

USF Student Green Energy Fund Council



Friday, October 16, 2020 – Virtual Teams Meeting

Time: 1:00 pm – 2:30 pm

Meeting Minutes

In attendance:

Council Members

Sharon Hanna-West, Mazi Ferguson, Kianna Freeman, Kebreab Ghebremichael, Ray Gonzalez, Taylor Mandalou, Chris Marks, Makayla Parnell, Samuel Rechek, Robin Rives, Emalia Tack, Zachary Warhul, Alexis Mootoo (Chair)

Absent: Raymond Mensah, George Philippidis

Observer(s): Saviya Jean-Baptiste

First Order of Business:

The meeting was called to order at 1:00 pm. Attendance roll call was performed and quorum was established. The council then reviewed and approved the minutes from the previous meeting.

Financial Update:

The council reviewed and approved the financial report for the 2019-2020 projects. The report lists all the current projects, individual budgets, encumbrances, actuals, and initial project budgets. The current cash balance as of 10/30/2020 was \$3.7 million. The uploaded budget total for FY 20-21 was \$1,294,059 and the encumbrances and actuals totaled \$600,863.

The council discussed if the fund will be consolidated and how it will be managed across the three campuses. The chair shared the fund is under one umbrella, but currently will be managed by the separate campuses.

The council discussed the statuses of additional expenses such as reserves, payroll and administrative support. R. Gonzalez clarified that students working on the project are funded by Green Fee and the charter allows for partial support for the fund's coordinator. Additionally, the council requested a line item for the administrative management fee in future reports.

Charter Update:

As discussed from last meeting, A. Mootoo and R. Gonzalez met and reviewed the charter. R. Gonzalez presented the findings to group. He reviewed the regulation document, the initial document that provided the intention of the fee. Then, he reviewed the current charter, compared information from both documents and highlighted the consistencies and inconsistencies between the two documents.

The council deliberated after the presentation and discussed how to amend the charter, and how the bylaws from other campuses will be impacted. A. Mootoo shared that the Peter Stilings is no longer the director of the Office of Sustainability and will meet with leadership to discuss the structure of sustainability across the campuses. She will update the group in the next meeting.

Reassessing Proposal Process:

S. Jean-Baptiste presented the new proposal process on Canvas. Students will be able to submit their proposal ideas, brief presentation, and additional information such as budget and implementation details on the platform. The council discussed timelines for reviewing the proposal and how students will be supported or guided throughout the process. Previously, proposals were reviewed by the technical advisory group, however the group is not active and therefore the reviewing process will be shifted to the council. Council members were also concerned about the lack of instruction for students and suggested the addition of an informational video to canvas to mitigate confusion. Council members also discussed ways to disseminate the course and S. Rechek suggested utilizing Student Government's communication services to reach out to students.

Action Item: Council members will review the course and continue the development of the course

SGEF Website:

R. Rives shared that website has not been updated since 2019. The Waste Reduction project group would like to include a QR code on their project, but is concern about the outdated information.

Action Item: S. Jean-Baptiste to work with Renee Hunt to update the website.

Public Comment:

- S. Rechek and K. Freeman expressed concerns regarding scheduling conflicts between Student Government and SGEF meetings – the council will continue to meet on the third Fridays of the month and address scheduling conflicts when they occur.

Meeting adjourned at 2:40 pm.