

USF Student Green Energy Fund Council



Friday, April 21, 2017 – ALN 296

Time: 3:00 pm – 4:30 pm

Meeting Minutes

In attendance:

Council Members (In alphabetical order)

Chauncie Bigler, Harold Bower (Chair), Benjamin Carr, Sujit Chemburkar, Nadeem Freajah, Kebreab Ghebremichael, Sara Hendricks (Alternate), Aladdin Hiba, George Phillippidis, Lauren Reilly and Robin Rives

Absent: Barbara Bushnell, Nainan Desai, Gidi Hendrix (Observer), Travis Malott and Raymond Mensah

Observer(s): Melody Rainey and Simone Scott (substitute)

First Order of Business:

Previous month meeting minutes approved.

Financial Update:

All available funds were allocated to projects and Council operating expenses. Contingency allowances in project budgets funded unexpected cost increases. No additional funds are available for allocation to projects until next fiscal year. Funding will be allocated to new proposals in the queue after the 2017/18 budget becomes available on July 1, 2017.

- **The Arbor Day Tree Planting Project**

One final invoice will be submitted for payment. After that invoice is paid, the remaining unspent budget of approximately \$12,076 will return to the Green Fund unencumbered cash balance.

- **The LED Beard Garage Project**

There are several open invoices due for payment in the next few weeks. Approximately \$20,000 will remain unspent after payment of all outstanding project expenses and will be returned to the Green Fund unencumbered cash balance.

- **Pending Proposals/Projects (Discussion)**

The remaining projects will be completed in 3-6 months. Open projects will roll into FY 2018 and will bring with them the unexpended balance of their project budgets from prior years allocations.

- **Administrative Overhead (Discussion)**

An overhead expense of 6% is added to project costs. Example, if a project is \$100,000, the Council award will be \$106,000 (\$100,000 for project costs + \$6,000 for administrative overhead.) The reserve for administrative overhead expense is established when the budget for the project is created. It shows as a separate line of the project budget. Administrative overhead is charged as expenses are paid.

- **Contingency (Discussion)**

Typically, a contingency allowance of 10% is built into project budgets that are difficult to estimate due to complexity factors like the price volatility of supplies and materials or unanticipated additional expenses revealed as the project unfolds. The contingency reduces the need for the Principal Investigator to request additional budget. The SGEF charter also allows for projects to go over budget by 10% without requesting approval from the SGEF Council. If the budget for the project appears likely to exceed the 10% threshold, then the Principal Investigator must request a budget amendment from the SGEF Council. For example, the Roadway LED Light Project is a recent example of a project requiring additional budget that the Council approved.

Public Comment

- The EV Charging Stations in the parking garages are appreciated.
- Efficiency results should be updated online. Students should have current updates on green energy progress.
- Student Green Energy Fund projects that meet the elements and factors listed in the charter should be prioritized first to the students, then to those employed to advance the financial interests of USF. Before a project is passed, SGEF shall ensure that the means to produce a successful proposal are clearly outline/provided every step of the way.
- Policy-supported student proposals should hold more consideration when pitted against administrator/staff proposals of equal merit when funding is limited.
- Council member Aladdin Hiba, with verbal support of the other members, stated that there are reservations to allow a representative group to exist. SGEF will not give up any of its autonomy to a representative group. A representative group will be joined by SGEF members solely for the purposes of communication, not a sharing of responsibility for green fee funding authority/dispersal.

Unfinished Business:

None.

New Business:

- **Sustainability (Discussion)**

Chair asked about sustainability at USF. We should inquire about efforts of Patel College, the Office of Sustainability and the new Sustainability Office in Facilities Management. Consider how information can be coordinated around STARS reporting. Connect with other sustainability departments. SGEF Chair suggested that a representative group consisting of volunteers from the SGEF Council members could

be established to coordinate activities to recommend ways to coordinate and account for activities. Road map should clearly outline all steps.

Council member is researching other Florida universities who focus on green energy and is accumulating data describing staffing structure, means of funding, action steps and resources.

Council member reported that Facilities and Parking can provide energy updates. Additionally, Dr. Peter Stiling would be a good resource to pull information together and attend SGEF meetings. Also mentioned that Ohio University identifies the green energy needs; reports on results and designates tasks by way of an executive group.

Council member mentioned sustainability information be located in one location. USF has an online site, however, it has not been updated.

- **Green Energy Fee (Discussion)**

SGEF Chair stated that the BOG would be meeting to review the green energy fee and decide if the fee should remain at \$1.00 or if it should be increased, decreased or discontinued. SGEF Chair asked for a recommendation from the Council members on the amount of the fee to recommend to BOG with consideration that all other fees are not being increased. Council suggested fee remain at \$1.00.

Motion voted and approved.

- **Public Documents (Discussion)**

Public documents should be made public and thus posted on the SGEF website by the next meeting.

Motion voted and approved.

- **USF Maps Application (Discussion)**

The maps app was funded in FY 17 at \$35,000 annually, however no department claims ownership of maps app. Dr. Barbeau in the Center for Urban Transportation currently supervises the project. The SGEF Chair asked the Council members if they wanted the SGEF to provide funding through the end of fiscal year 2017. Should SGEF continue to fund map app?

Motion voted and not approved.

Council member inquired how the maps apps supports green energy and did not feel that SGEF should have responsibility. Discussion also included that it should be cutoff because the benefits were not measurable. Opposing discussion included that it gives individuals alternatives to getting around campus and provides the length of time to reach destination. It's also a good tool for SDS accessibility.

Chair suggested to a council member in support of keeping the app, to communicate, in writing, to the departments that the app will be discontinued unless it's funded. Should SGEF communicate with the departments to inquire about department funding?

Motion voted and approved.

- **Carbon Footprint Proposal (Discussion)**

The Carbon Footprint (emissions) offset pricing would be \$50,000. Council member inquired about new ways to support carbon emissions. A suggestion was made that individuals could voluntarily donate \$5.00 when renewing parking pass as approximately 50,000 staff and students purchase parking passes annually. Other option was to go to separate website to make a donation. Council member suggested that an incentive such as a bumper sticker, be provided to those who donate. Money for bumper stickers would come from SGEF. Should SGEF support the carbon footprint (emissions) project?

Motion voted and approved.

Activities Updates

- **EPA Green Power Partnership**

EPA goal was met. Will receive recognition for being ranked #15.

- **LEED Certified**

SGEF funded renewable energy credits. Chair will send report to the board.

- **LED Lights in General (Discussion)**

Contractors are working on LED lights. TECO will give energy rebates. Council member suggested to ask departments if they could donate from their auxiliary fund.

- **LED Lights at Campus Recreation**

Discussion on this agenda item was postponed.

- **MSC Solar Panels**

Construction has begun, panels were recently delivered and equipment is needed for installation.

- **Projects in General (Discussion)**

Council members suggested scheduling a process-related meeting to set an order of precedence. The premise of this request is based on having more projects than funding.

- **Summer Schedule**

Next SGEF Council meeting will occur in May, as most council members will be at USF during the summer. All Council members agreed that the meetings should continue monthly through the summer. Alternates can be appointed for quorum if someone is out. Inquiry was made regarding a different location for meetings. Council member mentioned that there is ample space at Patel College.

Announcements

- Lauren Reilly is leaving in August 2017. Samantha Szatyari will be her successor for the Carbon Footprint project.
- Moneer Kheireddine and Shaquille Kent were recently elected as the Student Body President and the Student Body Vice President, respectively.
- Charter was amended approximately 4 times and is currently posted on SGEF's website.
- Chair will provide council with updated by-laws.
- ECO Fest will take place on 4/22/17 at Lowry Park. Bull Runner shuttles will be available.

Meeting adjourned at 4:36 pm.