



ASI Sustainability Projects Funding Committee 24-01

Tuesday, September 26th, 2023 | 10:30-11:30am

Location: USU 3700

Posted: Friday, September 22nd, 2023

2023/2024 Committee

Voting Members

Zeenia Najmi

*Sustainability Representative
Chair*

Justin Cadiz

*Vice President Student and
University Affairs
ASI BOD Representative*

Imaan Sahid
Student-at-Large

Felicity Tabuken
Student-at-Large

Zina Davis
*Environmental Studies Major
Representative*

Advisors

Juliana Goodlaw-Morris
*Sustainability Manager, Safety,
Health and Sustainability*

Shannon Gallacher
Government Affairs Specialist

Standing Invitees

TBD
Facility Services

Heather Burkland
*Energy Management & Utility
Services*

Rajesh Badri
Planning, Design, & Construction

ITEM	SUBJECT	PRESENTER
01	Call to Order The meeting was called to order at 10:33am	Zeenia Najmi <i>Chair</i>
02	Roll Call Present: Zeenia, Justin, Imaan, Shannon, Juliana, Heather, Rajesh Absent: Felicity, Zina, Facility Services Representative	Zeenia Najmi <i>Chair</i>
03	Recognition of Guests Moy Valdez, Ashley Fennell, Ernest Cisneros	Zeenia Najmi <i>Chair</i>
04 Action	Approval of Agenda Agenda was approved by unanimous consent None opposed Motion Carries	Zeenia Najmi <i>Chair</i>
05 Action	Approval of Minutes Minutes were approved by unanimous consent None opposed Motion Carries	Zeenia Najmi <i>Chair</i>
06 Information	Open Forum* None	Zeenia Najmi <i>Chair</i>
07 Information	Overview of Sustainability Projects Funding (SPF) Committee Description: Overview of duties and responsibilities in the ASI Bylaws, expectations of committee members, and budget. Fiscal Impact: None See attached for presentation Presenter discussed roles and responsibilities of the Sustainability Project Funding Committee per the ASI bylaws as well as the members of the committee Juliana provided context and clarification on SPF and the roles of No questions from committee members	Ashley Fennell <i>Associate Executive Director</i> Zeenia Najmi <i>Chair</i> Juliana Goodlaw-Morris <i>Sustainability Manager, Safety, Health and Sustainability</i>
08 Action	Approval of SPF 23/24 Guidelines Description: Review of guidelines for 23/24 academic year Fiscal Impact: None See attached for presentation Imaan motioned to approve the 23/24 SPF Guidelines Justin – 2 nd None opposed Motion Carries	Zeenia Najmi <i>Chair</i>
09 Action	Approval of SPF Fall 2023 Timeline Description: Overview of fall 2023 timeline. Fiscal Impact: None See attached for presentation Juliana asked to place the November 7 th meeting time on the calendar; Rajesh also asked for the timeline to be sent to the committee; Ashley clarified the structure and process; Juliana	Ashley Fennell <i>Associate Executive Director</i> Zeenia Najmi <i>Chair</i>



	<p>clarified that all projects for this fiscal year must be completed within the academic year (planning in the Fall and take action in the Spring); Juliana clarifies that implementation will take place in November and end by early May Rajesh motioned to approve the SPF Fall 2023 Timeline Imaan – 2nd None opposed Motion Carries</p>	
10 Information	<p>Announcements Zeenia – CA Clean Air Day on Oct. 3rd from 11:30am-1pm in Forum Plaza; Mindfulness in Nature Workshop (September 27th from 5:15-7:15pm in SBSB Courtyard); Call for ideas about Earth Day event in the Spring (potential collab with Camps REC?); Sustainable businesses & potential career connections? Juliana – Planting of trees will take place on October 3rd & on October 4th there will be an event down by the Sprinter with food & treats; Sprinter, Bus, trolley, etc. rides are free on this day!; “Story of Plastics” event in USU at 5pm (Sept. 27th); October 5th sustainable menstruation event with WGEC; October 11th zero-waste event at 4pm in the Innovation Hub; October 26th Journey to Zero Waste Fair Heather – Asked for feedback about solar on campus (lot B & C) & connection to various places on campus, could ASI/Students benefit in anyway? Potentially having an online portal/educational component? Including students in the process? Justin – Question about whether students on committee can submit a project? Juliana clarified that no, they cannot</p>	<p>Zeenia Najmi <i>Chair</i></p>
11 Action	<p>Adjournment The meeting was adjourned at 11:03am</p>	<p>Zeenia Najmi <i>Chair</i></p>

* Public comment will be limited to a maximum of 5 minutes per guest. Chair will determine allocated amount per meeting.

Welcome to our
first SPF
Committee !



INTRO ABOUT ME: SUSTAINABILITY REPRESENTATIVE

ZEENIA NAJMI



As part of ASI which is our campus student government, the position I hold is to help students sustainability ideas come true. So... if you have any suggestions for events to hold on campus or general ideas feel free to contact me and we can also add it as an agenda item for our next upcoming meetings

To emphasize : The budget isn't for my ideas only! If you hear peers sharing a common issue let's discuss it because we can't help the situation unless it is addressed



What is SPF?

SUSTAINABILITY PROJECT FUNDING

- Definition as seen on the guidelines : Allocates funds to provide support for essential educational experiences and activities that aid and supplement the fundamental educational mission of CSUSM. Sustainability projects are defined as those activities and projects that are integrally related with helping the campus meet its sustainability goals.
- Examples include: Switching the cafeteria to use paper straws instead of plastic, funding more water stations, funding more plants/gardens
- Our budget to help make our campus as green as possible : \$10,000



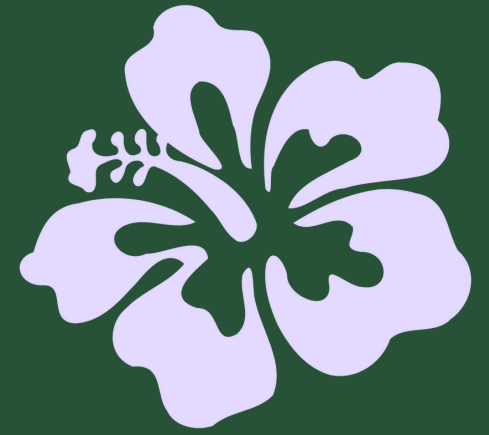
BYLAWS

pg 29 Sustainability Projects Committee Duties and Responsibilities:

- Determine goals for the allocation of funds
- Review project applications and determine allocation of funds
- Report on projects receiving funds
- Establish timeline of review process
- Determine if potential projects meet the requirements and goals of the Committee
- Report approved projects and totals to the ASI Board of Directors

Submit approved projects to the ASI Executive Director for final approval

WHO IS WHAT?



Justin – Board representative

Juliana -- Sustainability Manager for CSUSM

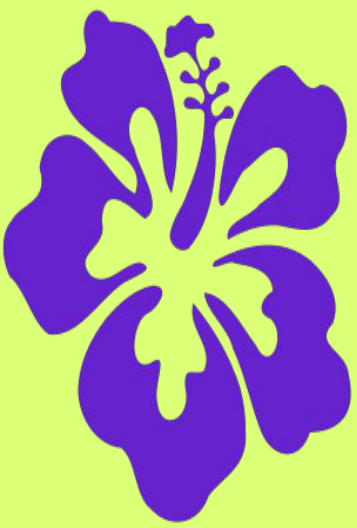
Felicity -- (Student at large)

Zina Davis -- (ENVS Rep)

Imaan Sahid -- (Student at large)

Shannon Gallacher – ASI government affairs specialist

Zeenia Najmi - Chair of SPF





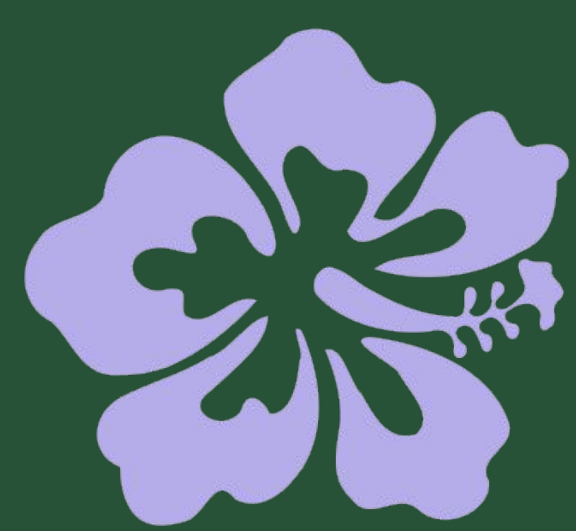
Fall timeline for applications

- Students will be able to submit their ideas through a survey which will be posted around campus
- Applications open on October 2nd
- Applications close on October 27th

- Once the apps close, the committee (us :) will review them and compare to guidelines to make sure they fit
- Then we'll have a meeting to review and approve or deny and ultimately make decisions about which projects get funded or not

- As of now our next meeting will be November 7th 10:30-11:30 same place at the ASI conference room, be sure to check emails for updates!





Any questions?



Associated Students, Inc.
2023/2024 Sustainability Project Funding Proposal

GUIDELINES AND INFORMATION

Definition:

The Sustainability Projects Funding (SPF) allocates funds to provide support for essential educational experiences and activities that aid and supplement the fundamental educational mission of CSUSM. Sustainability Projects are defined as those activities and projects that are integrally related with helping the campus meet its sustainability goals.

This year ASI has allocated approximately \$10,000 to SPF to fund projects that positively affect CSUSM's sustainability educational efforts, reduce the University's environmental impact, and help to "green" our campus. ASI administers the SPF through a Sustainability Projects Funding Committee.

Project Guidelines:

- a) Projects must directly address sustainable solutions on CSUSM's campus.
- b) All proposed projects must have a clearly defined, measurable outcome. CSUSM students or CSUSM recognized student organizations may submit proposals. Individuals and organizations outside of CSUSM may NOT submit proposals.
- c) SPF will not support projects already mandated by law or CSUSM policy directive (e.g., standards for green building in new construction or social inclusion standards, etc.), since CSUSM is already obliged to allocate funds for such projects.
- d) SPF will not provide personal grants or funds to an individual in support of individual research.
- e) All projects shall have a mechanism for evaluation of project activities
- f) Projects should be fiscally sustainable and fall within the allocated funds for the academic year. The grant is a one-time award. If a project is to be on going or reoccurring, the project plan must include a mechanism for funding after the conclusion of the academic year. SPF will not fund a project more than once.
- g) If a project has on going benefits (e.g. annual cost savings), the project plan must include a mechanism for reporting these benefits back to the committee on an annual basis.
- h) Projects proposals must have promotion, education, & outreach components. Student participation and involvement is highly encouraged.
- i) Projects involving permanent structures need to have received all necessary written approval by appropriate campus officials prior to consideration.
- j) Funds cannot be used for financing new infrastructure projects (i.e. new buildings or similar).
- k) Preference given to projects that positively influence both social and environmental sustainability and take into account all impacts.

- l) Projects shall take place on the CSUSM campus and should be accessible to all CSUSM students, staff and faculty. However, swag items are available only to CSUSM students.

Project Process:

1. ASI will email award letters to the student recipient and faculty/staff advisor after the decision of the committee. The letter will include approval or denial information as well as next steps for planning, if approved.
2. Award recipients must schedule an initial meeting with ASI representatives prior to the start of any project planning or purchasing in order to review ASI and CSUSM purchasing guidelines and project implementation. This meeting must be scheduled within one month of receiving approval for the project and before conclusion of the fall semester. More information provided to applicant in award letter.
3. All award recipients must submit a final report at the end of the fiscal year in which the project took place. The report must include all spent monies with receipts, as well as a synopsis of the project's outcomes, challenges, and successes. Each applicant will receive a final report form from ASI. The final ASI Report Form must be submitted prior to the conclusion of the spring semester.

Accountability:

Upon review of a report, ASI Representatives shall determine whether the spent funds were within the scope of the project. If funds were spent outside of the project scope, the ASI and/or committee shall review the return of the funds to the ASI Sustainability Project Fund account.

The committee shall periodically approve a schedule of specific types of projects that require additional approvals prior to consideration for Sustainability Projects Funding. These additional approvals ensure that the University is aware of the project and that the project complies with university regulations.

Fiscal Responsibility:

Because of ASI's requirements for fiscal responsibility and oversight, all approved projects submitted by student organizations must have an advisor from the CSUSM faculty or staff. This advisor will be responsible to ASI & the University for the administration of grant monies. However, ownership of the project and submit of proposal must be completed by student and/or student organization members. All approved projects must receive final signature approval from the ASI Executive Director or designee, after the committee has approved the awarded projects.

**Associated Students, Inc.
23/24 Sustainability Project Funding**

BUDGET SUMMARY

Proposal Title: _____
Submitted by: _____ **Date:** _____
Phone: _____ **Email:** _____
Faculty/Staff/Advisor _____ **Email:** _____
Total funds requested: \$ _____

1. Have you previously applied for funds for Sustainability projects: Yes No

BUDGET SUMMARY

(Indicate amount where applicable)

	Requested	Approved
Contracted Services:	\$ _____	_____
Event Related Expenses:	\$ _____	_____
Food:	\$ _____	_____
Swag:	\$ _____	_____
Printing & Duplicating:	\$ _____	_____
Promotions & Outreach Programs:	\$ _____	_____
Project Supplies:	\$ _____	_____
Other (Installation Charges, Facilities, etc.):	\$ _____	_____
<u>Total Request:</u>	\$ _____	_____

Associated Students, Inc.
23/24 Sustainability Project Funding

CRITERIA FOR EVALUATION

Proposal

Title: _____

In addition to the project guidelines, submissions will also be evaluated on:

1. **Positive Impact on CSUSM Sustainability Goals:** Submissions should demonstrate how the project will positively help CSUSM reach our sustainability goals. Suggested ideas include promote sustainable behavior among CSUSM campus community, raise awareness about sustainability, reduce our ecological footprint, etc.
2. **Increased Student Involvement:** Projects demonstrate a clear initiative to engage students. Student involvement opportunities include, but are not limited to: volunteerism, planning and project management, skills training, research, and leadership roles.
3. **Education and Outreach:** Projects demonstrate a clear contribution to educating others about sustainability. Education and outreach opportunities include but are not limited to: connecting diversity and environmental justice to sustainability, course integration, knowledge sharing, outreach events and programs, campaigning, project demonstrations, project/research presentations and posters and independent studies.
4. **Long Term Feasibility:** Projects will demonstrate a clear plan for the project term from start to finish and identify opportunities for sustained operation by working closely with members of facilities, administration and/or faculty. Proposals demonstrate an awareness of long term needs to ensure a sustained impact of this project on campus physical operations or individual behavior.
5. **Scope of Impact at CSUSM:** Projects demonstrate a broad impact by integrating sustainable practices with increased student involvement and education. Proposals will assess the number of students impacted by the project as well as summarize quantifiable economic and environmental benefits. Means of measuring impact of the project must be identified and included in the application.

ADDITIONAL INSTRUCTIONS:

Projects proposals must have promotion, education, & outreach components.

All applicants must attend marketing and project management workshop provided by ASI.

- **Promotion**

- Approved SPF projects are able to utilize ASI design resources.
- If utilizing the ASI Media and Communications Team (MCT) for flyer design creation, the request needs to be submitted six weeks prior to the event date. Please work with ASI Staff member for more steps on this process.
- If creating a flyer or infographic, the SPF Project Manager must submit draft to asidesign@csusm.edu for approval no later than three weeks prior to event date. Any event that does not submit within this deadline will not be considered.
 - Publicity for all public events must advertise that the university will offer reasonable accommodations for persons with disabilities. See the campus policy and procedures on ADA Accommodations for Non-instructional University Events (http://www.csusm.edu/policies/active/documents/ada_accommodations.html).
 - Advertising of campus events must include a contact phone number, accessibility statement and the “accessible” logos.
 - CSUSM students or CSUSM recognized student groups will assume responsibility for coordinating appropriate accommodations as requested.
 - ASI will provide disability “footer” once flyer is approved by ASI MCT
- Any swag items purchased for project must display the ASI SPF logo.

- **Outreach**

- With sustainability in mind, we encourage sustainable marketing and outreach efforts including online sources such as social media, presenting the announcement in consented classrooms, informational tabling, etc.
- ASI will include approved projects in ASI social media
 - ASI does not post flyers on social media; correlating photos will need to be submitted or coordinated beforehand

- **Education**

- If hosting an education event, ASI will oversee event and resource reservation process.
- For each educational event, requiring a reservation, the SPF Project Manager, in collaboration with ASI professional staff contact, will need to submit an Event Risk Evaluation Form found on the ASI website.
- Event expenses paid with SPF funds must be included in the proposal submitted.

Instructions for submitting a proposal:

*Submit an electronic copy of the proposal to the Associated Students, Inc. via the ASI website **by October 27th, 2023***

ASI Sustainability Projects Funding Timeline: Fall 2023

- **Tuesday, September 26th** – First Sustainability Funding Projects Committee Meeting.
- **Monday, October 2nd** – Applications Open & Posted on the ASI website. Apply online.
- **Friday, October 27th** – Applications Close at 5:00pm
- **Monday, October 30th** – ASI to send applications to committee members for review.
- **Tuesday, November 7th** – SPF Committee Presentations & Deliberations.



SPF Visitor Sign In Sheet

Meeting Date: 9/26/23

Name	Campus Affiliation
1. <u>Antley Fennell</u>	<u>ASI</u>
2. <u>Mr. Vukobrat</u>	<u>ASI POC</u>
3. <u>Rafael Budri</u>	<u>POC</u>
4. <u>Ernest Cisneros</u>	<u>ASI</u>
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____