stephan, Wyatt and MacKenzie. Meeting will be in the OS on Jan 22, 10am – 1pm.

Communications meetings are held at 11am on Tuesdays.

2 weeks from today at 1:00pm we will meet the Chancellor.

4 weeks from today is the meeting with Scott Bell about changes in water utilities at UAF.
RISE BOARD MEETING MINUTES

Date:
02/02/2016

Start Time:
1:08pm

Stop Time:
1:56pm

Members Present
Wyatt Hurlbut
Stephan Tangen
Taylor Stinchcomb
Ben LaRue
Jordan Wright
Jen Schell
Jason McNeely
Ian Olson
Zoe Marshall
Mackenzie Stamey
Lori Beraha

Members Absent
Michele Mouton
Anne Williamson
Elizabeth Hanson

Guests
Christine Kemper, Staff, OS Administrative Assistant
MEETING WITH THE CHANCELLOR & RISE VICE-CHAIR POSITION

Meeting with the Chancellor
- Had to cancel today
- Rescheduled for Feb. 25th

Vice-Chair position
- No Vice-Chair currently
- Duties are minimal, basically this person acts as a backup for the Chair

Q: Is anyone interested in this position?
A: Stephan Tangen interested. Ian nominates Staphan Tangen for Vice-Chair.

MEETING WITH SCOTT BELL - QUESTIONS

We will be meeting with Scott Bell February 16th.
- Goal is to discuss UAF’s water facilities the transition to College Utilities.
- A Google drive document has been sent to everyone with questions.

Q: Are we assuming they won’t be doing anything with the old plant or wells?
A: We don’t know. Maybe they will use it for non potale water, but we don’t know.

Questions:
- Can you tell us when and how this will happen?
- How will the new water source be incorporated?
- Are the changes being made because of complaints about the taste or the unsafe levels of TTHMs?
- Is there going to be residue in current pipes that will be a problem?
- How is this being financed with the budget cuts?
- How does the contract change UAF’s water costs and the overall bottom line?
- How can we partner for water saving measures?
- Will you be testing our water still?
- How much water is being used on campus, and what conservations measures will be used?
- What are the best opportunities for reducing usage?
- How will they report on what is in the water? College utilities put out a report on water quality. How will people on campus find this information?
- Are they testing at the source vs. testing at the spigot?

We might want to take advantage of Scott being here beyond the water questions.
- Add a question about general cooperation ideas between OoS/RISE and FAC Services
Other questions to possibly ask Scott Bell:
- What campus sustainability projects are you currently undertaking that will lead to cost savings?
- Is there a way that we can get a yearly report or update? Also, who could we ask those kinds of questions?
- Are they including the ability to retain metrics in their upgrades?
- Will there be a way for them to actually have hard data? Example: Can we find info about now-metered water usage somewhere?

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**MEETING WITH SCOTT BELL – ADDITIONAL DISCUSSION**

Q: Is it worthwhile bringing up the powerplant?
A: We were told that essentially we don’t have a path forward to find anything more sustainable right now.

Getting the new power plant built and going at all is the primary focus. It might be worth a question, but with the budget crises, it’s hard for them to say anything.

We could ask for an update on the letter we wrote last year.

A big dream is that we get 1 or 2 wind turbines at the GVEA Eva Creek facility.
- This is a very long term goal.

Let’s get an ad hoc work group together to do this.
- Zoe, Stephan, Wyatt, Taylor
- Do this on Google Drive and then have a one hour meeting next week.
- Time and place to meet: 1:30pm on Tues

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**QUESTIONS & DISCUSSION WITH NEW MEMBERS**

Q: How much power do we have, and where does it come from?
A: Students. When a student comes up with money (from the sustainability fee in our case) and funding for projects in departments are usually very amicable to completing them. As those projects get completed, if they are shown to save money, often Design & Construction (DDC) will integrate it into design standards as they build new facilities or do upgrades.

Q: Looking at list for Chancellor, I singled out the question “In what ways do you see UAF working to reduce inputs in both costs and materials?” This is especially important during a budget crises. Could we ask Scott Bell some of the Chancellor questions we came up with like this one?
A: The items in the SP save UAF lots of money. It would be good to ask about what items they are going to be doing to save money (keeping in mind that these ideas are generated from us). We can create an impact on campus by emphasizing how much money or resources we have saved UAF thorough both projects and ideas.
Structure of Facilities Services
- Scott Bell oversees the power plant (power generation & the utilidoor system), facilities services (maintenance at UAF), and Design & Construction (in charge of new projects and major upgrades).
- Chilkoot oversees the power plant. He is working with Mike Ruckaus (DDC) on the new plant.
- At Facilities Services Bill Cox is director. They are responsible for anything other than major utilities. Electrical, plumbing, grounds, etc. Non-essential items for departments are charged a fee (example: painting).
- New projects always administered thorough DDC – Jenny Campbell is the head of that. They manage the project, contractors, etc. and charge a fee. About 10% of anything that gets done – this is how they are funded. Our goal of 25% renewables will be achieved by working with these groups.

Q: Who do you call to ask about sustainability projects in buildings? How is RISE involved?
A: For big sustainability projects usually a student writes a proposal, then RISE votes to fund them or not, then the Chancellor approves it and finally the OS works with the student as well as the departments involved to make the projects happen.

Q: Does anyone have to consult with us before doing anything on campus?
A: No.

CLOSING BUSINESS

Rotary
- We have talked about the idea of meeting with rotary to get outside support for projects.
- The RISE rep will talk about RISE, our program, a particular project and ask for money to fund it.
- The Process Tech project (expanding a facility that teaches students about solar and wind generation) would be a good candidate because it’s educational and Rotary likes to see tangible results quickly. This is also about education and helping students.

Q: Is there anybody that wants to move forward with this?
A: Taylor and Stephan may be interested. Wyatt will meet with them.
RISE BOARD MEETING MINUTES

Date: 02/16/2016

Start Time: 1:15 pm

Stop Time: 2:11 pm

Members Present
Michele Mouton
Wyatt Hurlbutt
Taylor Stinchcomb
Jen Schell
Jordan Wright
Mackenzie Stamey
Lori Beraha

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Members Absent
Ben LaRue
Anne Williamson
Elizabeth Hanson
Stephan Tangen
Jason McNeely
Ian Olson
Zoe Marshall

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Guests
Scott Bell, Associate Vice Chancellor, FS Administration
Christine Kemper, Staff, OS Administrative Assistant
Richard Parker, OS Student Staff
DISCUSSION WITH SCOTT BELL: CHANGES TO UAF’S WATER SYSTEM

UAF has a well and operates its own water treatment plant for making this water potable.

Last year UAF started having water quality issues.
- A rise in disinfection byproducts, TOC’s, rose above the EPA allowed limit. The level was low, but made water possibly unsafe for infant and anyone pregnant or immunocompromised to drink.
- TOC’s are the result of a reaction between organic carbons and the chlorine used to disinfect the water.

UAF tried adding active carbon filtration at the source to lower these levels, but could not bring them down to an EPA acceptable level.

After the carbon filtration failed, UAF contacted College Utilities, who provides water for this side of town, about providing UAF with water.

Water mains from College Utilities were installed in early January.

Modifying the piping in UAF’s water treatment plant to take already potable water into our system.
- Will go into a million and half storage tank located on the side of the CHP (like now).
- We will be using the same delivery system, new source.

These changes are on schedule for the system to be switched over on the 1st of March.

Q: Do you have price per 100 gallons from College Utilities?
A: We do, but I do not have it here with me.

Q: How much more will this cost UAF?
A: This will be a 40% cost increase for water at UAF. Up to a million dollars per year.

Q: What’s going to happen to the old infrastructure at the water plant?
A: Everything beyond the walls of plant will be the same. Inside the plant we will be creating processed water for internal cooling, which will be a much smaller operation.

Q: Can the old wells be used for watering lawns, etc.?
A: No. We have kicked around the idea but don’t have the lines right now. The agricultural fields in the southeast corner of campus will still operate on their own wells.
Q: Is there concern about pipes being corroded or contaminated?
A: No. The TTHM’s won’t be sticking around, and there were never corrosives in the water. The new water will also be more alkaline, which actually coats the pipes and seals them.

Q: What will the new water taste like?
A: The water is the same hardness, but has a different PH, which makes it taste better.

Q: When we put together the SP we had a water usage number of 12,000 gallons per student. How much do we know about how much water is used?
A: We track it at every building. There are a few smaller resident buildings meters – like the houses on Chandalar. We can look right now at how much we deliver to campus because we know how much we send out from the treatment plant.

Q: Are we going to be looking more at water conservation now that the cost of water will be going up?
A: The costs are going up 300k per year. This will definitely be an incentive for finding more water saving measures. Right now we are putting in low flow shower heads. We are open to ideas about conserving water.

Q: Michele is doing class project with students to collect data about water use and come up with ideas for conservation on campus. This data can be passed on to you. Is there anything Facilities Services would like to know that we can add?
A: We already collect that type of data and will make it available to you and the students doing this project. Nothing is coming to mind right away that we don’t know. Karl Olson is heading up the effort of overseeing metering.

Q: Do you know offhand where biggest water users are? Dorms? Wood Center? Research? West Ridge?
A: It is often tied to specific projects. West Ridge had duck ponds for research that used a million gallons a month; 24 gallons minute. That project ended and now their water usage has been cut way back. We meter building by building.

Q: Is the data online?
A: Not sure. It should be, but they are a little behind right now.

Q: Where will the results of future water treatment tests be reported? Will it be publically posted?
A: We will continue doing the same testing that we do now. That information comes out annually.

Q: Is it possible to get a standard created so that all new buildings have water reclamation systems?
A: There may be a way to do it at a building level. It would be a good trial project. An issue to address would be what to do with it in the winter when outdoor storage wouldn’t be possible. You could probably dump it, and maybe use it for flushing toilets.

Q: From budgetary perspective, where are the funds for the new water source coming from? Were there fees associated with our infraction?
A: We are having to come up with it and take it away from others areas. It’s hard, but we are absolutely not willing to distribute non-compliant water to campus. There was no fine involved because the infraction was so minor, we were just required to provide information about it to campus. This type of issue only affects those with compromised immune systems, who are pregnant, and infants.

DISCUSSION WITH SCOTT BELL: UAF POWER & UTILITIES

Q: What are utility costs at UAF?
A: In FY15 $9.2 million went to electricity (which is partially produced on campus in our CHP); 724k paid for sewer (we don’t treat this here); 7.2 million for steam; 712k on water. The overall utilities breakdown is roughly 4% water, 40% steam, 40% sewer, 52% electricity.

Q: Why do you separate the cost of electricity from the cost of steam?
A: We are asked all the time to separate them. It’s a way of separating heating costs from electricity. We burn coal for steam, which generates electricity. This comes out at a low pressure/temp, then goes up campus to heat the buildings. We measure each building’s electricity usage. By having a CHP we have an efficiency rate of 60% -75%. If we put up boilers and bought our electric from GVEA our efficiency rate would be low 50’s. Having a CHP raises efficiency from 50-52 to 60-75.

Q: When does electricity become byproduct of steam?
A: At 30below electrical load is higher than heating load.

Q: Do we sell electricity back to the grid?
A: No, we aren’t a utility. As an educational institution, there is a limit to what we are allowed to put back into the grid. So, we try to find ways to use any excess.

Q: Would there be an advantage to having a battery or storage?
A: Yes, there would. However, it would really be best to make buildings more efficient so we don’t need to produce so much in the first place.

Q: What percent of time do we produce energy as byproduct of steam?
A: Probably roughly a month's' worth, not much when you get to the lowest temps.

Q: Do you have that data? It matters when looking at funding energy projects.
A: I'm not sure but will look for it.

Q: Are the parking lot head bolt outlets on timers?
A: Some are individual plugins that have own controls that wait 2 hours before they start, and then the amount of energy going into cords depends on outside air temperature. This has a 23 percent reduction in energy use over a regular timer system.

Q: Can we find where those are?
A: I will look into it.

Q: How do the other plugs work?
A: We turn whole circuits on and off using a timer.

Q: Do you replace old outlets with the temperature-sensitive ones as they die?
A: No. They need to be installed in large groups, not at the individual level.

Q: If we start with renewable energy we don’t have enough physical space. What if we went out to Eva creek and got a wind turbine? How would that change the 30 below mark?
A: It wouldn’t. We would still need the same amount of energy, it would just be coming from a different source. Conserving and reducing usage is what we need to do.

Q: What about renewable energy?
A: In the summer it could make a big difference. We could shift to renewables. We would have to look at the shift in cost. FS did look at this but the payback was very expensive.

Q: Could we pump water up the hill and use a turbine for electricity? Is there space?
A: We have not looked at this. We can't build further north because of bad soil, permafrost, sinkholes. This is an idea to keep on the list. You might talk to head of mechanical engineering or something like that, and a student could do the analysis for this type of project.

Q: Have you considered a heated parking garage?
A: This is too expensive to justify.

Q: Why don’t you do more with insulation or windows?
A: Whenever you do this type of improvement it’s really, really, expensive. Rebuilding walls is huge. This kind of project has a 25 – 30 year payback period. That’s why we wait until things need replaced anyway. This is also why it’s important to have high design standards and oversee projects closely; if a contractor doesn’t do it right in the first place we may need to wait a decade for it to be done right.

DISCUSSION WITH SCOTT BELL: PROJECTS & THE ROLE OF RISE

Q: What is better for RISE to focus time on? Energy efficiency or renewable sources of electricity?
A: Both help reduce load on the plant, so both are good. In the summer electricity is driving everything. That’s when we like other sources of power like solar PV. Another focus could be finding ways to use our excess steam – like making cooling units run on steam so that we can take chillers off of electricity.

Q: Will this still be true when the new power plant comes online?
A: Yes. Will still be responding to the same mixture of electricity and heat demand on campus.

Q: If RISE wants to look at projects focused on reducing water use, what kinds of projects would be the best?
A: Look at where it’s going first, then figure out what projects would be best. First we need to find what buildings are the highest users, then find out why, and then look at possible solutions. Usually personal use is losensorw, it’s when we look at cooling or lab processes, that it starts going higher.

Q: How do we continue efforts to champion sustainability at UAF with the budget shortfall? How can we help Facilities Services?
A: I like that we have this relationship and would like to see it continue. I suggest that you have meetings, like this one, so that FS folks can hear your concerns and they can let you know where they need help.

Q: We had an intern at DDC find projects for the GRF. Now we are finding that it’s hard to get people to actually sign off on them, even though they are going to save more money in the long run. Across campus are most projects getting done by Facilities Services?
A: Central pays most of the utility bills. Let me know if I can be of help, it seems like a very low cost for them to have these projects done. It is hard to transfer from giving money away to being a lender, and people are nervous about obligating themselves when they don’t know what the next year’s budget will look like.

Q: Is there pocket money for FS? What kind of projects is it used for?
A: There is some. Right now we are putting money into energy efficiency projects with a 6-7 year payback. Examples are occupancy sensors, replacing lights with LEDs and steam controls. Payback on these projects are all from 2 years to 6 years. When we build new things we include occupancy sensors, and we are also lights that break with occupancy sensors. We just got LEDs for roads, which the DOA paid for. In Murie all lights are daylight harvesting at an individual level, saves energy.
Q: Do you have any projects or ideas that you would like to see us working on?
A: Wherever we see the quickest payback. We added 50k for a control system with dimming capabilities. This could be extended to parking lots. If we could make these lights LEDs and bring them under control it would be a very good thing. Water use reduction projects will also be good- these both high on the list.

Q: We want better access to the Board of Regents. What are the best channels of communication for getting to talk with them?
A: Public testimony is the best way. They appreciate it. Have a short, concise testimony. Getting the same message out at every meeting you can is helpful. This allows you to bring things to their attention and advocate. Choose one thing to adopt and be consistent.
RISE BOARD MEETING MINUTES

Date:
03/01/2016

Start Time:
1:15pm

Stop Time:
1:58pm

Members Present
Michele Mouton
Jason McNeely
Wyatt Hurlbutt
Jordan Wright
Zoe Marshall
Jen Schell
Taylor Stinchcomb
Ian Olson
Stephan Tangen
Lori Beraha

Members Absent
Anne Williamson
Elizabeth Hanson
Zoe Marshall
Mackenzie Stamey
Ben LaRue

Guests
Christine Kemper, Staff, OS Administrative Assistant
Christin Anderson, OS Student Staff
Alex, Student of Social Anthropology from the University of Vienna, researching sustainable transport and infrastructure
MEETING MINUTES

All meeting minutes approved.

VACANT VICE CHAIR POSITION

Stephan and Taylor were both interested last time this was discussed.
- We will wait until Stephan is here to make this decision.

MEETINGS WITH THE CHANCELLOR

The tone of the Chancellor's meeting was very different than the one with Scott Bell. They saw a lot of potential in our group to go beyond what we have been doing. It felt almost like they had discovered a new asset.

Jen followed up with Mike on his question about where faculty is right now with respect to sustainability.
- Explained how the curriculum subcommittee had abandoned the idea to develop a minor.
- He responded enthusiastically about the idea of an environmental studies and sustainability degree
- Suggested that we go to the legislature and use Strategic Pathways to develop this.

The summary we sent before the meeting was a great idea
- Helped them see a lot of potential, especially given the figures we have for saving money.
This meeting was good because Chancellor Powers is out in a few months.
- It’s like practice with for the new Chancellor.

PRESENTING TO THE BOARD OF REGENTS

We need to publicize ourselves as much as possible
- The Chancellor suggested the Board of Regents.

For us to be successful, we need to be perceived as not just an environmental program, but also focused on appropriate stewardship of our resources – this equals reducing cost.

We should be doing the public testimony as much as possible. We may also get on the agenda once per year.
- At public testimony they just have a signup sheet; everybody gets to sign up to speak for 2 minutes.
- Highlight key facts, then share a personal experience. Asking for something specific is important.
They want to hear from students. Not faculty or staff - students.
- When students come out to talk they are impressed.
- Yesterday people spoke about public programs. It was very powerful. We need to do this.

We need to underscore that this is a student initiative.
- This is a student initiative that saves the university money.
- Cutting a cost savings initiative is a bad idea.

If anyone DOES make it, please report back. You can also e-mail comments.

Contacting legislators in any way we can is good – an e-mail would help too
- Jen will condense the executive summary down to a shorter letter that will be sent from the RISE Board as a group.

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STATE BUDGET & THE UA SYSTEM

We need to talk about mechanics of this. The house is carving up budget for the state right now.
- It was 350 million, now its 300 million. This is catastrophic.
- When they allocate a budget for the University, UA decides how to cut it up unless funds are assigned to a specific program or project.

We need to speak with everyone, but concentrate on those within the university that actually make the decision about how the state funds are assigned.
- The people we need to emphasize are the people we have been meeting with
- We are looking at a 50 million dollar cut to the UA system, and probably 25million to UAF. It’s a lot of money. - When you talk about such big dollars, people get desperate and cut everything.
- We need our message to be strong, and get out to the university WHY we are important.
- They could easily just decide to throw the money given to us into something else that also cuts costs.

_____________________________________________________________

REINFORCING SUSTAINABILITY’S PLACE AT THE UNIVERSITY

The Chancellor asked about the campus knowledge of sustainability.
- Demonstrating that we are important starts with everyone knowing about us.

We should go through the gamut of the hierarchy on campus and see what we can do to be important to each of them. Keep speaking with people.
We should contact Spring Fest about making it a Green Spring Fest this year because of Earth Day.
 - Next meeting we will discuss Earth Day.

The Communications Subcommittee will be focusing on talking to everybody they can.
 - The more people know about something, the harder it is to cut.

We need to show that we have a willingness to work for the larger good at the University.

OUTSIDE DONATIONS

We have talked about going to Rotary, and the Chancellor mentioned it as well.
 - We just need people to go it.
 - Taylor and Stephan would like to speak to Rotary.

Reaching out to the Chamber would be fantastic as well.
It would be beneficial for someone to contact each rotary chapter to ask for time to talk.
 - There are 6 chapters in Fairbanks.
 - We have contacted the Sunrisers.

The Process Tech expansion could be a good project to ask for support on.
 - The funding recipient is applying for funding elsewhere that he won't have to pay back.

We should identify as many small ways to build the GRF as possible.
 - If we can tell the Chancellor that we are actually bringing IN money that would be great.

Q: Are there subcommitees that are active right now? We had them in Dining, Water, Zero Waste, Renewable Energy…where did they go?
A: These committees are pretty minimal right now, though we are still working with dining sometimes. We need to focus on fundraising and marketing right now, so the communications subcommittee will be the primary focus for a little while.

Somebody should try connecting with ASUAF on a regular basis.
RISE BOARD MEETING MINUTES

Date:
03/22/2016

Start Time:
1:16 pm

Stop Time:
2:15 pm

Members Present
Jen Schell
Jason McNeely
Stephan Tangen
Michele Mouton
Zoe Marshall
Taylor Stinchcomb
Mackenzie Stamey

Members Absent
Anne Williamson
Elizabeth Hanson
Ben LaRue
Wyatt Hurlbutt
Jordan Wright
Ian Olson
Lori Beraha

Guests
Christine Kemper, Staff, OS Administrative Assistant
Christin Anderson, OS Student Staff
Robert Shields, UAF Student, Sun Star Reporter
Because of the budget crisis we are trying to build programs with donations to support more student projects at UAF.

Christin Anderson will be speaking to Rotary today.
Q: What should RISE talk about to these outside groups?
A: Speak about the group, what you have accomplished, and what you want to do.

It would be nice to develop a talk that highlights sustainability at UAF and how it has saved money.
It would be good to develop a flyer or document that matches specific projects with groups at UAF that might like to support or collaborate on them.
Really want students to participate in the Board of Regents meetings.
April 7th is the meeting.

Q: Why is it recommended that we do this?
A: To let them know we are here and about everything that we have done.

Two presentations by Michele this semester about integrating sustainability on campus.
- Taught an NRM class about data collection focused on sustainability.
- Technical writing class is developing RISE proposals.
We should get feedback section on the sustainability website

Most questions are focused on about our programs, and the things we have done through UAF. There is a prize drawing for anyone that wants to enter their e-mail at the end.

We have been tabling has happened and teachers have been e-mailing. Most people have heard about it through instructors, either through e-mail or in class.

Q: Can anyone volunteer to contact more instructors?
A: Christin, Stefan, and Zoe will be able to do this.

Q: How many people have taken it already?
A: 206.
**CAMPUS OUTREACH**

MacKenzie e-mailed SAO about making Springfest Green because it overlaps Earth Day.

Christin is going to ask Eco-reps about manning the booth fair, where we will have food, music, etc.

- Kentucky Tundra may be able to play

We should do an educational campaign about recycling.

- The #1 important thing: make people understand how important it is to recycle.

- We could do a representation of how many bottles are thrown away.

- We should talk about plastics in the ocean and partner with Fisheries on this.

- If we had a student push to get plastics out of the machines and get aluminum into the machines it would make a big difference

Q: Can we start selling reusable bottles or cups?

A: We did, and sold tons of them. However, the new dining contractor does not want to sell these because it clutters the counter.

We should reach out to New Student Orientation to work with Dining Services on waste-reduction programs (like reusable water bottles).

**MISC. RISE CONCERNS**

Q: We need to update the Energy Dashboard.

A: We actually don’t do the dashboard, that is through Facilities Services.

There are 4 different candidates coming for the Chancellor, they are looking for students to attend.

Q: Can we get more recycling opportunities at the Cutler Apartments?

A: We have tried to provide a dumpster but there were too many complaints. We are working on getting them composting.

**MEETING WITH THE CHANCELLOR: KEY POINTS**

Get involved in the community by attending meetings and making sure knowledge of our program is out there. Adopt a road, contact Rotary and the Chamber of Commerce.

Partner, partner, partner. Work with other departments to co-sponsor items that reach common goals. His ideas were Staff Council, Health & Safety, and the SAO.

Focus on aging infrastructure, integrating sustainability into culture, and energy efficiency.

Contact Hampshire College about their program and how it has become so successful

- We should think about this because of the difference in culture. They have lots of funding, are very small and student ownership is very high there. It’s not a bad idea but their tactics might not work for UAF.
**FREESTORE IDEAS**

Q: Can we get someone to donate a space for us in a more visible part of campus like the Wood Center?
A: I am not sure what is available. We would need to find a way to maintain it as well.

Q: Can we start charging a minimal amount for items? 50cents to a dollar. We could use the money for programs, or to pay a staff member to maintain it, and people will probably come more. Many people dismiss something if it is free because they think it won’t be good quality. It just doesn’t make sense to everyone.
A: It isn’t impossible, but collecting money on campus is complicated. From a staffing perspective it is better for us to have something here as well, if the FreeStore if it was offsite it could be get out of hand very quickly. We would need a staff person at all times to man the Free Store to take money. Also, having the FreeStore here has played a big role in bringing people to the sustainability office.

Q: Can we do a smaller collection somewhere in the Wood Center? For example we could do school supplies, or coats.
A: This is definitely possible, depending on space availability and staff time. We could use a second location in a high traffic area to advertise programs. This could be an event as well.

We could encourage artisans to take items from the FreeStore that people don’t want, and turn them into new things.

Q: Could we generate enough money to pay a regular student staff person for the FreeStore alone?
A: Maybe, but it is doubtful.
RISE BOARD MEETING MINUTES

Date:
04/05/2016

Start Time
1:15pm

Stop Time
2:10pm

Members Present
Michele Mouton
Wyatt Hurlbutt
Zoe Marshall
Mackenzie Stamey
Stephan Tangen
Taylor Stinchcomb
Jordan Wright
Lori Beraha
Ian Olson

Members Absent
Anne Williamson
Elizabeth Hanson
Jason McNeely
Ben LaRue
Jen Schell

Guests
Christine Kemper, Staff, OS Administrative Assistant
Robert Shields, undergraduate student, Sun Star reporter
Doug Schrage, UAF Fire Chief
MEETING MINUTES APPROVAL
Taylor motions to approve the minutes, Stephan seconds. All minutes approved.

APPROVAL OF VICE-CHAIR
Taylor unanimous ‘yes’ as vice-chair

GUEST COMMENTS: ROBERT SHIELDS
On Earth Day the Fairbanks Climate Action Coalition is doing Earth Day events.

There will be a march with Earth Day pioneers from the Fairbanks area.

There will be a performance of Nikolai Tesla on Saturday night at Ravens Landing.
- This will be re-played from 2pm-4pm on Sunday the 24th in Schiable Auditorium

The movie Unwasted will be played Thursday at 5pm in Gruening 205 right after the SCAF Meeting
Robert talked to Usebelli Coal Mine as a SCAF representative and will be giving RISE an update on this later

GUEST COMMENTS: DOUG SCHRAGE – SPEAKING TO THE BOARD OF REGENTS
Doug is here to talk to RISE about communicating with the Board of Regents.

Chancellor Powers, Vice-Chancellor Mike Sfraga and Scott Bell have all suggested speaking with him about this topic because the UAF Fire Department has done so well at this under Doug’s direction.

The agenda of the Fire Dept. has been to get the campus fire station upgraded with a new building.
- They wanted to build support with the Board of Regents for this project.
- In 2011 they started this effort.

At every regents meeting for 3 years, regardless of city, the Fire Department has someone there to testify about the program.
- The BoR meets every other month
- Each meeting starts with public testimony, anyone can go and comment.
- They are particularly welcoming to students.
- At each meeting the Fire Department has an alumni present to comment.
After each meeting Doug would follow up with a thank you note to each regent, especially when they provided positive comments.
- He has been careful to separate himself from students and play a coordinating role. They were accepting of this.

After a few years they went to the Chancellor and got permission to ask for support for their project.
- Message: The program graduates an average of 20 firefighters a year, and the fire station they are working with does not meet fire code.
- Shortly after the economy started crashing, so they switched to a new message - “We know there's other things right now, but when it comes back please don’t forget us’
Suggestions to RISE for building support
- They have 8 year terms. Started building relationships with the regents as soon as possible.
- Send the same message every time. After some time they said “when is the ask"
- Actually showing up consistently is the biggest key.

GUEST COMMENTS: DOUG SCHRAGE – Q & A ABOUT SPEAKING WITH THE BOARD OF REGENTS
Q: Who is the Board of Regents?
A: There are individuals from across the state. Their backgrounds are diverse and give a pretty good representation of Alaska geographically and job wise. They are appointed by the governor, and they appoint the President. Their business is to oversee the UA system. Terms are 8 years long; each year a couple rotate off and are replaced. The chair is Jill Heckman. I recommend going to their webpage; helps to build the relationship and relate to them.

Q: What are these meetings like? What is doing public testimony like?
A: Public testimony usually lasts an hour each Thursday and Friday. It is good to show up an hour or more early, because there is a sign up list and they take testimony in that order. Usually it’s easiest to sign up, leave for a coffee, then come back for testimony. Occasionally big items come up – like smoking or guns on campus, that keeps those at the bottom of the list from getting to speak because of time. Getting to the meeting ahead of time is important. It can be intimidating at first – there are 75-100 spectators in back of you, the Board of Regents in front of you, and the meetings are also being web streamed. Because of this it is good to try to attend once or twice without speaking to get more comfortable.

Q: Did you ever get on the agenda?
A: Yes, a couple times, generally for things like safety presentations.

Q: Do individuals doing public testimony have handouts or flyers?
A: This is very uncommon, but they probably would accept them.
Q: What should the person speaking talk about?
A: Have basic talking points set to be consistent. When speaking cover these points, then make it personal, thank them for support. Students craft their own testimony overall.

Q: Can we do presentations?
A: If you make advance arrangements through statewide they will often let you do a little video or slide/poster.

Q: Can we speak in a group?
A: If there are 3-4 people that want to speak let them know in advance. They will give you a little extra time and they will let you go up together.

Outline of what to do as an effective speaker:
- Part 1: Go over a very brief list of talking points that covers what you have done and why you are important. If there is time, address how many people you can reach.
- Part 2: Make it personal, about what the program means to YOU, the speaker.
- Everything is limited to 3-minutes.

Doug is happy to provide mentoring if it would help.

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GUEST COMMENTS: DOUG SCHRAGE – STATUS OF FIRE DEPARTMENT PROJECT

Q: What’s the status of the project now?
A: It’s a low priority now because of the economy crashing and the need to finish the new engineering building. Two years ago our project was placed in the top 3 priorities. Everyone had approved it and things were lining up, then the crises hit. It was a removed by the Chancellor from the project list, but the Board of Regents actually overrode that decision and put it back on.

Q: Do you have a design?
A: We have 35% of a design. Basic design, not the engineering.

Q: Could you get federal funding for this project?
A: No. FEMA has stopped doing these grants, and there are no other federal grants available thorough emergency management or homeland security.
GUEST COMMENTS: DOUG SCHRAGE – RISE FUNDED PROJECTS

RISE funded two solar panel arrays at the fire station on University. This proposal came from Doug.

RISE and the Fire Dept. partnered financially on this. The Fire Dept. receives funding from FNSB because they protect about 18,000 homes. Those homes pay taxes, and some of that goes to them. They provided funding for the hardware and RISE provided volunteer labor and paid for the solar panels.

Q: Why did you want this?
A: There were many reasons. 1) we pay for electricity, and this offsets our utility bill. This made the project very practical; 2) we are a student program. We have a few career officers that are supervisors, but have 42 students working for us. We wanted to reinforce sustainability with them. Because of this project we were able to inforce sustainability with both the student population and other fire stations. It was the first station with solar power in the interior. We are very thankful to the RISE board for making this possible.

Q: It is important that firefighters learn to interact with solar. Do they?
A: Yes. We have seminars/lectures around safety around solar operations, how they are connected to the grid, etc. It is getting harder to recognize the technology, and keeping our firefighters informed is important.

Q: Are your peers interested in this tech now?
A: Yes. North Pole specifically.

Q: Have you spoken to other fire stations about this?
A: Yes. All interior fire chiefs meet once per month. One student associated with RISE came and did a power point at one of these meetings about the project. We are creating awareness all over.

EARTH DAY

RISE members are meeting this Thursday with the SpringFest coordinators about integrating Earth Day.

We are going to look at doing a few Earth Day activities during SpringFest, advertising the Office of Sustainability’s programs as part of SpringFest, and having things like recycling or composting available.

Ideas we came up with:
- Speed talks at the Pub
- Doing a trash audit
- Having recycling games
- Hosting a movie showing about waste reduction or more.
- Working on procurement reductions for SpringFest
- Building pollinator boxes as a service project. The Etymology club can help host this. People will be able to take them home and/or donate to the community garden.

Service activities happen at the Wood Center the morning of April 22 from 9am – 12pm. These are volunteer activities.

FOOD RECOVERY NETWORK
The first Food Recovery Network delivery happened last Friday

Took 40lbs of food to The Door (a shelter for homeless youth). They were very excited about this.

We will need to keep in contact with Dining Services to continue this project.

Q: How receptive was Dining Services to this project?
A: They were excited and interested. They made us wait a very long time though; they are busy. Chartwells also doesn’t have regular large amounts of waste because they cook in small batches. They freeze stuff for us until it has accumulated to a certain amount and then give it to us to take to a program in need.

Q: Do we need to have a more formal conversation with them about normalizing this?
A: Right now it is just us. We could set up a regular time or pickup.

Q: Could we look into collecting from restaurants as well? Maybe we could just pick things up as we take the Chartwells food to be delivered.
A: The best thing would be for this to migrate out of our department and be worked into Dining Services. If we are relying on students to run a program on a volunteer basis people go MIA pretty regularly. This is what makes programs disappear. The Food Bank might be a good place to set up as the people doing the transporting.
RISE BOARD MEETING MINUTES

Date:
04/19/2016

Start Time:
1:17 pm

Stop Time:
1:49 pm

Members Present
Jen Schell
Jason McNeely
Wyatt Hurlbutt
Lori Beraha
Michele Mouton
Zoe Marshall
Taylor Stinchcomb
Mackenzie Stamey

Members Absent
Anne Williamson
Elizabeth Hanson
Ben LaRue
Jordan Wright
Ian Olson
Stephen Tangen

 Guests
Christine Kemper, Staff, OS Administrative Assistant
SETTING A TIME FOR THE BUDGET MEETING
This is an executive meeting and is not open to the public.

Will budget meeting work for next week?
Yes. Tuesday the 26th at our regular time.

LIST OF EARTH DAY EVENTS
Green Carpet Awards
- April 20 @4pm
  - Michele is hosting, organized by the OoS

RISE Board Lightning Talks
- April 20 @ 8pm
  - Taylor is hosting, organized by Taylor and Stephen with help from Mackenzie and Christin.

Service Activity: Building pollinator boxes for the Community Garden
- April 22 between 9am-12pm
  - Hosted by the Etymology club, organized by Mackenzie and Zoe

Service Activity: Campus Clean-up with a Sustainability theme
- April 22 @ 9am
  - Hosted by LIVE, supported by the OoS

Sustainability Picnic & Booth Fair
- April 22 @ 1pm
  - Hosted & organized by the OoS

Sustainability booth with recycling game at Field Day
- April 23 @ 12pm
  - Hosted & organized by Zoe

FUNDRAISING
RISE & the OoS has talked with Rotary, Staff Council, Faculty Senate and UAF Alumni about donating to our program.
- So far, no donations can be seen in our account.
Ideas for fundraising:
- Coin collection jars
- Ursa Major hosting a silent auction for another department, maybe we could do something like this. They are asking for all kinds of things, funny/crafty/etc. We could ask art department to collaborate during the holiday season.
- Could see in local bands would donate their time to have a benefit concert.
RISE RECRUITMENT
We will need a couple of new board members. Mackenzie leaving, and Elizabeth can’t participate because of her schedule. We should recruit now for fall. We can get applications through for them to start in the Fall.

Jen: I have a student named Allison. She is very dedicated to the environment and sustainability.

Jen will tell her class about the positions coming open.

MISC. ITEMS
Chartwells didn’t get compostable things for an event hosted by the English Dept.
- We should work with them to start providing china as the default option for smaller events

Trash-to-Music Event
- The Fairbanks Concert Association has brought up an act called Scrap Arts Music. It’s a group that plays music on instruments made from discarded materials.
- They would like us to have a table at the event. Participants will get free tickets.
- The event is from 6:30 to 930 pm, if any board members are interested that would be great.

Student Steven Greenlaw is a member of the Fisheries Society. They and the Wildlife Society are both interested in working with RISE to do a project to reduce plastic on campus.

Last week Mackenzie and Taylor went to the Interior Alaska Food Policy Council meeting. We are getting the name of RISE out there by participating, maybe there will be an opportunity to partner.

RISE SUMMER SCHEDULE
Q: Summer roll call: who will be here?
A: We will have seven people over the summer. Will need 4 people present for quorum. Seems very doable.

Q: When should we meet and how often?
A: Afternoons are preferred by Jen. Taylor will be traveling a lot but doesn’t know dates. We will meet from 12pm – 2pm, members can bring a sack lunch if they would like. We will meet once per month.

Q: What day will we meet?
A: May 24th from 12pm – 2pm

Q: Will we have proposals this summer?
A: There is no money because of the size of the power plant solar project, so there will be no proposals this summer.
RISE BOARD MEETING NOTES (CLOSED MEETING)

DATE:
04/26/2016

START TIME
1:10pm

STOP TIME
1:58pm

MEMBERS PRESENT
Michele Mouton
Wyatt Hurlbutt
Stephan Tangen
Jordan Wright
Ian Olson
Mackenzie Stamey
Taylor Stinchcomb

MEMBERS ABSENT
Anne Williamson
Elizabeth Hanson
Jason McNeely
Ben LaRue
Jen Schell
Zoe Marshall
Lori Beraha

GUESTS
Christine Kemper, Staff, OS Administrative Assistant
CHANCELLOR’S MATCH FY17

Sustainability at UAF is only 5 years old. The Chancellor has provided almost a million in matching funds.
- That’s unheard of in other departments. We are grateful that they were able to do this.

The Sustainability Office and RISE Board have handled this money very effectively.

The Chancellor’s office will be unable to match the Student Sustainability Fee in FY17
- This is not a targeted cut, there just aren’t funds available.
- They still feel like we are strong, and should brag about our accomplishments.

RISE has managed the money very well.
- Developing to student proposal process was a big part of this.
- Professional and transparent from the get go.

The whole program was such a success.
- Completing and initiating the SP is extremely significant.
- We have had 5 solar installations in 5 years.
- Students have presented for 5 years at the AASHE conference.
- Building the Sustainable Village was a great project with lasting impact.
- Establishing the GRF has been a big part of ensuring success in the future.
- Approving solar on the new power plant was amazing as well.

The Chancellor’s Office will not be able to provide any funding for us in FY17.

As we approach cuts we need to remember that, no matter where we go from here, the RISE Board and Office of Sustainability have done a wonderful job.

LOOKING BACK

We have gone from having student fee revenue plus the Chancellor’s match equal $500,000 in FY11 to $410,000 in FY16.

In FY17 we are planning for an estimated budget if $208,000 from the fee only.
The first cuts to the Chancellor’s matched came in FY15. In FY16 we took a larger cut.

In FY16 we knew that budget cuts were coming and that they would be severe.
Through lots of different cost saving techniques with staffing and programs, we were able to fund ahead. We will have our 180k for the solar panels.
- This will put us very near the 250k commitment for the Billion Dollar Green Challenge

IDEAS FOR REVENUE AND SAVING: GREEN BIKES

We will be talking to the steering committee about making Green Bikes a self-supporting program.

We are actually not that far off and are getting closer each year.

We will be raising rental fees a little and exploring other revenue options.

We will be focused on keeping the program student-oriented and affordable while working towards self-sufficiency.

IDEAS FOR REVENUE AND SAVING: RECYCLING

Q: When you come to a university you expect mowed lawns, clean classrooms, trash pickup and more. Are we in a place that recycling is expected to be available? If we stopped taking care of this program, would UAF and start onboarding that as a regular cost of doing business? We have gotten it going and created a system, will Facilities Services take it on?
A: No. They would not. They do not have any budget for it and they also do not have any employees to pick it up even if they could afford the supplies and transportation.
With the SP, we may be able to take this to the Chancellor. We can tell him that we are not able to afford it anymore, but that it is in the SP, a part of the campus master plan, and that someone else should take this on this program.

Q: Recycling at UAF is taken care of by 3 different groups. ABM takes paper from bins out to paper dumpsters. Facilities Services then takes those dumpsters to the recycling facility. The Office of Sustainability utilizes student employees to remove aluminum, glass, some plastics, and paper in areas that ABM does not cover. This system is kind of redundant. Why is ABM not doing this? Can we get them to do this?
A: We have not been able to for a few reasons. ABM is not contracted for enough hours to move the other materials; for them to start picking this up the contract would need expanded and UAF would need to find more money to pay for it, which they don’t have right now. They've got ABM absolutely minimized. The janitorial contract was competitive and they took the lowest bid. This contract is so reduced that they are even passing on things to departments. Recycling may not be necessarily right with us, but we are definitely not able to pass it on to anyone right now. Also, ABM doesn't even handle the limited paper recycling program very well.
Q: Do we have any sort of expenditure on the actual paper dumpsters? We bought them, but aren’t dumping them, right?
A: No. Facilities has taken this on.

Concern: Students value recycling as THE green number one green thing on campus. It would not be a good idea to take away the program that the most students care about.
- The students that come in this year and over the next two years will be the students that vote on keeping the sustainability fee after it expires.
- Taking away their favorite program would not help us. If we stop recycling, we will lose the trust of the students.

There is a non-student side of this. It should not necessarily be the students’ responsibility to provide recycling for employees here.

This year will be a really good test for us, to see if programs are ingrained enough into campus culture that they can get pushed out of the nest to other departments.
- Right now the answer for recycling is probably “No”.
- Other projects have succeeded, like the Sustainable Village and the SP.

We will be able to look at the question of whether we are actually creating sustainable programs, and if they can stand on their own. However, there are ALSO things that we do that are good and worthwhile even if they aren’t fiscally sustainable on their own.

Q: A nonstudent group within the University is benefitting from this program, and the students are footing the bill. This is not consistent with what we should be doing. Facilities Services is getting a deal out of our programs and should be chipping in. Can we talk to someone about making a recycling fee for the departments that benefit from the student program?
A: Departments will not participate in that type of program, especially not now with budget cuts. Also, Facilities Services has always been extremely supportive of our program and has helped out in many ways. This year they have taken on the cost of the bus passes.

The RISE Board is promoting sustainability through recycling. This program gives us no return but it provides a benefit to many. We should look at moving our more popular programs to others. People in the community are benefitting from our program by being able to take things to Taku. We shouldn’t get rid of it, but should be getting compensated somehow.
Q: How much are the students in our office doing that is benefitting non-students? What do they do as recyclers and what is done by other departments?
A: We have 2 student positions (half time) students to empty the bins just get things TO the Taku lot. The borough has an agreement with UAF to allow the Taku lot to be a collection area, we do not pay for this. Facilities Services pays to take the paper to K&K, not sustainability. UAF pays for the janitorial contractor to take paper from buildings to paper-only dumpsters.

Maybe we can push this issue with the Board of Regents.
- UAF, a research university, wont’s recycle unless the students do it themselves!
- We can regularly go to these meetings, emphasize that we did the hard work by establishing a programs, and ask for more support from the university.

Q: What happened at UAA when the Sustainability program went away?
A: Recycling was moved to General Support Services, a division of their Facilities Services. It sounds like the equivalent of Bears shop at UAF, we don’t know though.

We just a small amount to keep our program going.
- I wonder if Bernie Karl (the owner of K & K Recycling) would donate $10,000 just to keep us going.
We should get a liaison back on the FNSB Recycling Commission.
- The Recycling Commission might be the avenue for us to do this with.
- FNSB is working on getting a recycling solution.

FY17 BUDGET: QUESTIONS FROM THE BOARD

Q: What money is going into the GRF?
A: Typically every year there is some carry forward. During tight budget times carry forward can be taken away and re-distributed to whatever programs need it. This is not optional for us. We are able to protect it by moving it into the GRF; money cannot be taken away and redistributed from this account. We also move some money into the GRF earlier this year, and will be moving every extra bit that we have at the end of this fiscal year.

Q: How did we save so much?
A: The majority of it came from Michele’s salary. She reduced her contract and took time off. Christi took some time off during slow periods as well. In addition to this, we have been working with our student staff to make them very efficient, so we aren’t charging as many hours in recycling or in other areas. We also have some projects that gave a little back. We get some payments for the solar installations at the Sustainable Village and the SRC. The Engineering Building panels saved money because they were able to work under budget. We also got back 5k from a wind project that never came to fruition. Lastly, we also had foundation money from long ago. Tapping into these funds was another significant way we were able
to save. Basically, we looked in every direction to build the fund. It’s actually been a good year; next year will be difficult.

Q: How are we going to save in FY17 with the loss of the Chancellor’s match? It sounds like we have cut everywhere that we can already.
A: Salaries. Michele is taking the largest cut for the program. She will be reducing her contract significantly and taking lots of time off. Essentially, she will be here for 22 hours per week. Christi has reduced her contract by 12.5%. The Green Bikes shop will be open fewer hours during the academic year than previously. We used to have temporary staff, these positions will no longer exist.

Q: What is the cost for benefits?
A: We are charged around 60 percent of each staff members base wage for leave and benefits. These funds are put into a pool. When employees take time off those wages are taken out of this pool instead of out of the department budget. Other items, like health insurance and retirement, are also paid out of this money.

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**MOVING FORWARD**

Finding a path forward for funding may be a good focus for the RISE Board this year.

Q: What about replacing the Chancellors match with trying to get support from faculty and staff? A campaign to do this would be great. We could talk face-to-face with people in departments. We could do payroll deductions. Can we do this?
A: In Fall 2015 we worked with Faculty Senate and Staff Council to try to get this going, but were eventually turned down by both. We currently have a direct deposit form and a direct giving page online for those that would like to donate to Sustainability at UAF. Pursuing this again in the Fall is a possibility. Having the students keep going back with the same message may help.

Q: Have you contacted the Alumni Association about asking for donations through them?
A: Yes. She was not allowed to share their mailing list like we had hoped but was able to put a blurb in the newsletter about us.

Q: What's our status with the development office?
A: We have had an account with them for a few years and now have our own giving webpage.

Getting faculty and staff would be a great step; it is more likely to be sustainable than trying to get one-time donations.
Phone call campaigns from students is one of the most successful ways to fundraise.

Q: What if we went to each department? There’s probably 42 or 43 of them.
A: Identifying champions within departments and getting them on board using a door-to-door approach is another strategy that is likely to be successful.
We could try to use recycling to build a direct connection with employees here to get donations. If only 400 of the 4000 employees could do this, it would make a huge difference.

FY17 BUDGET CHANGES

Salaries
- Both Michele and Christi are going to have reduced contracts in FY17

Travel
- Only Michele will be presenting at AASHE this year.

Office
- The office budget has been reduced. We will be focusing on face-to-face promotion and electronic media more, and paper advertising less.

Recycling budget
- The recycling program has been operating at the lowest budget possible for a year.
- Instead of noticeable cuts, this program will limit how much it can grow. Currently our staff is very focused and efficient. If at any point our team of two cannot handle picking up from the bins on campus, bins will need to be reduced. Bins in student areas (like the dorms and Wood Center) will always be top priority.

Green bikes
- Green Bikes is also currently operating very efficiently. Changes to this budget are primarily coming from cutting the shop hours during the academic year, and having fewer employees there at a time.

Nanook Grown
- This program will no longer have a separate position assigned to it in the summer. It will be taken care of by the summer recycling employee. Fewer items will be grown, we will concentrate on top sellers.

Earth Day Events & New Student Orientation
- These are an excellent outreach tool and are staying the same.
Buffer
- We do budget in a buffer in case a program runs over or there is an unexpected expense. Anything extra at the end of the year will be routed into the Green Revolving Fund to be spent on student projects.

FY17 Projects
- In FY17 we will be managing projects that have already been voted on for the Green Revolving Fund.
- Assuming all of these projects move forward, we should see about $14,000 dumped back into the GRF annually until these projects are paid back.

PROGRAM CHANGES IN RESPONSE TO BUDGET CUTS

So we have money to keep our programs going, but not for any new projects this year. As of FY17 the fee is no longer going primarily towards projects. Is that, in itself, violating the charter and what the fee is supposed to go for?

We could approach Facilities Services about using these funds for energy efficiency projects. This could make the fund grow faster.

We are a board overseeing a fee; we need to consider whether we are ok with shifting it towards paying for ongoing stuff. We are kind of now a jobs program.

The benefit we have is the SP, we have the ability to make a larger impact with less money.

We also have the GRF, and can find a way to get revenue to funnel into the fund. Losing this large of a portion of our budget means we have to change how we operate.

Option 1: We keep the paid staff on board with reduced hours.
- We can continue offering our ongoing programs – Recycling and Green Bikes.
- We can continue promoting sustainability on campus through educational campaigns and classes.
- Staff can focus on growing the Green Revolving Fund with the goal of having renewable funds available for projects again as quickly as possible.
- This means shifting away from the way the student fee has been used in the past in FY17.
Option 2: We can get rid of paid staff in favor of a wholly student operated program.
- We would not be able to continue offering campus recycling or the Green Bikes program unless other departments would absorb the costs and time needed to run these programs.
- The RISE board would need to take on the remaining duties of the staff in the Office of Sustainability.
- This is the way the program was run when it first started.

Option 1 means that we are continuing on with staff, and are looking for new revenue services.

The first years of the program were like Option 2. We had money but we had nobody available and able to manage projects and ended up not spending any funds.

We need to either find a middle ground where we somehow have staff available to run student projects and programs, OR we need to grow the fund and have that money go towards student initiated projects. What happens next year when money is coming in?

If the GRF is the future of student projects, we need to be prioritizing the heck out of that. This can be the vehicle that makes it happen.

Q: Should we be putting the money we get from GVEA and the SRC solar panels into the GRF? What about Green Bikes money?
A: Green Bikes hasn’t broken even yet when you include labor, so putting those funds into something else might not be a wise thing to do yet. GVEA and the SRC could go into the GRF, but for FY17 they are a big part of keeping the office above water this year. If we want to put it into the GRF we need to select a program to take it away from, and we couldn’t find one that we could take any more from.

Q: Where did the revenue forecast come from?
A: We went to Institutional Statistics for these. This budget is actually pretty conservative. This decision was made because it is such an unusual year for the state as a whole; when you have such a big cut by the state to the university it telegraphs a negative feeling about the value of the school, which may affect things. If we end up with more than this, we will be using it to grow the GRF.

Approval Item: Authorization to approve the proposed budget as it is. Motion made by Ian Olson, second by Stephan Tangen.

Final Resolution: Yes; 7-0

SUMMER MEETINGS
Summer meetings will be held monthly.
The next meeting will be May 24\textsuperscript{th} at 12pm.
RISE BOARD MEETING MINUTES

DATE:
05/24/2016

START TIME
1:10pm

STOP TIME
2:11pm

MEMBERS PRESENT
Michele Mouton
Wyatt Hurlbutt
Stephan Tangen
Jason McNeely
Taylor Stinchcomb
Jen Schell
Colby Freel
Ian Olson

MEMBERS ABSENT
Anne Williamson
Ben LaRue*
Zoe Marshall*
Lori Beraha*
Jordan Wright*
*absent for summer

GUESTS
Christine Kemper, Staff, OS Administrative Assistant

MINUTES
Minutes approved (Stephan & Jen)
NEW ASUAF PRESIDENT COLBY FREEL
Colby was elected as the new ASUAF president in the spring 2016

He is studying theater and minoring in leadership

Happy to be representing ASUAF on the RISE Board & looking forward to learning about the program

From Colorado

NEW BOARD MEMBERS
Colby still needs to assign a designee to attend when he is unable

There are two seats to fill right now

3 members are absent for the summer but will be back in the fall

Q: How are new RISE members selected?
A: A selection committee made up of ASUAF members meets to review applicants recommended by RISE.

PRESENTING TO THE BOARD OF REGENTS
The Interim Chancellor and Vice Chancellor would like us to start talking to the Board of Regents
- They suggested that we consistently attend meetings and give public testimony about our program

Taylor & Stephan have been looking at this.

The next meeting of the Board of Regents is in Anchorage on June 2nd & 3rd
- We should draft a template speech to give to a connection for presentation at public testimony
- June 2-3 are the next ones

We don’t have any available connections in Anchorage this time

RISE members can speak when they are in Fairbanks again

Should consistently talk at public testimony

Everybody that we have talked to has suggested modeling ourselves after the Fire Program.
- Invited them to speak and they walked us through their plan
- Mackenzie (former RISE member) is in Palmer for the summer. We could touch base with her to see if she’s available to be an Anchorage representative at these meetings.

We should create an information packet that we can just give to people that are going to be at a meeting.
- We had one for Faculty Senate, we could use this again.
- Let’s just adjust the executive summary

Testimony is brief, it’s been shortened to 2 minutes (was three)

Q: What type of information do we prepare for these meetings?
A: The Fire chief suggested a few basic talking points, followed by a brief statement about why the program is important to the presenter.

Q: Should we be asking the Board of Regents for anything?
A: We were advised against it. We need to speak about how great the program is to build a relationship first.

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2015 ANNUAL REPORT

The annual report is based on template provided to us by Brendle. It matches the Sustainability Plan.

Q: Does the annual report include our next steps?
A: No. It’s a review of what has been done. The SP is revised to show our next steps.

The SP is supposed to be revised on an annual basis.
- This takes a lot of time. Michele suggests that this is changed to being done on a bi-annual bases.
- If there is are any sections people want to take on that would be great, but otherwise the office will do it.

Q: Do you anticipate any big changes?
A: Yes. There are some sections that we have finished, and others that are behind because they are very hard to implement. The goal dates are going to need revised.

Q: Are we presenting this to the Master Planning Committee once revised?
A: If RISE would like to they can. It could be a way of gauging if they are invested or interested in sustainability.

Q: Does the Master Planning Committee meet over the summer?
A: It will take until the start of the fall semester anyway to get it done.

Q: Does the Board want to have one meeting just focused on this?
A: Yes. At the next meeting we can just go over it piece by piece. Can we spare a 2 hour block?
Q: Is the SP online?
A: Yes.

FACULTY AND STAFF DONATIONS
We would like to try a new approach to getting employee contributions.

Michele suggests that we find champions within each departments to promote our program and encourage voluntary employee donations.

Q: I would like to see this become mandatory. Is this a possibility?
A: There aren’t any mandatory fees like this for employees. It would be very difficult to do, and I don’t know if we can. It will make it very difficult for employees to be receptive if they are forced to do it.

Q: How do we find department champions?
A: One way to do this is going to departmental meetings. Sometimes department chairs will just make announcements, but it would probably be more productive if they could actually make time for students to talk a few minutes.

We could invite departments to buy a solar panel
- There’s a concern this would make donating one-time thing
- Next we could do buy-a-bike, invest in a project, or more
- We can include a list of student projects and programs

Q: How much have we gotten in donations so far?
A: Jen did mention contributions to faculty, but nothing materialized. We have only had two. It would be much better coming from a student; people just don’t respond to employees asking them to donate.

Q: How could we follow up with people to encourage them to donate?
A: We can get their e-mails and send a link immediately afterwards. We could also have them fill out paper donation forms on the spot. Getting students to follow up with individuals is a good thing. KUAC does phone calls.

Q: I want to move it PAST you are helping students to Hey, this is something YOU benefit from. It is now threatened, and these things will go away if we can raise funds. How can we make it permanent?
A: This isn’t going to be a one-time thing. You go back over and over, once they get used to having bought in will be ready to help more. This is how KUAC, LARS, and other departments that rely heavily on fundraising get donations.

Q: Do employees have fees for other things?
A: Not really. Faculty and Facilities Services pay union fees, and employees pay into their retirement. We pay for parking if we want it, but don’t have to. Everything is optional, we can select the gym, parking or a dining plan. Employees that do pay for these things are charged more than students are.

Q: Is there a way to get a fee made mandatory?
A: It would be the first. You would need to go through unions in addition to the university. It would MUCH easier to get individuals to do this voluntarily.

Q: Does the new power plant have an expansion option for more solar panels?
A: Yes. If more funds are made available, they can expand the solar array.

Q: When is the powered plant going to be built?
A: It is set for 2018, so it will probably be finished in 2019.

Q: When are department meetings?
A: It varies by department. Often they are held during the dead hour.

We should hit the largest groups first
- Bio Wildlife
- NRM

We can just pick one per month. Instead of having a RISE Meeting we can go out and do this.

Fall is the best season for this, because spring is conference season

If we go in and once a month in small groups and hit 4 or 5 departments at once we could get pretty far

We could put a sign up that shows how far along we are.
- Students might even start advocating on our behalf

___________________________________________________________________________

FUNDRAISING IDEAS

Doing an auction/walk/run would be a good idea.
- The 5k market is pretty saturated in Fairbanks

We could do a “become a sustaining donor” campaign. It is been suggested that we do a campaign like United Way
- We have the forms for it all ready

We should follow up with everyone with a “see how your donation was used this year”
PRESENTING TO ROTARY
We have a rotary presentation on June 9th

The goal is to get funding
- Tell them what we have done, where we would like to go, and then ask for donations.

Q: Who is actually presenting to them?
A: We don’t have anyone scheduled to do it. Wyatt is thinking about going, but it depends on the time.

OFFICE OF SUSTAINABILITY UPDATES
Michele had a meeting with Scott Bell about them joining us with the GRF for energy efficiency projects
- They are setting a meeting with Raj, who pays the energy bill for UAF.
- They liked it, and we are moving forward. If it works we will meet the Billion Dollar Green Challenge. This is the only way it can be met with budget cuts.
- Right now we are just focusing on keeping that ball rolling.
- This will also make the GRF into a larger sustained pocket of money for sustainability projects in the future.

We have done 26 presidents highlights to keep us on the radar.
- Everybody loved the Billion Dollar Green Challenge and the GRF.
- Facilities Services actually asked to be in on this. We just need to keep this momentum going.

Q: Where is the money currently?
A: The money is at statewide, and it is interest bearing.

Q: How does the Green Revolving Fund work?
A: 80 percent of funds we spend must go to projects with a payback. We also must keep $5,000 in the fund at all times. Typically, we have projects pay us back 120%. Basically the students are LOANING money to get projects going that make campus more sustainable. The student board votes on everything that comes out of the GRF.

Q: What is the Billion Dollar Green Challenge?
A: This is a commitment to spend a million dollars in 6 years on green projects. We signed up for it, and in exchange we get to use a tracking software called GRITS. FY17 will be our second year.

NEXT MEETING
June 28th, from 1pm – 3pm
We will be going over the SP and looking at how to update it
RISE BOARD MEETING MINUTES

DATE:
06/28/2016

START TIME
1:10pm

STOP TIME
2:20pm

MEMBERS PRESENT
Michele Mouton
Wyatt Hurlbutt
Stephan Tangen
Jason McNeely
Colby Freel
Zoe Marshall*

MEMBERS ABSENT
Anne Williamson
Ben LaRue*
Lori Beraha*
Jordan Wright*
Taylor Stinchcomb
Jen Schell
Ian Olson

*absent for summer
RISE BOARD MEETING MINUTES

DATE:  
07/19/2016

START TIME  
1:08pm

STOP TIME  
2:57pm

MEMBERS PRESENT  
Wyatt Hurlbut  
Stephan Tangen  
Colby Freel  
Ian Olson  
Taylor Stinchcomb

MEMBERS ABSENT  
Anne Williamson  
Jason McNeely  
Ben LaRue*  
Lori Beraha*  
Jordan Wright*  
Zoe Marshall*  
Jen Schell  
Michele Mouton

*absent for summer

MEETING MINUTES  

Minutes approved
SUSTAINABILITY PLAN CHANGES: LENGTH & FORMAT OF THE SP

The part that will be updated really starts at 5.0 (vision/mission)

Q: Should we condense previous sections could so that they are more readable, in particular 3.2 and 3.3? 
A: These sections talk about the history of the plan. We should leave it in the historic document, but could make the annual report be the more condensed version.

We need to determine the process for updating it every year

This whole document is intimidating. We need a “where we are currently and where we are going” section.

Section 4 is about baseline inventory & benchmarking. It also provides a good intro to sustainability. However, it doesn’t explain where these things are in relation to the SP

We should just make a new version of the document that is condensed, streamlined and action-oriented

We could do this as a .pdf document, or we could make it a website. If it was a website, we could have links to relevant documents.

We could make a “pocket plan” version of the SP.
  - Keep the big one for history, then have a more digestible format

Let’s make a website with static annual reports for people to look back at and a tab for each section of the SP. Basically an online “pocket plan” with the option to look back at old documents.

In the next 2 years the Master Planning Committee (MPC) will be updating their plan.
  - To do this they pay a consulting group.
  - There will be a need to incorporate the SP, and it will be important to have something easy to read & edit.

Q: Would it help us to follow the format the MPC uses for their plan? Not necessarily publishing, but things like meeting frequency. 
A: The idea is to do updates every year, and then at some point have a more comprehensive review.
SUSTAINABILITY PLAN CHANGES: GOAL DATES

The dates were questionable; this might be a good place to update it.
- Many of these goal dates have passed, and some items have been completed well before their due date.

The dates were a big deal when we were creating the plan.

Q: Should we ditch the aggressive dates? Or keep them?
A: The idea is to adjust them as work through the plan.

It would be a good idea to identify how many man hours each action item will take before we change dates.

SUSTAINABILITY PLAN CHANGES: LOCATION OF UPDATES

We need to decide where we want to put these updates.

They could go into the large document, or we could just update a shorter version

We could tack it on like the bill of rights.

We should do whatever is the most efficient thing in terms of distribution AND maintenance

Q: Would a website be the most efficient?
A: It might be easier, but it worries me that it is malleable. Even if we do have a website, we should update the document itself.

We could also just make changes in the annual report and archive it

If we do a website, we can have each section on a tab for people to select

We will create a simplified version of the SP for the website. There will be a tab for each focus area with brief explanation & chart of who/what/when, followed by a list of ways to get involved. The front page will have a link to the original document & the annual reports.

RISE requested changes
- Add “what we are currently doing/where we are going” section to the annual reports
- Build an SP website (see above for details)
- Add “How you can get involved” list on the simplified SP website
SUSTAINABILITY PLAN CHANGES: KEEPING OUR MOMENTUM

People want to see an action-based plan items.

We should be documenting what we are doing currently in one place, and have the original document online for people that want the option to look at the old plan

Being able to see archived details is good.

There needs to be a sense of a call to action to get involved.

Q: How can we be direct, harness the interest of people, and get them involved without any cost?

Maybe we could find some way to tie it into interests the students have

- Advertise our program as a resume-builder

We could add a list to each section that outlines how they can get involved

GREEN BIKES

Q: In chapter 6 there is an action item to collaborate on bicycle sharing program and continue green bikes and look at bike share service/OS. We have both now, so how do we update this item?
A: I don't think we need to change it; we have both programs. Green Bikes is our long-term program, and FairBikes is an independently-owned business that received funding from RISE to establish a bike share service.
Q: Is there an opportunity for integration of the two bike programs?
A: We could see if there is a way to use Green Bikes as FairBikes. We could do this by purchasing more bikes.
A: If we decided to do this (or any expensive) we would need to cut the budget of one of our programs, which is already on a shoestring.

Q: What is Green Bikes?
A: Green Bikes is a campus service that provides long-term and short-term rentals to students and the community for a low price. Anyone with a bike can use the tools during shop hours to fix their own bike. It is run by student mechanics trained by a local bike professional. The shop has a steering committee with members of the campus community and is supervised by the Office of Sustainability.
What is FairBikes?
FairBikes is an independently owned business. It's a bike share program modeled after programs in the lower 48. It is a point-A to point-B system. Individuals or businesses can buy memberships. Members can grab a FairBike at any time, ride it to another location, lock it up and leave it. Bikes are redistributed by the company if they become concentrated in one area. The program is summer-only.

SUSTAINABILITY PLAN CHANGES: PROCESS

We can review this as a board, or we can work in subcommittees to review it.

If we do this together we can set up a meeting to go through each strategy or focus area.
- The school district has a calendar that goes over a few years and detailing when items will be reviewed.

Time commitment
- If we meet every two weeks and take on one focus area it will take about 2 months
- If we meet every two weeks and take on one strategy it will take about 6 months
- As issues come up they can be addressed out of sequence as well

As each section is updated it will be changed on the website version of the SP.

When should the SP be updated? Now? Or would it be better to just update as things are accomplished?

We need to come up with a 5 minute review of each strategy and what we are working on.

SUSTAINABILITY PLAN CHANGES: WHO IS RESPONSIBLE FOR THE UPDATES?

OPTION 1: SUBCOMMITTEE

Proposal:
We should do this through a subcommittee. If we all work on it our focus will get diluted. RISE should still be responsible for approving everything that gets changed.

If we decide to assign a subcommittee to this, it will be best to keep it small, no more than 5.
- Two student members of RISE
- 1 member on the MPC
- 1 faculty (RISE or otherwise)
- 1 ASUAF member
- 1 off-campus person (if possible)

Concerns:
We have not yet been able to get the subcommittees to keep going for a full year yet. They tend to fall apart as members get busy during the school year.
- RISE needs to give clear direction to this subcommittee

We will need these groups to meet monthly.
- We have had limited success in the past, and the budget climate on campus is making it harder

If we decide to assign a subcommittee to this, it will be best to keep it small, no more than 5.
- Two student members of RISE
- 1 member on the MPC
- 1 faculty (RISE or otherwise)
- 1 ASUAF member
- 1 off-campus person (if possible)

We could assign subcommittees to each focus of the plan

OPTION 2: OFFICE OF SUSTAINABILITY

The OS could just update each section and explain to us what changes they have made. After this we could approve each section or make additional changes.
- They are already involved all over campus and it may be difficult for board members to get out and talk to everybody. We could take 10 minutes every meeting and have them go over what they have done.

OPTION 3: THE RISE BOARD

This is too big for a small group of people to do; it should be done with the whole group.

We need to ask ourselves about what the RISE board looks like.
- Should we just focus on the SP? Or should our focus be on all aspects of sustainability?

We may be best served by focusing primarily on overseeing the SP

Is our whole job the SP? Or all aspects of sustainability? If it is the SP, it’s reasonable to do this on our own. To be tasked with this AND running an organization, it’s too much.
In a world where there is no money for sustainability, RISE needs to decide what they will become.

We could focus exclusively on the Green Revolving Fund and the SP. In this scenario the OS and our programs could disappear when the fee expires, but we would keep identifying compelling arguments for UAF to keep the plan alive.
- If we continue to have a sustainability fee, or we have a budget, then we are operating more. In that case a subcommittee would be necessary.

In any case, we aren’t going to lose the student fee for at least 4 years.
- We should probably have a subcommittee. The board as a whole might be too distracted.

RISE should focus on the SP, and there should be subcommittee formed to focus on the steps that need done, and the OS should actually complete the action items.

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**SUSTAINABILITY PLAN CHANGES: MEETING FORMAT FOR UPDATES**

We must keep this moving forward in an organized way to avoid getting hung up on specific things.

We will select 1-2 focus areas for upcoming meetings at the end of meetings.

We have enough people on our Board that talking about each item might be too specific.
We could assign a representative for each area that outlines what we did and this is what we are going to do, and how we should change each section

Q: Which method are we doing? Are we working together or forming a subcommittee do SP?
A: We will try to work together first, if it doesn’t go well we will change our strategy in the fall.

---

**POWERPOINT UPDATE**

The PowerPoint is being updated to reflect the questions that were asked at the Rotary presentation
- Design criteria
- Most expensive and least expensive ideas
- Why our solar is grid based
- What the actual costs are of the whole project (including labor)
- Adding a slide that shows how close we are to our goal
Need less wordy slides.
- An accompanying script can be created to go with it

Aesthetic suggestion: University Relations has a templates for PowerPoint presentations

It will be uploaded today when the changes are finished

Get a hyper-simplified version of the SP start, then a space for each focus area with brief explanation & chart of who/what/when. Front page have link to original document & the annual reports.

_____________________________________________________

ITEMS FOR THE NEXT MEETING

August 9th 1pm – 3pm

Make changes to 7.2 (Co-curricular engagement)
- New Student Orientation specifically

Make changes to 7.5 (Fundraising)
- Focus on talking to departments
- Start creating action items for whoever is taking charge of this.

Discuss 6.3 (Manage water efficiently)
- Assign someone to follow up on this

Q: Do we want to have Scott Bell talk with the whole Board? He did give us resources for people to check in with. Or do we just delegate one person? The Water Champion?
A: We will discuss this next time

Look at & approve the PowerPoint
RISE BOARD MEETING NOTES

DATE:
08/09/2016

START TIME
1:10pm

STOP TIME
2:15pm

MEMBERS PRESENT
Michele Mouton
Wyatt Hurlbutt
Taylor Stinchcomb
Colby Freel

MEMBERS ABSENT
Anne Williamson*
Stefan Tangen
Jason McNeely
Jen Schell
Ian Olson
Ben LaRue*
Zoe Marshall*
Lori Beraha*
Jordan Wright*
*absent for summer

GUESTS
Christine Kemper, Staff, OS Administrative Assistant
REVIEWING THE SP - SECTION 6.3 – MANAGING WATER EFFICIENTLY

Water issues are important because of the recent switch to College Utilities for UAF water

Annually Michele develops and teaches a unit (usually for a few weeks) in NRM141.
- Classes are split into groups and learn how to develop questions and collect data.
- Last semester they concentrated on collecting data on water use at UAF, this semester they could build on that to help RISE understand what types of projects would be beneficial at UAF in this area.

Examples of questions that Michele asked the class to look at last semester:
- ID UAF’s total water use?
- Reduction of water using waterless urinals?
- How much could be saved through reclamation?
- How much used by washers could be saved by switching to more efficient models?
- How much used by dining services could be reduced?
- How does the presence of dry cabins affect UAF’s water use?

Examples of things the class could do next time Michele teaches:
- Go into more depth using data collected in the previous class
- Identify issues with the last classes data (there were a few) and correct it.
- Explore water use in the new dining facilities vs. the old one
- Look at what types of things could be done to reduce water consumption in the area of research (this uses the most at UAF).

Q: Could we could look toilets and waterless urinals?
A: Yes. We would need to look at the last classes data closely and re-do much of it because it was not collected reliably.

Q: Why was water use higher in research instead of in dining or residents life?
A: Part is the research itself can require using high volumes of water, and part of it is that people stay in those buildings for long hours.

Q: What building type had the second highest usage?
A: Not sure, we will have to look at it later.

Q: Can we see how these number compare to those in the SP?
A: That’s a good idea, it would be interesting to compare it. Also we should get the newest numbers (2015). Maybe a faculty member in Engineering would be able to help ID useful, refining questions. We could send this to Facilities too for help identifying projects.
Getting better washing machines would be a great project for the GRF. We need to get better numbers, but it isn't unreasonable that it could be paid back in 5 years.

A goal for RISE could be to pick one research building with high water use, and delve deeper into solving that problem for a projects. We could use the course Michele teaches or approach FS directly.

We could also concentrate on identifying a per person usage number before identifying a project.
- FS tracks foot traffic in buildings using the doors.

A goal for RISE could be getting new data integrated into the SP.

Q: Does the RISE board want to focus on residential or academic buildings?
A: Probably residential if we want to do a washing machine project. Also, if we want to focus on student engagement and focusing on Res. Life is a good place. Secondly we could incorporate dining.

Q: Is there data on the Sustainable Village?
A: That would need to be collected from CCHRC. They meter those buildings.

A goal for the OS will be to identify the questions we need to ask and talk to FS about them.
- get more clear about what the water hogs really are – washing machines or toilets. Also traffic, low traffic areas might not be worth changing out.

We need to incorporate the fact into the SP that we are buying water. The new contract changes things.
- They actually don’t have a price per gallon yet, and wont for a year or so. After this we can work in costs to the SP.

More information is needed before making changes to this section.

The OS can identify questions based on this discussion/section and talk to FS about them.

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**REVIEWING THE SP – SECTION 7.2 - CURRICULUM**

The dates in this section will need moved up.

We need to re-evaluate the step of identifying faculty to form a curriculum working group
- Did this but had difficulty with this. Need to ask Jen about this. During the current budget climate this has not proven to be possible at this time. We could move it up, or change it.
- Need to get feedback from Jen Schell on this.
We could try to identify faculty that are already working sustainability into their curriculum.
- We can't take action without quorum
- We should discuss this idea and if it is worth pursuing at all with a full board.

Q: One item is to identify learning outcomes for sustainability. Can we just do this by looking at current courses and seeing who is offering sustainability themes in their classes and making a schedule that lists them all together?
A: The goal of this whole section is to integrate courses into a sustainability program. This may be the wrong time to do any of this.

Q: Do we know if sustainability will be reviewed as part of Strategic Pathways?
A: We may see it elevated in importance, we may not. Small campuses in the UA system have good programs, but the focus at the Fairbanks and Anchorage campuses is getting lost. Talk to Jen Schell about changing the curriculum section.

REVIEWING THE SP – SECTION 7.2 - CO-CURRICULAR INITIATIVES

The co-curricular part of this section would be the best one to focus on right now.
- This item also a lot of focus on increasing engagement with students and employees, which is important

An item in this is to conduct public meetings to engage faculty and get provost buy in.
- Maybe we should wait until next time so that we can talk to Stefan about this. He really seems to be involved in this piece and may have a better idea about timelines.

We should add an awareness action in this section about holding campus meetings could go here.
- We could include hosting public forums and giving presentations.
- Can identify a number of meetings to hold per semester, venue, target audiences.
- This will help with engagement

Earth day is a good time to do a forum. It’s a popular set of events.
- Lightning talks are always popular, they engage people by giving them a role.

7.5 – DEVELOP SUSTAINED FUNDING

We are ahead of schedule here, we should change the dates and remove finished items.

We established the GRF
- This is great for projects but it won’t come anywhere near to being able to pay for the whole office.
We can add “evaluate how GRF can be sustained”

We could look at partnering with departments and focusing on department meetings.

We could explore grant options.

7.4 – INCREASE TRANSPARENCY IN INVESTMENT

Q: This has been very difficult to pursue. Would it be possible to make this a local thing? Look at just our stuff?
A: No. This action item is focused on how the whole university spends money and invests, not just UAF or RISE.

We really need to clarify this section and what investments we are talking about.

SP WEBSITE, OPEN RISE SEATS, ITEMS FOR THE NEXT MEETING

Q: Are we going to make the SP into a website?
A: Yes. First a cliff-notes version of the SP will need to be written. Also, we are waiting for our student staff member that maintains the website to return. This project will need to happen later in the academic year.

We need RISE Members
- 3 open seats, all student seats
- Colby will get the word out to the student senate
- Process: Applications go to Michele, who gives them to a selection committee. RISE does review them as well. We encourage applicants to attend a meeting or two, it helps them decide if it’s something they really want to do and what their interest areas are.

Next meeting will be August 30 at 1pm. Items will include:

SP 7.2 – Curriculum
- Ask Jen Schell to suggest changes
- Review/adjust dates if needed

SP 7.2 – Co-Curricular Initiatives
- Vote on adding an action item about holding public meetings.
- Select the number of meetings per semester to hold and who the target audiences are.
- Review/adjust dates if needed
7.3 – Integrate Sustainability into Planning and Design
- Look over action items
- Review/adjust dates

8.3 - Integrate Sustainability into Food Services
- Look over action items
- Review/adjust dates
RISE Board Meeting Minutes

DATE:
08/16/2016

START TIME:
1:08 p.m.

END TIME:
2:52 p.m.

Agenda Item #1:

MEMBERS PRESENT:
Wyatt Hurlbut
Ben LaRue
Jason McNeely
Michele Mouton (via conference call)
Ian Olson
Jennifer Schell
Taylor Stinchcomb
Stefan Tangen
Anne Williamson
Colby Freel

GUESTS:
Ali Knabe, USA Associate Vice Chancellor
Chris Oliver, HR Consultant
Christine Kemper, Office of Sustainability Admin Assistant
Kelly Wilson, USA Executive Assistant
Agenda Item #2:

**Acceptance of previous meeting minutes:**
The minutes of RISE Board meeting held 19 July 2016 were accepted as true.

Moved: Stefan Tangen          Seconded: Ian Olson

Agenda Item #3:

Guest, Ali Knabe, offered an apology for any confusion that may have been caused by miscommunication from the Vice Chancellor’s office regarding today’s meeting.

Ali Knabe continued comments with explanation the layoff notice given to administrative staff of Office of Sustainability. It was stated that although the administrative office will cease to function, the Sustainability Program will continue to exist.

Agenda Item #4a:

General discussion of the effect of the how the loss of the administrative positions will have on Office of Sustainability. Discussion included the Sustainability Program could administer and fund the position. Anne Williamson noted that the current Governance Agreement does not allow for the hiring of permanent employees by the RISE Board. Anne Williamson stated that she had provided some suggested edits within the Governance Agreement (provided in meeting materials handouts) to assist with the impending changes to the Office of Sustainability. One possible edit was changing the governance agreement so that administrative staff may be hired by the RISE Board if needed.

A question regarding the status of Sustainability’s current space was raised. Ali Knabe assured the Board that there was no immediate intention to move the Sustainability Program.

Ali Knabe indicated a need for an inventory of assets will be needed. Christi Kemper stated that noted that no inventory list exists. An inventory of Sustainability assets will need to be created as soon as possible. The task was not assigned to anyone, although the Office of Sustainability should conduct that inventory soon. Michele Mouton stated that the Sustainability shuttle ownership has been transferred to UAF Facility Services.

General discussion of funding included an offer from Ali Knabe to provide the Board with a copy of the funding approval process.

Michele Mouton stated that she would supply the Green Revolving Fund Process template to the board.
Michele Mouton requested that the Board extend Christi Kemper’s contract to an end date of October 31, 2016.

Motion to request Christi Kemper’s notification of layoff to be amended to October 31, 2016 continuing at 70 hours per pay period per her current position description.

| Motion: Ian Olson       | Seconded: Stefan Tangen |

Seven yes votes from present voting board members. No opposing votes. Motion was carried.

Agenda Item #4b

Discussion determined that the FY17 Budget passed 26 April 2016 did not have correct expenditures for staff salaries and benefits. Michele Mouton stated that she will send an adjusted FY17 Sustainability Budget report to the board.

No discussion of Agenda Items #4c, d, e, or #5.

Agenda Item #6

Governance review discussion. Authority of the board within the governance document was considered with regard to the edits suggested by Anne Williamson. Also discussed was the possibility of simplifying board application process to facilitate more student presence on the board and to lessen the number of board members. Colby Freel adding comments that the other Student Governance Groups under ASUAF operate with smaller boards to facilitate board mobility. Anne Williamson will send out other ASUAF Student Governance Agreements for the RISE Board to use as comparison.

It was noted that the Sustainability Plan needs to be integrated in the university Master Plan. University administration needs to make Sustainability the mission of UAF and take ownership of the Sustainability Plan.

Withdrawal of the Chancellor’s Matching Fund changes the obligation of board. The question was asked if the RISE Board make up should change to student orientation without the Chancellor’s Matching Fund. With seats on the board expiring soon, it was agreed that it would be best to operate with the board as it sits to best expedite the Governance Agreement review process.

Agenda Item #7

It was agreed in discussion that the board would review the Governance Agreement edits in its entirety rather than just one edit at a time. Board members were instructed to review the Governance Agreement edits. The board will discuss the proposed edits at its next meeting.

Meeting Adjourned
RISE BOARD MEETING NOTES

DATE:
08/30/2016

START TIME
1:10pm

STOP TIME
2:56pm

MEMBERS PRESENT
Michele Mouton
Wyatt Hurlbutt
Taylor Stinchcomb
Jen Schell
Ian Olson
Anne Williamson
Stefan Tangen

MEMBERS ABSENT
Jason McNeely
Ben LaRue
Zoe Marshall
Lori Beraha
Jordan Wright
Colby Freel

*absent for summer

GUESTS
Christine Kemper, Staff, OS Administrative Assistant
MINUTES APPROVAL
Minutes are approved

GOVERNANCE AGREEMENT REVIEW

We can’t vote today because we don’t have quorum and we shouldn’t finish them online because these decisions need to be made at a public meeting.

In 3 months RISE may be be losing the OS in some capacity. It can be reestablished under the RISE Board instead of University & Student Advancement

The existence/continuing of programs will need to be addressed without employees to run them.
- By default this will fall under ASUAF

Q: Why does the governance agreement and bylaws need re-written? It says nothing about not being allowed to hire regular staff.
A: It has to be defined in RISE documents that they have the authority to hire. As things are now they can make recommendations to the Chancellor, but Chancellor doesn’t have a sustainability office anymore to actually see those actions completed.

The GA takes precedence over the bylaws, so it will be changed first.

Q: Why couldn’t this be done before layoff notices were issued?
A: This is being done because of the Chancellor’s match going away. Those jobs were directly associated with the Chancellor’s money. The last updates to the GA were made assuming that the Chancellors money would be there.

Q: Who will be making final decisions on projects?
A: Instead of the Chancellor signing off it will be on the RISE board now. The way the GA reads right now they can’t really make final decisions. The Board will have the authority to approve and complete projects and they have the option of delegating that authority to an office with staff if they want to.

The ASUAF president recommends changing preamble to make you an action-based board instead of advisory.

All that needs to be changed right now to keep an OS staff is the authority to hire. This should be the priority.
Q: Can we change SIREN to Student Sustainability Fee?
A: Sure, if you want to.

Q: Do we need to make a comment here about making decisions regarding the GRF?
A: No. They are still sustainability funds. You can change the wording to say “fees & funds” if you are worried, but as long as there are assets there is a board. You can leave this as is.

Q: Do we need to refer to the OS in this anymore?
A: No, but give yourselves the ability to create one if you want to. If you don’t hire anyone then ASUAF manages your funds.

Q: What will the new budget process be?
A: RISE will review the budget, send it to ASUAF for approval, then U&SA, and finally to the Board of Regents. You may need to do more financial reporting, but this is a good thing.

Q: Should we add a requirement for regular financial reports?
A: If you want to. Some groups report monthly; others do an annual report. It’s up to you. You have had more protection; you can show them where it’s going. The Board will be approving finances every meeting. Changes made to the positions on the RISE Board, see the new GA.

The ASUAF president likes the idea of the board choosing their members more often.

Discussion about the Chancellor’s designee
- It’s good to have a Chancellor’s rep because you get a direct link to the Chancellor.
- It’s hard to require someone to be here so often when not all meetings really have to do with them.
- This could be a member of the Master Planning Committee.

Q: Would it be good to drop quorum because of attendance issues? It is traditionally difficult to get students.
A: It would be best to cut elsewhere; we don’t want to cut student positions because these decisions need to be made by them – it’s their money.

Q: Can we just say quorum requires a majority of the voting members present to be students?
A: Yes. If students aren’t showing up the board needs to address it.
Make staff and faculty and chancellor advisors? No. Half and half is okay. If students aren’t showing the board needs to address it.
Q: Should we consider not meeting during the summer?
A: Traditionally there have been a lot of approved projects in the summer, but there is some danger in having a reduced board with that much authority. You could have a mention in the bylaws that they can keep going if they want to. An option would be picking a single date that for the summer meeting, or having a reduced committee with reduced funds or reduced authority. Summer could be approved in spring and carried through by an OS.

2:56pm

ITEMS FOR THE NEXT MEETING

Finish governance agreement

Discuss the bylaws

Sustainability Plan review

Job descriptions review
RISE BOARD MEETING MINUTES

DATE:
09/06/2016

START TIME
1:15pm

STOP TIME
2:30pm

MEMBERS PRESENT
Wyatt Hurlbut
Taylor Stinchcomb
Jen Schell
Stefan Tangen
Ben LaRue
Colby Freel
Anne Williamson
Michele Mouton

MEMBERS ABSENT
Jason McNeely
Jordan Wright
Ian Olson
OPEN SEAT
OPEN SEAT
OPEN SEAT

*absent for summer

GUESTS
Christine Kemper, Staff, OS Administrative Assistant
Robert Shields, Student
GUEST REMARKS
Guest Robert Shields
- Appreciates that the board is putting extra time in to deal with changes to the sustainability program.
- Hopes to be involved with how things turn out.
- Doing a permaculture workshop for the OLLI program.

FINALIZING THE GOVERNANCE AGREEMENT: OVERVIEW OF CHANGES

Changes made to references to funds and the management of the fee:
- Changed to clarify that the RISE board is no longer advisory; they are the decision making authority regarding the student sustainability fee
- Changed referenced to the SIREN fee to Sustainability Fee
- Clarified that RISE has budget control and that management of these funds is transferred up to ASUAF if RISE isn’t around anymore or able to manage the fee.

Q: Why did you change the name of the fund in the governance agreement? The fee is supposed to be spent on energy projects and you change that when you change the name of the fee.
A: The first line of this document states that energy projects are still a focus. The purpose of the fee isn’t changing, just the title so that students know what it is for. This decision was made a long time ago because students would look at their bill, see “SIREN” and not know what it was for.

Changes made regarding the hiring of employees:
- Granted the RISE Board the authority to create an Office of Sustainability
- Created the ability to hire regular employees if needed.

Changes made to seats on the board:
- Reduced the president’s appointment to 1 seat
- Reduced the senate’s appointment to 2 seats
- RISE selects 3 students, 1 staff, 1 faculty, and 1 community member
- Made the Chancellors designee non-voting and created a preference for someone that is a member of the UAF Master Planning Committee.
- Removed the Director of Sustainability and the ASUAF Office Manager
By reducing to 9 voting members it will be almost impossible to be a non-student majority.
Q: Having an advisor on the board can be helpful sometimes. Why did you remove the ASUAF Office Manager?
A: They are rarely available to attend meetings. It is also awkward to have her on the board managing funds as well. RISE can always invite her to come in an informational capacity when it is relevant without having a board seat assigned to this person. Also, there is significant ASUAF representation and other student boards do not have a seat for this position.

Changes to terms and vacancies
- Removed the selection committee process.
- Dropped terms to 1 year, previously it was 2
- Removed the term limits, but will need replaced.
- Defined changes to board membership are made spring semester and are effective in the fall.

Q: Will members selected in the spring new serve immediately, during the summer, or in the fall?
A: Changes will be made at the end of the spring semester. New members will serve in the fall, but could potentially participate in the summer if they are available.

Changes to RISE Officers
- The Chair can now vote
- Officers will be elected during the first meeting of the academic year.
- Having a chair mandatory, and other roles are optional. Duties will be defined in the bylaws.

Creating a summer board
- A reduced committee with reduced financial authority will be formed. Every spring the full board will decide how much money they want to give the summer board to spend.
- The summer board can be spring members and/or incoming fall members
- Major projects should be decided on by a full board. They can delegate that authority down if they want.

Changes to signature requirements
- Removed some of the required signatures including the Director, Faculty Senate and Staff Council.
- These individuals still have to sign this time to make these changes but will not need to again.
- The Vice-Chancellor of Student Services still wants to have a signature line
- Required signatures include the ASUAF President, Chancellor, ASUAF rep, and RISE chair.
Nothing in this document is approved yet. This weekend the student senate will vote on it, after this signatures can start being collected.

Added language about termination of the board.
- The RISE Board can be terminated by the majority of senate, ¾ of board, or one year after all funds are exhausted. ASUAF will be responsible for having something else put in place and sustainability funds would sit in an account unspent until then.
- Basically, as long as funds are there the board exists.

Approval Item: Authorization to approve the Governance Agreement as revised today and forward it to ASUAF for approval. Motion made by Jen Schell, second by Stephan Tangen.

Final Resolution: Yes; 5-0
Q: when will these changes take effect?
A: It needs signed by 8 people, and passed by ASUAF so conceivably within 10 days or so

ITEMS FOR THE NEXT MEETING

Next meeting: Thursday, September 8th
Review position descriptions for sustainability staff
Discuss changes to the bylaws
Review the Sustainability Plan
RISE Board Meeting 9-13-16

Members Present:
Wyatt
Taylor
Stefan
Jen
Anne
Colby
Chris (Human Resources guest on phone)

Wyatt asked Chris how jobs should be classified. Chris said that HR classifies jobs, by looking at job duties and deciding how the position fits with UA’s job classifications. The classifications are on the HR website. Chris suggested reading through the current job descriptions for Christi and Michele and thinking about what we need to work the office. She also said to think about what student employees can do and what office managers can do.

Wyatt asked how many student positions we have available to us. Chris said that we can have as many as we want/need. Last count, we have about 7 students working part time.

Wyatt asked if we should we look at Christi’s job description.

Chris said to go line by line through the job description, highlighting, prioritizing, and asking whether it’s appropriate for staff or students (at all kinds of different levels) to perform these activities.

1:20 Chris leaves

Anne said that we haven’t been assigned an HR consultant. She suggested reading both descriptions, and looking at HR’s job families site.

Wyatt noted that we still have to do bylaws.

Anne said that she talked to Christi to confirm that she performs all the duties in the description.

Wyatt pointed out that the Green Revolving Fund needs to be in the description.

Anne suggested we might not need a director level position, because the board is the director. It would have significant cost savings (85-95k annually).

Jen expressed concern about spending student fee money on a full time director salary.
Stefan: would Michele still want it, managing student positions, Kristin wanted volunteer coordination, trying to utilize people that want to be a part of sustainability efforts

Anne: We could create a peer position to myself, finances and hiring, Office Manager position.

Colby: Having a fiscal tech in addition to this position. C level positions where students are managing projects

Anne: flexibility with C level positions

Wyatt: Start with Christi’s position

Anne: Christi said that she can do it with 35 hours per week and ¾ time during the summer as long as there is student help. Increase in duties is fine, despite detail of job description.

Anne: Supervision is going to add to the plate, but not necessarily the GRF, mentioned recall rights of laid off employees.

Stefan: Director was needed at the beginning, maybe not so much now, losing ability to expand in the future. Looking at downsizing our role a lot.

Jen: Losing experience with the university and connections with upper level administration.

Stefan: We want to grow, but now we’re not doing that. Budget cuts have affected us.

Wyatt: Have director focus on expansion, not day to day.

Anne: consider that when people leave, you make room for new ideas, you could make her a board member.

Stefan: Bring her into the conversation?

Wyatt: How accurate is the Director job description?

Jen: Can we move at different rates with the different positions?

Wyatt: Yes, look at Christi’s position, then by-laws, then projects and programs, then support for Christi
RISE BOARD MEETING MINUTES

DATE:
09/20/2016

START TIME
12:18 pm

STOP TIME
2:01 pm

MEMBERS PRESENT
Wyatt Hurlbut
Taylor Stinchcomb
Jason McNeely
Ian Olson
Michele Mouton
Stefan Tangen

MEMBERS ABSENT
Jen Schell
Anne Williamson
Ben LaRue
OPEN
OPEN
Jordan Wright
Colby Freel

GUESTS
Christine Kemper, Staff, OS Administrative Assistant

MINUTES APPROVAL
N/A, minutes are not up yet.
GOVERNANCE AGREEMENT UPDATE

The new GA has passed through ASUAF

Half of the signatures needed have been obtained there are only 4 to go

We are hoping to have it finished by the end of the week

REVIEW OF CHANGES TO THE BYLAWS

Removal of the term SIREN
- The fee is now called the Student Sustainability Fee
Stated that RISE has financial control of the fee
- There is no longer a Chancellor’s match, so all money is RISE money
Described the Green Revolving Fund (GRF)

Q: In the section about payback it mentions that we charge a 20% overhead. Will this still be worth the same over time, or will it reduce our fund overall? Will the 20% be enough?
A: Most of this section of the bylaws was taken right from the GRF paperwork. This is just here for general awareness; the details are available in the GRF guidelines. 20 years is a recommended guideline, that is how we selected it.

It will probably be worthwhile to be as generic as possible so that the bylaws don’t need changed if changes are made to the GRF.

Michele suggests that this document references the GRF guidelines, instead of stating them.
- Something like “the GRF is used to manage project funds. Specific information can be found at x x x x x”

Q: Who can change the GRF?
A: The RISE board has the authority to make changes, but all things need to be approved by the UA Statewide Financial office. The Board needs to just make changes like any other, they just need to vote on it. Then it is reviewed to make sure there aren’t any red flags or issues with compliance.

Q: Do we the GRF to have its own section? Or should we just make a smaller statement about it somewhere else in the document?
A: We should at least condense the Green Revolving Fund section so that it is easier to change.

After we hire a staff person, we can have them help with the bylaws.
- We don’t NEED to have these done right away.
- Having someone on board will make it easier to clarify office duties & function

REVIEW OF SUSTAINABILITY STAFF POSITION DESCRIPTIONS
The Administrative Assistant position will be reviewed and prioritized
- Given the short timeline, there is a need for an office manager to just current programs moving along
- The Director position is more visionary and more of a growth piece.

Recommendations from current staff: Administrative Assistant
- Add a brief reference to the GRF, this was written before it existed
- Remove dated references (like UAKjobs, which is no longer used)
- Change who the position supports from the Director to the RISE Board.
- This PD is very detailed and provides a good description of what the current admin does.

Recommendations from current staff: Director
- It sounds like the RISE Board wants/needs to reduce staffing due to budget cuts.
- Make the admin assistant into a coordinator position for support, giving the RISE Board more control.

Q: Does the RISE Board want to have more than one staff person?
A: We don’t have a clear idea yet. Currently the goal is to solidify one positon to keep things moving, and then we can add more as we go if needed. We want to keep things going logistically after October 31st. At this moment we are concerned with maintaining our program, once this position is finished we can expand.

Q: Why not just keep the two current positions?
A: We would love to, but aren’t sure if we can afford it. We are currently discussing whether it is fair to the students of UAF to put such a large portion of student money to two staff members.

Q: If we go to a one position type office, isn’t that person a director instead of an assistant?
A: It depends on the role that RISE wants to have. Similar student groups (KSUA, ASUAF Concert Board, SunStar) usually have a coordinator available for support, but the student group makes decisions and directs the program.

Reducing to one position is a risk
- Similar groups will have an Executive Director, a Program Director, and a temporary laborer that helps when needed with specific projects.
- The Executive Director role is the principle interface with the board and is the primary solicitor for external grants and positions.
- In our current situation it is reasonable to have two people doing these roles, one to focus on internal operations and one to focus on external soliciting of money opportunities.
- A single office manager/coordiator will not have time to be looking at alternative funding, so this task will fall to the RISE Board. This may be very difficult given the time constraints of board members.
- If we reduce to one position we are taking a risk that we will be able to find funding for the future.

Q: Is the current PD for the admin include enough to keep the program going?
A: Yes. We do also have RISE and the ASUAF Office Manager to help cover any missed holes if needed. Having the board volunteer could be a big thing, it isn’t something that happens much right now.
Q: If we write in the GRF will it be too big of a change for this to be a smooth transition?
A: Not if it is just a brief mention. It won’t be a new section, more of an update to the reference to supporting the proposal process and projects.

Q: Can we change the title of this position?
A: Contact HR about this. There are particular duties and pay grades associated with titles. Using a term like “director” would probably not be appropriate, but similar positions do exist with the terms “coordinator” and “office manager”.

Approval Item: Change the Administrative Generalist IV position to include the following language at the end of the first paragraph: “The incumbent will be responsible for program administration of the Green Revolving Fund, including the assurance that funded projects are in compliance with established regulations.” Motion made by Ian Olson, second by Stefan Tangen.

Final Resolution: Yes; 5-0

DISCUSSION: ADDING A SECOND POSITION

Last section of the Director’s Position Description:
- “Working with university community (faculty, staff, and students), promote sustainability on campus through presentations, guest speakers, sustainable campus tours, workshops, etc. Promote and coordinate UAF’s sustainability efforts locally and regionally. Build effective partnerships and relationships within the University of Alaska system. Develop public programming and outreach related to campus sustainability including public signage and brochures, web page development, press releases, and public programming. Collect and disseminate information relating to sustainability activities on campus by the Office of Sustainability or others.”

If we drop this position we will need volunteers or board members to be doing this sort of thing. Is that possible? How far back will this set up?

Q: Does the Administrative Assistant do any of this now?
A: The current admin does web and media development. She also does event planning. However, the rest of these items are completed by the Director.

Q: Could we write this in to the admin assistant/coordinate’s role?
A: No. There is just not enough time to do this. While some of these items could be occasionally completed, most of them take a lot of time and a highly developed skill set. The office staff has already taken 80 hours of work and reduced it into 60 hours per week – it is not possible to further reduce the quantity of work that is being done into 40 hours.

Q: How much money are we going to save this year reducing to one position after Oct 31st?
A: Roughly $70,000. That could give us 40,000 to invest in initiatives and an additional 30,000 to hire student support to help with outreach.
Q: In the opinion of the current Director, how many hours is needed to keep outreach going?
A: I don’t think that you really need a full time outreach coordinator. A half time position would work just fine, they could go do presentations, connect with the community, and organize workshops, tours, etc. If we decide to go with two positions we can have the coordinator/office manager be focused on internal operations, and focus a half time person on external communication.

We need to go through the SP and look at projects and programs to decide how many more hours of labor we will need in the future.

We should keep Michele on half-time through the end of the semester so that we can have her experience to help us through the process of a restructure, decide what we want/need positions-wise, and then take time hiring for an additional position if we want one at the start of next year. Michele is available to work half time.

_______________________________________________________________

NEXT STEPS TO RESTRUCTURE

Finish getting signatures on the new governance agreement

Make the changes discussed today to the Administrative Assistant PD & approve it

Fill the position

Once we have hired someone change the bylaws

Identify the amount of money that will be saved by reducing to one staff member

Review the SP to evaluate the need for additional staff

_______________________________________________________________

ITEMS FOR THE NEXT MEETING

Next meeting: Tuesday, September 27th @ p.m.

Vote to officially adopt the PD for a coordinator with the added language

Vote to extend Michele through December 31st.
RISE BOARD MEETING MINUTES

DATE:
09/27/2016

START TIME
1:13 pm

STOP TIME
2:08 pm

MEMBERS PRESENT
Wyatt Hurlbut
Taylor Stinchcomb
Colby Freel
Stefan Tangen
Jen Schell
Michele Mouton

MEMBERS ABSENT
Ben LaRue
Jason McNeely
Ian Olson
OPEN
OPEN
OPEN
OPEN

GUESTS
Christine Kemper, Staff, OS Administrative Assistant
MINUTES APPROVAL

All minutes approved

Includes meeting minutes from 8/30/16, 9/6/16, 9/30/16 and 9/20/16

Motion made by Taylor, seconded by Jen

GOVERNANCE AGREEMENT

The GA has been signed by all parties and is not official

Future changes will require 4 signatures instead of 7

MEMBERSHIP SEATS

Now that the GA is approved we need to assign membership seats
New seats assigned:

- Seat A (President’s designee) = Taylor Stinchcomb
- Seat B (ASUAF assigned seat) = OPEN
- Seat C (ASUAF assigned seat) = OPEN
- Seat D (RISE assigned seat) = OPEN
- Seat E (RISE assigned seat) = Stefan Tangen
- Seat F (RISE assigned seat) = OPEN
- Seat G (Faculty seat) = Jennifer Schell
- Seat H (Staff seat) = Ian Olson
- Seat I (UAF Community member) = Wyatt Hurlbut
- Seat J (Chancellor’s designee) = OPEN
- Seat K (ASUAF President) = Colby Freel

Need to notify ASUAF about vacancies to fill and who can fill them
- Colby will do this
- Traditionally it has been hard to get undergrads, but it would be nice if we could find some.
Need to notify Chancellor’s office for a new designee
- Wyatt will do this
Michele will reach out to faculty across campus about making announcements in their classes

Please refer anyone with interest in being an ASUAF representative on the RISE Board please to Colby
- It would be great if they could attend the Sunday meeting of ASUAF

RISE SUPPORT STAFF POSITION

The RISE Board needs to look over the altered PD for the administrative assistant position and approve it to be forwarded to HR (or make additional changes if needed)
- The PD was altered in minor ways only – outdated language was updated and references to the Director were changed to the RISE board
- Should come up with a new title now that this will be the only staff position
- Need to decide on hours

Q: Should we do a shortened contract? How exactly would this work?
A: A shortened contract would mean that the staff member would be required to take time off in 2 week blocks without pay. This would not have to be all at once, and could take place at any time of the year. The advantage to this is saving money on salaries and benefits.

The current admin, Christi Kemper, recommends against a shortened contract
- Would either have to shut down all programs during these periods or have someone unfamiliar with them making day-to-day decisions (if anyone could be found)
- If the board would like to save money Christi recommends a shortened work week and using some of the savings to hire student employees.

Making the position a regular, 12 month, 40 hours per week position to start may be best.
- This makes the position easier to fill
- This can be changed at any time by the RISE Board

Because the position is extremely similar to the current admin position RISE will be able to offer it directly to the current administrative assistant. However, if the board would like to open up the position to the layoff pool they may do that as well.
EXTENSION OF CURRENT POSITIONS

University & Student Advancement has stated that it is okay for the board to extend current positions a second time until the end of the calendar year.

Benefits of an extension
- Gives the RISE board nine more weeks with Michele’s help for the transition of the program
- Gives RISE more time to decide what a position that supports an office manager will look like
- 20 hours per week will be sufficient for this
- If the permanent office manager position takes extra time to get through HR it will keep the program from having a temporary break in operation.

Explanation for extending positions
- Office position extension is to give HR time to get things done.
- Director position extension is to give RISE time to work with Michele in order to make a smooth transition of the program from being directed by an employee to being directed by the board. RISE can decide what their vision is.

Q: The director’s position has been a growth piece, removing it may stagnate the program in short order. How can we avoid this?
A: Michele thinks that, if the board has a day-to-day person for maintaining current programs, there are several options for ensuring continued program growth without a director. She has enough knowledge and experience to help make this happen. She has several ideas and after some discussion will be providing the board with different options that they might pursue.

Having two bodies – RISE and a Director - responsible for the vision of the program doesn’t make sense.
- This is why we are only extending the director until the end of the fiscal year.
- Over the next few weeks Michele can assist the board with moving through these changes efficiently so that they can move things forward and be successful.

Q: Do we need a title yet?
A: No. RISE can choose whatever title they want.
VOTING

**Approval Item:** RISE will request that University & Student Advancement extend the current administrative assistant position in its current form and the current director’s position at the level of 20 hours per week through the end of the calendar year 2016. The last day of work for these positions will be December 31st, 2016.

Final Resolution: Yes; 5-0

**Approval Item:** The RISE Board approves the position description presented today for an Administrative Generalist IV in its current form.

Final Resolution: Yes; 5-0

**Approval Item:** RISE will submit the approved position description to UAF Human Resources for review and approval. The position will be 40 hours per week, be directed by the RISE board and will support the sustainability program at UAF.

Final Resolution: Yes; 5-0

ITEMS FOR THE NEXT MEETING

Next meeting: Tuesday, October 4th @ 1 p.m.

Approve the bylaws
- This time will be updated to match the new GA
- Can be changed again in December once the board has made more decisions about its direction

Start looking at the SP
- Do a general overview with Michele first
- Over the next few weeks look at each section in more depth
RISE BOARD MEETING MINUTES

DATE:
10/04/2016

START TIME
1:08 pm

STOP TIME
2:15 pm

MEMBERS PRESENT
Wyatt Hurlbut
Taylor Stinchcomb
Colby Freel
Stefan Tangen
Jen Schell
Michele Mouton
Ian Olson

MEMBERS ABSENT
Jason McNeely
OPEN (Chancellor's Designee)
OPEN
OPEN
OPEN
OPEN

GUESTS
Christine Kemper, Staff, OS Administrative Assistant
Anne Williamson, ASUAF Office Manager
Michele Mouton, Director of Sustainability
Jordan Wright, Student & former RISE board member
MINUTES APPROVAL

All minutes approved.

Includes meeting minutes from 9/27/16

Motion made by Stefan, seconded by Taylor

RISE BOARD SEATS

There are 4 vacancies to fill
- 2 ASUAF appointed seats
- 2 RISE appointed seats

Q: Did the RISE applicant Trevor go to the ASUAF meeting?
A: No, he did not show. We aren’t sure why.

Jordan Wright (RISE member from Spring 2015 - has re-arranged her work schedule so that she can continue serving on the RISE Board
- We are hoping to fill ASUAF assigned seats first
- The board requests that Jordan attends the next ASUAF meeting and applies for one of the senate seats to be assigned to her.

Need to get a new Chancellor’s designee
- Ben LaRue was the designee assigned by Chancellor Rogers
- Has always been a fantastic member but his time is very limited and RISE does not want to ask him to continue as the desigenee.
- The RISE chair sent a letter to the Chancellor requesting a new designee (with preference for a member of the Master Planning Committee)
- They will probably wait for the Master Planning Committee to meet

RISE may want to start looking for someone that would like to fill the role of Chancellor’s designee.
- Generally the Chancellor’s office looks for input from others. Last time they looked to Michele for a designee.

Q: Is there anyone on Master Planning Committee that would be valuable?
A: Yes, there are many people. However, we need to talk to them about who has the time and interest.
Q: Could Ian just fill this seat now instead of the staff seat?
A: He could. He has been on the committee and acted as a liaison before. The disadvantage is that he would lose voting status. It is recommended that we not empty a voting seat in order to fill a nonvoting seat. There would be nothing wrong with having him occupy both seats because one is nonvoting. This is especially true if nobody else is interested and if the Chancellor doesn’t have anyone in particular that he wants to assign.

Q: Are staff council & faculty senate choosing who fills seats?
A: No. That power was removed in the most recent Governance Agreement. RISE selects who will fill these seats now. Staff council requested that someone report back to them if possible.

BYLAWS

The bylaws are not quite finished yet

Anne suggests not rushing the bylaws
- They do need to be finished, but the current positions (and structure of the office) are extended through Dec 31 now.

STUDENT PROPOSALS

There is about $40,000 in the GRF that can be used on proposals.

Q: Was this fee revenue?
A: This money has come from two places. Some of it comes from cost savings on the CTC exterior lighting project and the Gruening stairwell project. The rest of it is there because Residents Life declined a project that RISE funded.

Q: Does this include revenue from the GRF?
A: Revenue will not start being dumped into the GRF until the end of FY17. Projects are paid back at the end of the year (this time that is FY17); funds are available for spending at the start of the following year (FY18). RISE needs to decide whether they would like to put out a call for proposals this semester
- Faculty often contact Michele about having her speak to them about the proposal process so that they can use it as part of their curriculum.
- This would be a good way to utilize Michele over the next few months.
Arguments against a fall call for proposals
- The board has been meeting a lot and this might add too much onto the plate
- The restructure should take precedence over getting projects funded
- Lots of time is being put in by board members currently, and reviewing proposals takes a lot of time. We need to be able to keep the board sustainable.

Arguments in favor of a fall call for proposals
- This is a good way to utilize Michele. This option will allow for us to keep going forward.
- Students are busy and shifting often; keeping the proposal process going is a great way of maintaining visibility of the program and reaching out for student involvement.

Q: Should we keep the proposal process at all?
A: Yes. We should keep the proposal process. This is how the program engages the whole student community. It gives EVERYBODY access to their student money. In addition to funding many successful projects, it is an excellent outreach tool - telling students and faculty about it is a good way to encourage them to get involved. Also, it is written into the guidelines for funding from the GRF.

Q: Do we still have separate proposal pools for faculty and departments?
A: No. The way it is now any student, staff or faculty can apply. 80% of projects need to pay back into the fund, and 20% don’t. RISE can make the percentage of projects without payback as low a 0% if they want to. How they decide to fund things is up to the RISE Board.

Q: What is the turnaround on proposals? RISE is getting burnt out.
A: Usually within 2 days of the submission date the board receives copies of all the proposals from the Director. The board given a week to look them over. After this they vote. Once they have been voted on the office takes over, students are notified, and projects are started. They are usually completed a semester or two later, and if the student moves on the office finishes the project.

Q: Why did it take so long for projects to be finished?
A: Proposals are rarely ready-to-go when funded. Usually quotes may need to be gathered, work orders put in, other departments contacted and met with on campus, etc. Large projects may need to go through procurement. The process is a good educational item for students in this way.

Q: Is there a form connected with this process? We could try to include the education on the form.
A: There is, but proposals vary way too much to do this. It also depends on the age of the students. Graduate students are more likely to submit projects that are closer to being ready to start.
Decision: Have Michele solicit proposals now but have them turned in next semester at the spring deadline
- This is a good compromise
- This will be a one-time thing – a reaction to the burden of reorganization during the fall semester.
- Michele can visit classrooms and talk to faculty this semester
- Michele can still do workshops that have students write proposals. They can turn them in at the end of the semester and RISE will vote in the spring.
- Typically we do a workshop to engage and guide students. With more time we might do this twice.
- Also gives time for people to get proposals done
- Stretching the deadline makes it possible to engage students at the same level without burdening the board with voting on them right away.

SUSTAINABILITY COORDINATOR

We may need to change the proposal process now that the office will be structured a little differently.
- A second, half-time position would be good, that is focused on engaging students
- This position could be done by a student employee. The amount that can be accomplished with student employees should not be under recognized.
- This position could also reach out to the community to promote the program as well.

We will need to adjust the budget if we want to hire a student or staff coordinator.
- The budget has been looked at by the office and the numbers put together.
- Next time the Director can present on the budget

FUNDRAISING

Q: Are we going to move forward with asking faculty members to match the fee?
A: We need to think about the best way to start the process of talking to departments. Stefan would like to work with Michele on this, then he can it later.

Basically we have 3 things to engage with faculty about
- Donating to the fund
- Talking to their students about the board and how students can get involved
- Talking to them about the proposal process

These things should not be taken on at the same time.
- The funding issue is between RISE and the faculty.
- The other two items concern faculty and their students using the program.

This is a great way to get new board members involved.
Q: How do we ensure donations?
A: We could have a computer for them to donate online, or pass out forms and get them back right away. Another thing we could do is get their e-mails and follow up in a week or so. It would be great to send a 6 month e-mail afterwards that shows them what was accomplished with their donation.

Michele recommends identifying and meeting with 2 or 3 faculty members from the department before presenting to the whole department. Then, during the meeting they can say “I’m in!”

NEXT MEETING

Date: October 18th

Approve the bylaws
- It has become much easier for the board to change their bylaws
- This time they will be updated to match the new GA
- In December they will likely be changed again, this time to reflect changes about the program that will be made over the course of the semester before the Director's last day

Budget report from the Office
- Look at projected spending with the current staff positions ending Dec 31st and the new Office Manager position starting.

Start looking at the SP
- Do a general overview with Michele first
- Over the next few weeks look at each section in more depth
RISE BOARD MEETING MINUTES

DATE:
10/18/2016

START TIME
1:09 pm

STOP TIME
2:15 pm

MEMBERS PRESENT
Wyatt Hurlbut
Taylor Stinchcomb
Colby Freel
Stefan Tangen
Jen Schell
Jason McNeely

MEMBERS ABSENT
Ian Olson
OPEN (Chancellors Designee)
OPEN (ASUAF seat B)
OPEN (ASUAF seat C)
OPEN (RISE seat D)
OPEN (RISE seat F)

GUESTS
Christine Kemper, Staff, OS Administrative Assistant
Anne Williamson, ASUAF Office Manger
Michele Mouton, Director of Sustainability
Celeste ???, UAF student
MINUTES APPROVAL

All minutes approved.
Includes meeting minutes from 10/08/16
Motion made by Taylor, seconded by Jason

FY17 BUDGET

Income from the Student Sustainability Fee has been reduced because of lower enrollment
- Total expected income $226,600
- Includes the fee, Green Bikes income, and income from solar projects

The majority (50%) of funds are being spend on staff salaries & benefits
- The Director will work half-time until Dec. 31, after this the position will end
- The assistant will work 35hpw until Dec 31, after this the position will end
- The Office Manager will start in spring and work 40hpw, and 30hpw in the summer

The second-largest area of expenditures (30%) is ongoing programs & events
- This includes Green Bikes, Recycling, and our annual events
- Includes student staff

The smallest area of expenditures is the office budget
- Includes a 20hpw Student Sustainability Coordinator starts in the spring & work for the academic year
- Includes a student office assistant that will work 15hpw year-round
- Commodities & services includes printing, advertising, RISE events that aren’t pre-budgeted, etc.
- Includes our membership fee with the Association for the Advancement of Sustainability in Higher Education
- Travel was cut for FY17, not a good use of funds for this year

The RISE Board can expect to have roughly $40,000 at the end of the year to put into the GRF and use for projects.

STUDENT SUSTAINABILITY COORDINATOR POSITION

Student Sustainability Coordinator (SSC)
- If RISE likes this concept we would like to start advertising Nov 1
- The new person can start at the beginning of the spring semester
- This position will primarily focus on public speaking and face-to-face outreach
- This will be a great time to try this model and save money, if RISE doesn’t like it after next semester they can explore other options.

Discussion against voting on the position:
- Don’t like looking at this position because I don’t like cutting the Director
- This is a huge change to vote on so quickly
- Don’t think that this is something that should be looked at yet or voted on
- We should wait until we have more board members – there are 5 seats to be filled – and see what we as a board want to take on first

Discussion in favor of voting on the position
- It would be good to have a coordinator ready to go early in the Spring
- Having a student be the “face” of the program would be great
- The position could be a great fit for either a grad student or an upper division undergraduate
- The Director wants to list this on November 1st

The RISE Board doesn’t need to be involved in the hiring process details. They just need to approve a budget for it and have the new Office Manager or the Director start on it.

Q: What level of employee will this be and how much will they make?
A: This would be a student assistant C but will make more – we budgeted for $15 per hour.

Q: Are you imagining a grad student in this role?
A: Yes. They could potentially be an upper division undergrad too.

Q: Are you suggesting that we hire one person or two?
A: Two. Once year-round helper for the office and one academic-year person for outreach.

Q: Is this student going to take the place of Michele?
A: Yes. This person will be taking on some of Michele’s outreach duties.

Q: Can we make a part-time staff communications position for Michele?
A: Yes, but a new budget would need to be worked out and it is likely that there likely wouldn’t be any project money.

Q: Michele - if RISE chose that route and created a new job for you would you be interested?
A: I honestly don’t know. I have been focused on making the transition to make this happen and setting you up to continue while I am gone. This will allow you to have project money and is a better direction with the large budget cuts you are facing. If it doesn’t work I could consider doing a little contract work with you if you wanted in the fall. However, because you are moving to ASUAF and are all student-funded now having a student coordinator is a great model.
Q: Why did you decide on $15 per hour?
A: This is about what we have paid others for very specialized work. They all did great, learned a lot and stayed with our department until they were finished with their assignment with us or school. They are still transient, but that is okay. It’s a good wage for a student, but if someone turns out not to be very good you aren’t burning through your project money.

Q: Do we really need grant-writing on here?
A: No. We should get rid of the grant writing experience. If we decide to go that route the RISE Board can identify grants and pay a pro to write them. The RISE Board can also write grants if that’s what we want to do.

RISE OPEN SEATS

There are two seats that need to be filled by the senate, two by RISE, and one by the Chancellor/MPC

Haven’t been filled because nobody has attended an ASUAF meeting yet
- Their stance is, if nobody is going to take the time to show up to an ASUAF meeting and introduce themselves they will not be designated.
- Two applicants have said they would try to go then didn’t show up
- RISE is worried that this process bogs people down

Q: The timing is awful – Sunday afternoons are hard for anyone. What if these students are just working or catching up on homework?
A: They can stop by the ASUAF office and Anne will help them schedule a time during the week to meet with a senate subcommittee instead.

Q: How long are the meetings? Do the have to set aside the whole time?
A: The length varies, but anyone interested in a RISE seat just needs to come for the first little bit for guest remarks. The commitment only needs to be MAYBE 30 minutes.

Application process
- In the past RISE has always had a short application for members
- The application is no longer required by the GA, so it isn’t technically required right now

Points in favor of keeping the application process
- The Director and some RISE members think that the application makes the process less intimidating.
- With the application we get a little info about where they are from and why they are interested.
- It’s good to have that info on record just to protect ourselves from being accused of not choosing fairly.
Points against keeping the application process
- It makes it too complicated
- We should just let interested people jump right in and start attending meetings to keep it simple
- The application makes things difficult to get done because the process is longer
The board will keep the application process for now, but welcome anyone to start attending before they fill it out.

RISE Seats
- The Director recommends that RISE go on and fill their two seats as soon as possible
- Can send them to ASUAF later to apply for a senate seat if needed and change
- The transition put a hold on us going out to find members, we can start now

Reaching out for student applicants – where to go
- The Sustainable Village
- Biology & Wildlife
- NRM
- Student clubs
- Large classrooms

BYLAWS

Colby made suggested changes to the section about funding projects

Change 1: We need to remove the reference to the Director and make it the Office Manager.

Change 2: Refers to student projects
- We should ask him to change the line that says we fund student projects to “any UAF staff, faculty or student”
- Yes, this could be an issue with how the GRF is set up. Normally students write little non payback projects.
- We could include a preference for student projects.
- We should refer to the application process somehow, someone that reads this should be able to know how to apply.

Q: Could we make it so that staff or faculty that make a donation and match the student fee will also get preference?
A: None given

Q: Should student money go to projects that benefit students over faculty?
A: We originally added faculty with the intent that they focus on curriculum. The process is open to them but it is students directly that benefit.
We should wait to discuss this so that we can ask Colby what his intent was when he made these changes.
VOTING

Approval Item: Motion to approve the Student Sustainability Coordinator position as presented here and allow the Director of Sustainability to proceed with listing the position and hiring. Motion made by Wyatt Hurlbut, seconded by Taylor Stinchcomb.
Final Resolution: Yes; 5-0

Approval Item: Motion to approve the FY17 budget as it was presented today. Motion made by Jen Schell, seconded by Taylor Stinchcomb.
Final Resolution: Yes; 5-0

NEXT MEETING

November 1st

Approve the bylaws (if ready)
- It has become much easier for the board to change their bylaws
- This time they will be updated to match the new GA
- In December or January they will likely be changed again to reflect big changes to the program after the transition.

Start looking at the SP
- Split this up over the next 4 meetings
- RISE would like Michele to schedule stakeholders for each section to be here for these discussions
- For each section Michele will review
  1) What has been done
  2) Where we are now
  3) Her suggested next steps
RISE BOARD MEETING MINUTES

DATE:
11/01/2016

START TIME
1:06 pm

STOP TIME
2:03 pm

MEMBERS PRESENT
Wyatt Hurlbut
Taylor Stinchcomb
Ian Olson
Jen Schell
Celest Bulfa, UAF student, ASUAF President’s Rep. and executive assistant to asuaf pres

MEMBERS ABSENT
OPEN (Chancellors Designee)
OPEN (ASUAF seat B)
OPEN (ASUAF seat C)
OPEN (RISE seat D)
OPEN (RISE seat F)
Colby Freel
Stefan Tangen
Jason McNeely

GUESTS
Christine Kemper, Staff, OS Administrative Assistant
Anne Williamson, ASUAF Office Manager
Michele Mouton, Director of Sustainability
Aaron Cottle, Business Administration undergraduate student, potential rise member
Enzo Fochesatto, Mechanical Engineering & Business Administration undergraduate, potential rise member
MINUTES APPROVAL
All minutes approved.
Includes meeting minutes from 10/18/16
Motion made by Taylor, seconded by Jen

GUEST REMARKS
Enzo & Aaron are both board members with the student group AIM.
- The group was formed over the summer
- The goal is to bring together business admin and engineering students to create products and then launch them into profitable businesses.
- Many of the projects they have looked at have been sustainability related, currently recycling is the focus
AIM
- The club brings forward new and innovative ideas.
- They need partnerships and support.
- They want to break the pattern of students leaving university without having the experience they need.
Q: Why is the Office of Sustainability losing funding? How is it still working?
A: The program was originally half funded by students and half funded by the Chancellors match. The match was pulled, so the program is being re-assigned to ASUAF. This gives students better control of their money. The student board will now direct the program instead of advising it. The student funds are being shifted to ASUAF because the original agreement was made there.
W: we used to have different phases of projects based on how sure we are about whether they will be successful. P0 = experiment, P1 = trial, P2 = know it will work

Q: AIM would like to find a way to re-use plastics and aluminum. What happens to the recycling that is collected now?
A: Aluminum goes to C &R pipe, and plastic bottles go to Fairbanks Rescue Mission to be recycled out of state.

OPEN RISE POSITIONS
Right their are 4 seats available.

Enzo & Aaron will approach ASUAF about being assigned seats on RISE.

There is an ASUAF committee to select and officially appoint these positions. Sunday is the best day to show. 1:30pm
SUSTAINABILITY PLAN

Today we will be looking at the 5-part section of the SP that is called “Protect Resources”
- 6.1: Increase Efficiency of Existing Buildings
- 6.2: Beyond Buildings – Reduce Energy Use and Carbon Footprint
- 6.3: Manage Water Efficiently
- 6.4: Enhance Transportation Planning
- 6.5: Enhance Commuting Choices in Fairbanks

Accomplishments in each section are listed in the 2015 Annual Report on the website

Q: Who does this SP belong to?
A: It’s a part of the campus master plan.

Q: How do changes happen?
A: RISE makes the changes and brings it to the MPC. We are shepherding their sustainability plan for them

Q: What is the process with the MPC when we change things?
A MPC does know that this is a living document. Changes need to be presented once finished. It will probably require a vote.

Q: Will the MPC change the Sustainability Plan?
A: In terms of authority, they do have it, but in practice this has never happened. This is the purpose of subcommittees like the RISE Board.
The Director suggests that a bi-annual review process is adopted - not an annual one.

SUSTAINABILITY PLAN / 6.1: Increase Efficiency of Existing Buildings

These action items are taken care of by Facilities Services.
- They will take care of it, RISE can follow up on it.
- FS is a strong, independent department that is doing a good job.

Not much revision is needed here

Information about building energy use is tracked and made available through Design & Construction
Q: Can we use the info they collect to do a cost benefit analysis?
A: Yes, that’s why THEY do with it.

SUSTAINABILITY PLAN / 6.2: Beyond Buildings – Reduce Energy Use and Carbon Footprint

The group that put together a renewable energy survey has disbanded, BUT this survey was interesting. You can pull it to go over the results, the interest level was amazing.

The Director suggests axing the first action item in the section and move it to the previous section
- Suggests removing biomass from the power plant and changing it to renewable energy

SUSTAINABILITY PLAN / 6.3: Manage Water Efficiently

Changes suggested – make this section reflect the new water source
- Recently UAF decided to start buying water from College Utilities.
- The RISE board had Scott Bell come answer their questions.
- They came up with more and gave some of these to Sarah Trainor’s class. She is looking to the RISE board now for more of them.

The Director suggests having Sarah Trainors class re-address these questions and more chosen by the RISE board.

Q: How much of UAF’s budget goes into paying for utilities?
A: Not sure at the moment. If these questions are written down Michele can pass them on to sometime that can give us the answers.

GREEN REVOLVING FUND

Q: How does RISE choose projects for funding? Do you know your ROI? From a monetary perspective a water project like the urinals isn’t a great one for funding. You should be looking at projects that save money and having the departments pay for it, not the students.
A: This is basically what we do. Everything is funded using the Green Revolving Fund. 80 percent of the projects funded each semester must have a measurable payback. RISE lends the money to departments to fund projects and then the department uses the cost savings to pay us back plus 20%. The board may choose to have up to 20% of the projects not have measurable payback.
We also encourage departments to make changes that save resources or educate students that don’t involve spending RISE project money.
- An example is when a previous Director of Dining Services took away trays and saved 200,000 gallons of year.

Q: Why did they stop doing this? Trays are used now.
A: It was a business decision. Students will buy more food if they have trays to pile it on.

NEXT MEETING

November 15th 1pm

Continue looking at the SP
- Sections 6.4 and 6.5

Talk with Sarah Trainor
RISE BOARD MEETING MINUTES

DATE:
11/15/2016

START TIME
1:12 pm

STOP TIME
2:06 pm

MEMBERS PRESENT
Taylor Stinchcomb (Seat A / ASUAF President Appointed Student)
Enzo Fochesatto (Seat B / ASUAF Appointed Student)
Stefan Tangen (Seat E / RISE Appointed Student)
Jen Schell (Seat G / RISE Appointed Faculty)
Wyatt Hurlbut (Seat I / RISE Appointed Community Member)
Cellest Bulfa (Seat K Alternate)

MEMBERS ABSENT
OPEN (Seat D / RISE Appointed Student)
OPEN (Seat F / RISE Appointed Student)
Jason McNeely (Seat G Alternate)
Ian Olson (Seat H / RISE Appointed Staff)
OPEN (Seat J / Chancellor's Designee)
Colby Freel (Seat K / ASUAF President)

GUESTS
Christine Kemper, Staff, OS Administrative Assistant
Anne Williamson, ASUAF Office Manager
Michele Mouton, Director of Sustainability
Sarah Trainor, teaches NRM111 in the spring
MINUTES APPROVAL
All minutes approved.
Includes meeting minutes from 11/01/16
Motion made by Taylor seconded by Jen.

GUEST REMARKS: SARAH TRAINOR

Each year Sarah Trainor works with Michele to come up with a data collection project for her class that will help the sustainability program. She is here today to talk about this Spring’s class.
- Goal is to provide students with an educational experience AND provide the board with information.
- Classes question answers were not as good last year

Sarah provides guidelines for the questions.
- Must have a definite answer
- Shouldn’t be a survey

Q: How many classes do you teach?
A: Two – a 100 level course in the spring, and a grad level course in fall. The 100 level course is usually half freshman and half seniors. Many are beginners but there are also very talented and experienced students in them as well.

Option 1: The class can look at last year’s questions, tweak them, and collect data.
- Last year the data collected had lots of holes.

Last year there was a survey component, it didn’t go well.
- If you would like to do this we could have them
- We have been told that we only need 150 responses to be statistically significant

Option 2: The class could look at a different topic, like transportation.
- This would be related to SP section 6.4 (decreasing single-occupancy vehicles on campus).
- RISE prefers this option, but likes both

Transportation ideas from RISE
- Look at how much is being spent on sports travel
- Have them look at different aspects of transportation by the cost (parking, shuttles, gas, etc.)
- We could distribute a survey we did in 2010 and look at how things have changed in 5 years. The students can analyze the data.
- Find out how much energy is used just from parking
Look at air quality from plugged in cars vs. leaving parked cars running
- Identify which quarter of the year UAF uses the most electricity
- They could compare UAF to other universities

The only problem with bringing back ideas from other universities is that nobody is exactly like us.
- You can take anything and adapt it.
- We could also provide the universities

We should focus on JUST campus, not the borough.
If we do a survey again and need a participation incentive we could provide a parking pass.

This topic is difficult because of the requirement to change habits. Having lots of variety and options in the REASON people use cars.

UAF should be more focused on the services they provide. Better than trying to change the behavior of hundreds of people.

The Director will work on this project before she goes.
- She has already created a list of questions for students to answer

It would be helpful if a RISE member could come do a talk about the board, the program, etc. to provide context to the students about what the project is all about.
- Stephan and Taylor will coordinate this.

Q: How long did it take to get results for the transportation survey in 2010, and what was it for?
A: About 2 weeks, and the data was for the STARS report

SUSTAINABILITY PLAN / 6.4 + 6.5 : Transportation Planning & Commuting Choices

- 6.4: Enhance Transportation Planning
- 6.5: Enhance Commuting Choices in Fairbanks

The RISE Board is currently looking through the SP.
- Lots of different topics, today we are looking at transportation

In the annual report we reported what had been done in these areas in 2015.
- Included exploring bike friendly campus designation
- collaborate on bike sharing program (did this by funding Fair Bikes)
- Got an electric car for transportation between Admin services and main campus
- Electric shuttle
- Maintain bike friendly designation
- Rideshare website. We did that and it wasn’t very successful. Was cancelled within a short period of time. The second time.
- Marketing campaign
- All accomplishments are listed in the 2015 Annual Report on the website.

Michele suggests that 6.4 and 6.5 are combined into one.
- They have the same goal – reducing single occupant vehicles
- They also have the same description.
- These will be combined before the end of the year for the RISE Board to use if they want to

Q: Why did ridesharing fail here? This is a surprise.
A: We were told that it is because we are very spread out, and that people here want control over when they come and go.

Q: What would be involved in getting UAF to provide more off campus living?
A: If money weren’t an issue, and if we could get approval on a giant project like that there might be a possibility of expanding the Sustainable Village (it was designed to do this) or developing another village with CCHRC.

UAF could put in a North Pole parking lot and provide a bus to bring people in
- Could look at what zip codes would be best

Regardless of what projects we decide to pursue we should convert all of our numbers into money.
- This is the only common value that everyone has. It’s good to know energy saved, gallons saved, etc. but we need to know the fiscal value of these projects.

Q: If we do energy projects we could go step by step with buildings. Re-do one whole building, get an ROI, and pitch it to the administration as cost saving project. Could we do this?
A: This would be probably be out of the scope of the RISE budget right now, but maybe if we find additional funding. This is why it often best for us to look at changing design standards. Then the administration will pay for changes as they are cost effective. It is also usually more cost effective and less wasteful to replace things one at a time through attrition, etc. In fact, they are kind of doing this now. Example – they are replacing items with energy efficient options.

Q: Why do these projects cost so much?
A: There’s a lot of rules and regulations. We must use our own employees and pay their rates. If we decide to contract out, then we must pay the procurement office fees for handling that aspect of the project. There are also rules and regulations about which companies’ certain materials can be purchased from in some cases. We don’t typically go out and do giant projects on the scale we are discussing here. Projects this size need partners.
The Director suggests that whenever RISE is ready to look at energy items they invite Jenny Campbell to come talk to the board. She is probably already doing many of the things you are talking about.

NEXT MEETING

November 29th, 1pm – 2pm

Pass current Bylaws
- A placeholder version is available online in the RISE, it has been changed minimally to match the GA and new office structure, and address major concerns that have come up.

Fill the Chair & Vice Chair positions
- It is time to re-elect.

Michele will discuss SP section 7.0
RISE BOARD MEETING MINUTES

DATE:
11/29/2016

START TIME
1:14 pm

STOP TIME
2:11 pm

MEMBERS PRESENT
Taylor Stinchcomb (Seat A / ASUAF President Appointed Student)
Aaron Cottle (Seat C / ASUAF Appointed Student)
Stefan Tangen (Seat E / RISE Appointed Student)
Wyatt Hurlbut (Seat I / RISE Appointed Community Member)
Jason McNeely (Seat G Alternate)
Cellest Bulfa (Seat K Alternate)

MEMBERS ABSENT
OPEN (Seat D / RISE Appointed Student)
OPEN (Seat F / RISE Appointed Student)
Jen Schell (Seat G / RISE Appointed Faculty)
Ian Olson (Seat H / RISE Appointed Staff)
OPEN (Seat J / Chancellor's Designee)
Colby Freel (Seat K / ASUAF President)
Enzo Fochesatto (Seat B / ASUAF Appointed Student)

GUESTS
Christine Kemper, Staff, OS Administrative Assistant
Michele Mouton, Director of Sustainability
MINUTES APPROVAL
All minutes approved
Includes meeting minutes from 11/15/16

Motion made by Taylor seconded by Stephan.

BYLAWS

A draft of the bylaws with changes to reflect the Governance Agreement and new structure has been provided by the Office of Sustainability
- All 13 changes are labeled

Section A V. Change requested: remove a phrase the references term limits
- There is no limit to the number of terms a member may serve anymore

Approval Item: Motion to remove change #8 located in section 5. Motion made by Jason McNeely, seconded by Stefan Tangen.
Final Resolution: Yes; 6-0
Section A VI: Summer committee

Q: I am concerned about appointing someone to the summer board if they are an incoming member that won’t start until the fall. A group of people that haven’t been on the board during the academic year shouldn’t be making financial decisions for the group. Can this be removed?
A: The summer RISE committee section is straight from the Governance Agreement. If we aren’t comfortable with members there is always option of just not having a summer board, or giving them very limited spending authority.

Section A VII: RISE Officers
- There are pros and cons of having a one year term limit. It’s good that it allows lots of students to get to be in a leadership role.

Q: Do we want to keep the requirement that the Chair is a student?
A: The GA does not mandate that it is a student, but we can keep this if we want to. From a student point of view, it is good to keep the board student led. It maintains a good connection with the student body.
Q: How has the board worked in the past to interact with students to get more student RISE members?
A: We put out a call for members using flyers, radio, classroom presentations, ads in Sun Star and tabling. We usually end up with members that are either former grant recipients or connected to a board member socially.

Q: How do we make sure ASUAF is in the loop?
A: E-mails, Cornerstone blurbs, presentations at ASUAF and the Presidents highlights. We can communicate directly to ASUAF either through Anne Williamson or through a common member/attendee.

Section B II: Sustainability Office Manager duties

Q: Does this mean if that the office manager is responsible for hiring the student coordinator?
A: Yes.

Q: Has there been interest in the student coordinator job yet? Also, who will train this person?
A: We have had some interest and will be interviewing soon. As for training, Michele is making an in-depth resource guide and tools. Christi will be walking them through it if needed and provided any other training necessary.

Section D IV: Grievances

Q: Is the highest authority that can deal with grievances still the Vice Chancellor of Student Services?
A: Yes.

Approval Item: Motion to approve the bylaws as presented with the discussed change. Motion made by Taylor Stinchcomb, seconded by Aaron Cottle.
Final Resolution: Yes; 6-0

CHAIR & VICE CHAIR POSITIONS

It is time to select a new Chair and Vice-chair

Stefan and Taylor propose that they co-chair the board.
- The are both in the middle of research, but want to do the job
- There has been and will be a lot of time investment. Both are willing to devote time to the position
- More will be required of RISE members going forward
Q: What do other members think of this idea?
A: We have had precedent for using chair and vice-chair as co-chairs. It boils down to how you want to interact with everything else that is going on. If we have co-chair, there might not be any reason for a vice chair.

Q: Could we have co-chairs and have a vice chair? Is that possible?
A: I don’t see why not. Aaron is willing to be the vice chair if the board would like him to.

Approval Item: Jason McNeely nominates Taylor Stinchcomb and Stefan Tangen to co-chair the RISE Board for this term, and Aaron Cottle to serve as Vice Chair position. No other nominations made.
Final Resolution: Yes; 6-0

MICHELE’S EXIT

Michele will be providing the RISE Board with an updated Sustainability Plan
- RISE can change it however they want
- Most changes will be dates. Others will be things discussed in these meetings.

Michele recommends having creating a version of the SP that is easier to use, either in Publisher or in Word without photos and sidebars. The current version takes lots of formatting to make very small changes.

NEXT MEETING

December 13th, 1 p.m. – 3 p.m.

Michele will be going over the last sections of the SP.

Meeting will be extended.

Wyatt will chair the next meeting.
RISE BOARD MEETING MINUTES

DATE:
12/13/2016

START TIME
1:02 pm

STOP TIME
2:16 pm

MEMBERS PRESENT
Taylor Stinchcomb (Seat A / ASUAF President Appointed Student)
Aaron Cottle (Seat C / ASUAF Appointed Student)
Stefan Tangen (Seat E / RISE Appointed Student)
Jen Schell (Seat G / RISE Appointed Faculty)
Wyatt Hurlbut (Seat I / RISE Appointed Community Member)
Colby Freel (Seat K / ASUAF President)

MEMBERS ABSENT
Enzo Fochesatto (Seat B / ASUAF Appointed Student)
OPEN (Seat D / RISE Appointed Student)
OPEN (Seat F / RISE Appointed Student)
Ian Olson (Seat H / RISE Appointed Staff)
OPEN (Seat J / Chancellor's Designee)
Cellest Bulfa (Seat K Alternate)
Jason McNeely (Seat G Alternate)

GUESTS
Christine Kemper, Staff, OS Administrative Assistant
Michele Mouton, Director of Sustainability
Anne Williamson, ASUAF Office Manager
MINUTES APPROVAL

All minutes approved

Includes meeting minutes from 11/29/2016
Motion made by Stefan seconded by Jen

FACULTY POSITION

Jen Schell is our current faculty representative, and Jason McNeely is her alternate
- Generally, in student senate there are proxies, but we will stick with alternates

Jen on sabbatical next semester
- Jason, as alternate, would like to fill in for the semester

Jen needs to know if we want her back as the faculty rep in the fall afterwards
- Would like to know ASAP so that she can plan her workload

Like having Jason on board, engineering perspective/expertise is useful

This works for faculty service commitment, but is a higher workload than most
- This is okay, they just need to know
- Can stay on board for one more academic year so that there is time

RISE needs to notify Jen by the end of February if they want to keep her as faculty rep in the fall.
- Have another person ready to go at this time

Need to stay consistent with having an alternates
- Often an alternate moves up when the primary person leaves

Colby moves to postpone this discussion until February
- thought is that when we decide on at this meeting it gives Jen 2 weeks to adjust workload
MICHELE SP DISCUSSION / SECTION 7.0: SUPPORT THE CAMPUS COMMUNITY

Campus Community

Did outreach in classrooms

Created a Green Department Certification program
- Michele suggests we use this as an engagement tool with staff and departments
- This could be the basis for developing “Green Teams” in buildings too

Worked with staff in the Murie building to provide Zero Waste training

We presented a faculty development workshop
- Nobody participated
- Michele suggests we try a different perspective

We established the GRF, this completed the goal of making project funding sustainable
- This cannot be used for salaries or ongoing programs
- We became part of a national program called the Billion Dollar Green Challenge

We are holding the Green Carpet Awards during Earth Week

Christi is talking with LIVE to integrate sustainability by having an event
- LIVE is using a program called OrgSync, so we can get sustainability points through STARS for tracking volunteers

Q: How good is their volunteer tracking and how does it work?
A: We are not sure about it’s accuracy but can ask. It’s a new program. Groups can rent or purchase card readers and volunteers use this to track hours, kind of like a time card.

We are a part of New Student Orientation
- We have presentations, host open houses, and have materials in NSO packets

Integrate sustainability into student housing
- Residents Life is very supportive of the program
- We had an eco rep program in the dorms, but backslid a bit this fall with the transition
- Michele suggests getting sustainability worked into the RA program.
**Curriculum**

We have funded two faculty grants in chemistry

We identified faculty champions for a curriculum working group
- Jen did this
- They talked about having a sustainability studies major or minor

Despite budget cuts, UAF is interested in developing a few new programs that work well
- Sustainability courses already being taught, so it would take minimal investment
- There’s outdoor leadership and environmental options in the business program, and environmental geography option, environmental politics minor, English courses cover environmental literature, and there’s lots NRM classes.
- This would be an interdisciplinary program

Tried to check in with the Chancellor's office and the provost about this but nobody ever responded

Looked at holding a dialogue around climate change, there are a couple of people interested in this.
After the last round of budget cuts the group stopped meeting
- Right now people are stressed and frustrated, workloads are increasing

Q: Can Jen revive the curriculum group?
A: It will be up to Jason or whoever is on the board in the Spring – Jen will be on sabbatical.

**Investments**

This area was very complicated

The goal is to increase the transparency of our endowments investments.
- The goal is to ensure investments are made responsibly

We went to our statewide foundation and got VERY cold responses.
- Tried working with legal counsel; who was supportive.
- We went to the national office for sustainable investments as well for advising – Michele suggests doing this again.

This is a last resort, but because RISE is separately funded as an agency fund we are able to use the rights provided by the Freedom of Information Act to get investment information.
**Sustainable Funding**

We look at things for developing sustained funding

Our big accomplishment in this area was the GRF

RISE is interested in expanding/building on what the students provide through fundraising.
- We tried going through Staff Council, Faculty Senate, and Rotary but were unsuccessful.
- Michele suggests trying again but approaching departments

We did not look at grants this last time, but could.
- We have looked for this before, but didn’t find much for programs like ours. We need a specific project that will produce something solid to get a grant.
- Gates just came out with 170 billion of grants for reliable renewable energy for the world.
- Michele suggests hiring someone to do grant writing if that is what we want.

**MICHELE SP DISCUSSION/ SECTION 8.0: CLOSING LOOPS (REDUCING WASTE)**

**Recycling**
We have had a strong recycling program from the start.
- Our central focus is in the dorms, but currently we have 350 bins across campus.
We have recently found out the K & K will no longer be accepting materials
- Our central focus will be in the dorms – we will reduce in other areas first if needed
- The Rescue Mission can still take paper, #1 and #2 plastics, and aluminum.
- There is no option for glass currently

**Dining Services**
UAF used to have strong program.
- Worked with the previous contractor, NANA, to build a strong program
- NANA lost their contract to Chartwells in 2015

New contractor not following through.
- Backsliding considerably
- Went from cans to plastic in vending machines
- Brought back dining trays (going trayless had reduced waste considerably, up to 80%)
We have been told that Chartwells has sustainability requirements written into their contract
- They made a case that they are strong in this area when bidding on the contract
- There has been lots of push from our department, but the overall message is that they will not participate unless we pay for anything sustainability related.
- We do not have support from the Dining & Contracts office to get Chartwells to comply.

They are national leaders, so there is potential.
- Michele suggests we try a student focus group.

______________________________________________________________

MICHELE SP DISCUSSION /SECTION 9.0: SHAPE ALASKA’S FUTURE

There is nothing in this section for the RISE Board to do.

Michele suggests just keeping up with other groups to make sure they are doing what they are supposed to by doing.

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MICHELE’S EXIT DOCUMENTS

Fundraising folder (presented at the last meeting)

A coordinator resources folder in the Dropbox

An updated copy of the SP will be available to the RISE Board by February 1st
- It needs to be formatted, which takes a ton of time
- Michele highly recommends that the SP be put into a format that isn’t so finicky (currently even the smallest changes change the formatting, make photos overlap, move text boxes, etc. in the whole document)

______________________________________________________________

STUDENT MEETING JANUARY 20TH

There will be a meeting on January 20th about the current structure of student fees

The outcome of this meeting will probably affect RISE in a big way

There are fees with sunset clauses coming up, including the Student Sustainability Fee. This meeting will address this problem.
NEXT MEETING

January 17th  1 p.m. – 2 p.m.

Agenda Items
- New org chart
- 6 month Budget overview
- Proposals: pick a day/time to have the workshop

February meeting reminder
- Jen needs to know if she’s going to be faculty reP again in fall by the end of February