Committee Meeting Agenda

Thursday, November 12th, 2015
2:00-3:30 pm
University Center, Rogers Room/ EGG site
Voting Committee Attendees: Zack Waldroup, Cole Sutton, and Chase Weddle
Non-Voting Committee Attendees: Lauren Bishop and Emily Ranson

I. Welcome (2:00-2:05)
   - Chase brought to the attention of the committee that the site for the EGG
     is in jeopardy due to connectivity issues

II. Questions/concerns in regards to the SEI bylaws (2:05-2:36)
   - Zack mentioned that the mission statement needs to be decided on.
   - He also mentioned that there needs to be an elaboration of the duties of
     committee members
   - We need to start posting our minutes for public record
   - The rule that states that members can only be part of SEI for up to two
     academic years should be removed from the bylaws
   - Projects proposed by a voting member should not be allowed to vote on
     that same project (should be added to the bylaws)
   - The bylaws state that three non-committee members should be present
   - Should Robert's Rules be implemented?
   - Emily suggested that we add more tracking measures and updates when
     tracking funds (reporting measures)
   - Emily also suggested that contracts should be given to the recipients of
     allocated funds that states “We will follow X guidelines....” with ethical
     clauses as well
   - There should be rules and guidelines in the bylaws for projects that cover
     Successive years

Minutes Completed by: Cole Sutton
III. Discuss the next SEI meeting (application processes, implementation of approved projects, etc.) (2:36-3:00)
   - Ask applicants what they envision for the projects once they are completed
   - Chase presented a paper with recommendations for the application processes and the implementation of projects
   - A rubric should be given to applicants
   - The rubric should be put on the website
   - Possibly use rubrics for abstracts
   - Provide feedback for everyone so that people better understand our application process
   - Publicize and announce winning grant projects
   - Applicants who have their projects approved should become the project leaders and provided training followed by the signing of a contract for accountability purposes
   - Chase also suggested that the financial and project management reports should be combined
   - Project leaders should be responsible for creating an implementation plan
     - This should be publicized for transparency
   - Investigate ways to increase participation
     - Offer more support to students via their department to increase participation

IV. Discussion of the group trip to the EGG (Electron Garden on the Green) location (3:00-3:26)
   - Discussed the possibility of having a smoking area near the site of the EGG to limit the number of cigarette butts on the ground
   - Talked about the possibility of hooks for more convenient hammock use

V. Conclusion (3:26-3:30)

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Minutes Completed by: Cole Sutton