Committee Meeting Agenda

Monday, February 20, 2015
8:00am-9:00am
University Center, Rogers Room
Voting Committee Attendees: Zack Waldroup, Adam Cometti, Emily Moore, Jill Duffner, and Emily Ranson
Non-Voting Committee Attendees: Lauren Bishop, Jay Gerlach, Monica Suarez

- Introductions – 8:12
  o Student Officer positions and duties
  o Staff, and faculty members
  o Mentorship program

- Review, finalize and adopt SEI Draft Bylaws – 8:40
  Emily Ranson – additions/amendments/questions
    1. Page numbers
    2. Representation change to 2.2
    3. Changing of section 3 membership application process (appointee of applicants)
    4. Officer duties on section 1.5 grammatical error
    5. Article 4 section 2 absences in comparison to article 2 section 1 (differences between the two, i.e. conflict)
  Lauren Bishop – recommendation of chair/vice chair making amendments in a later determined meeting.
  Committee – recommendation was made by committee to meet at a minimum of once a month until further notice.
  Jay Gerlach – elaboration needed on disciplinary action
  Committee – agreed on the disciplinary action being a process of removal of absentee by voting of remaining committee.

Minutes Completed by: Zack Waldroup
Lauren Bishop – stated the need for a reapplication process in the spring of the year to cover for graduating members and members who have already served their 2 year term.

Zack Waldroup – questions/amendments/additions

1. Questions on the fee (was it voted upon, is it negotiable, etc)
2. Explain the dissolution process and make more clear in detail
3. The implication on a mission and vision statement to the website and by laws
4. Question regarding renewable energy projects already occurring on campus in order to set a benchmark for committee for up and coming years

- Review, finalize, and adopt SEI Project Proposal Form (PPF) – 8:55
  Lauren Bishop – who should applicants contact
  Committee – decided project manager
  Emily Ranson – suggested a mock submission be added to the website to better detail what we are requiring for submission and volunteered to work on this aspect via orgsync
  Monica Suarez – suggested more information regarding internship aspect
  Committee – determined they would require contact information from the supervisor of the internship to validate itself.
  Emily Moore – requested an elaboration of the job description and possibly the addition of a research description field
  Committee – decided a desired outcomes field would suffice

- Review, finalize, and adopt SEI PPF Evaluation Form

- Establish a time line for spring 2015 SEI PPF call for submissions (RFP Phase)

- Establish a time line for SEI Committee PPF selection (Selection Phase) – 9:10
  - Includes scoring submissions, shortlisting and final presentations
  Lauren Bishop – week of April 22nd being the reveal date and April 3rd being the deadline to application and the beginning of evaluation by committee
  Lauren is to send marketing check list to committee

- Create SEI member objectives to assist PR Officer position with marketing outreach for PPF RFP Phase.

- objects not covered in meeting that were on agenda due to insufficient time will be covered in future meetings. Those topics include:
  - Review finalize and adopt the PPF evaluation form

Minutes Completed by: Zack Waldroup
○ Create SEI member objectives to assist PR officer position with marketing outreach for PPF RFP phase

**** All times next to bulleted agenda points refer to time topic was finished