**Minutes from UIS Green Fee Committee Meeting (AY 2017-2018)**

10/9/17, 4-5:30 PM in PAC 3E

Present: Dr. Megan Styles, Brian Beckerman, Chuck Coderko, Ellyn Baker, Levi Reed, Jacob Seidel,

Marissa Jones, Zane Nyhus, Katie Simpson, Christina Ryan, Francesca Butler, Haley Simpson.

Absent: Jonathon Nimmo

1. **Approval of Agenda**
	1. The agenda was approved.
2. **Election of Officers for AY 2017- 2018 (Chair & Secretary)**
	1. After introductions of members of the committee in attendance, Ellyn Baker and Francesca Butler were elected as co-chairs of the committee- first approved by Jake, second by Marissa. Following the election of co-chairs, Marissa Jones was elected as Secretary of the committee- First by Fran, second by Jake.
3. **New Business**
	1. **Discussion of Green Fee Proposal Process**
		1. **Proposed** **Timeline**
			1. Fran proposed to push timeline dates back. After discussion, committee decided to stick to initial set dates for motivation to increase productivity.
			2. Then decided that this year we will offer student help with Letters of Intent (LOI’s) during photo contest voting hours: 11 AM- 1PM November 14-16. Next year we will use Sustainability Week to promote LOI submissions.
	2. **Discussion of LOI and Proposal Format**
		* 1. Committee reviewed examples of LOI and proposals from other colleges provided by Ellyn.
			2. Ellyn volunteered to edit LOI proposals for to best suit UIS.
	3. **Discussion of LOI Proposal Submission Options**
		* 1. Committee made a collective decision that digital, online submissions for LOI’s was most suitable.
			2. Website for submissions will have a template of a LOI as well as step-by-step instructions for proper submission.
			3. LOI’s will be submitted through a Web Q. Zane suggested having a rolling deadline for submissions, but set a deadline that LOI’s submitted before a certain date will have first priority.
	4. **Discussion of Green Fee Promotion Process**
		1. **How to make UIS students, faculty, and staff aware of the opportunity to submit proposals?**
			1. Levi volunteered to reach out to the Journal for information about publicizing the Green Fee and LOI’s open for submissions. He will also research the deadline for when the Journal needs information for publishing.
			2. Chris Ryan volunteered to contact to appropriate services to get a designated email and website. Committee agreed on the website tag of: [www.uis.edu/greenprojects](http://www.uis.edu/greenprojects).
			3. Marissa volunteered to make changes to initial information on the website, if needed.
			4. Student proposals will be submitted in WebQ including an attachment of a detailed word document. Committee agreed that attaching a document to the submission form would be most organized and efficient for record keeping. Committee agreed to encourage students to reach out to Sustainability Projects Coordinators (Levi & Marissa) for additional help/ questions.
			5. Jake, Ellyn, Levi, Marissa, and Fran agreed to conduct informational class presentations to inform students of proposal opportunities. Presentation will be a collection of slides from Dr. Styles’ UIS Green Fee Basics presentation. Ellyn will create a survey for students to fill out during class presentations to gain insight od student interests. Dathan and Megan agreed to connect with faculty, share the informational presentation with them, and encourage them to add it to their lectures or announcements. Really shoot to “prime the pump” and incentivize students by informing them that their efforts will be publicized if their proposal is approved and implemented.
4. **II.**            **Meeting Schedule for Fall 2017**
	* + 1. Committee agreed to have bi-weekly meetings on Mondays from 4-5:50 PM.
			2. Agenda and Meeting Minutes will be emailed to members at least 72 hours before the next meeting and additionally will be added to the Green Fee Committee Box folder.
5. **III.**            **Announcements**
	* + 1. Dr. Styles made the notion to come to the next meeting (10/23) with a plan/criteria for selecting proposals for approval as well as a mock proposal, which Dr. Styles volunteered to create and bring to the next meeting.
			2. Committee members shared final proposal ideas of: a rain collector, solar powered picnic tables, native tree arboretum, and a Zen garden
6. **IV.**            **Conclusion**
	* + 1. Meeting was adjourned first by Dr, Styles and second by Fran.​