

*Meeting Facilitator: Hannah Hollinger*

*Invitees: Yara Watson (Coordinator); Hannah Hollinger (Chair); E: Carlos Soto & Catherine Ninah; FL: Alissa Williams; T: Tolga Ercan & Emily Marte; WM: Bradley Brown & Dennis Lorence*

## **Updates**

- Approval of minutes from last meeting
  - Meeting minutes from October 2016 were reviewed for feedback. Members were notified that if any discrepancies are found that they should be reporting them for edit.
- Open issues
  - Members were notified that the feedback on proposals will be distributed following the meeting. Members are expected to review feedback, make edits, and resubmit.

## **New Business**

- Webcourses
  - A Webcourses course has been added as a new feature this semester, to combine all paperwork submittal to one platform that members are familiar with. This will also remind members of due dates, expectations, and a hub for resources.
- Spring semester expectations
  - Members are expected to turn in their final portfolios (including the proposal within) to Webcourses in late March. The top three subcommittees with the most professional and thorough proposals will be rewarded with a public stakeholders meeting to pitch their idea.
- Charter
  - The charter has been updated to reflect the Webcourses addition. Other changes are as follows:
    - Reporting structure edited from SAC to Sustainability Initiatives directly.
    - Appointment period lessened from a full calendar year to a full academic year consisting of only Fall and Spring (excluding Summer).
    - An identified recruitment period for the following term's SSAC committee.
    - The ability to register for internship credit via OEL.
    - Altered resignation and removal procedures via majority vote or Coordinator discretion. This also includes procedures for member replacement.
    - A designated meeting day and time for SSAC Formal Meetings.
    - An expectation of minimum two subcommittee meetings per month, with minutes to be uploaded to the designated assignment page.
    - The addition of the required attendance of one individual member at coordinating SWAT meetings.

- The stakeholder presentation opportunity for top three performers.
- The creation of a transition manual to update new appointees on current state of affairs.
- Member feedback on charter structure
  - Ninah suggested that it is in the best interest of the office and student to allow no term limits.
  - Soto stated that a workshop on proposal writing would be beneficial.
  - Ninah suggested an orientation day upon appointment, to include an icebreaker, workshop, expectations review, etc.

### **Action Items**

- Members are expected to review the Fall planning document; following, subcommittees are expected plan their goals, success metrics, and barriers for the Spring; a guideline and assignment submission page is provided on Webcourses.
- Members are encouraged to review their feedback upon receiving and gain an understanding on what should be accomplished by the final submission.
- Next meeting will be held February 28 at 4pm. Location TBD.