

Student Sustainability Council

Meeting Minutes

3/19/19

Taken by: Maya Collins-Paterson

1) Beginning of Meeting

- a) [7:03] - Reading of the Preamble and Introductions

2) Proposal Presentations

- a) [7:07] - Graduate Assistantship Presentation Begins
- b) [7:16]- Graduate Assistantship Ends and Q&A Begins

- i) Why not fund a year long intern?

- (1) A step up in a professional way, there is more coworking than being the boss of that person.

- (2) Long term it needs to be a full time position

- c) [7:21] - Graduate Assistantship Q&A Ends

3) Proposal Discussions

- a) [7:21] - Discussion of Graduate Assistantship begins

- i) Does a lot of work behind the scenes
 - ii) Office couldn't continue without the work she does.

- b) [7:23] - Discussion of Graduate Assistantship ends

- c) [7:23] - Motion to vote on Graduate Assistantship (Motion by [Viktor], 2nd [Joel])

VOTE RESULTS - PASSED Yes [19] No [0] Abstain [0]

- d) Amount requested: \$13,392

- e) Amount approved: \$13,392

4) Group Application Discussion

- a) [7:24] - Review of Organizations
- b) [7:28] - International Society of Pharmaceutical Engineers Discussion
 - i) Not sustainability related
 - ii) We have organizations that aren't sustainability related
 - iii) They're trying to incorporate sustainability efforts into their program where it isn't necessarily inherent.
 - iv) Better to have this opinion from an at large member

- c) [7:32] - Motion to vote Julianna, 2nd Viktor

VOTE RESULTS - FAILED Yes [6] No [13] Abstain [0]

- d) [7:34] - Graduate Student Congress Discussion

- i) A lot of the proposals we have are from graduate assistants
- ii) The council lacks representation of grad students

- e) [7:35] - Motion to vote Cameron, 2nd Viktor

VOTE RESULTS - PASSED Yes [19] No [0] Abstain [0]

5) Announcements

- a) [7:36] - At-Large Application Extension

6) End of Meeting - [7:44]

Graduate Assistantship VOTING RECORD

Name	Y/N/A	Name	Y/N/A	Name	Y/N/A
Madison Sydnor	N/A	Cameron Luker	Y	Ahmed Hamad	N/A
Sophie Beavin	Y	Celia Ritter	Y	Sarah Crawford	Y
Thomas Ostertag	Y	Maria Sanchez	N/A	Cody Jones	Y
Maya Collins-Paterson	Y	Megan Von Son	N/A	Laura McAllister	Y
Julianna Dantzer	Y	Evan Batty	Y	Tiana The	Y
Zoe Gabrielson	Y	Evan Bartley	N/A		
Chloe Darnell	Y	Nickie Cashdollar	Y		
Viktor Halmos	Y	Rachel Cook	Y		
Claire Hilbrecht	Y	Claire Crosby	Y		
Joel Huether	Y	Ashlee Edmonson	N/A		
Isabel Jenkins	Y	Rachel Finefrock	N/A		

Group Application ISPE VOTING RECORD

Name	P/A	Name	Y/N/A	Name	Y/N/A
Madison Sydnor	N/A	Cameron Luker	N	Ahmed Hamad	N/A
Sophie Beavin	N	Celia Ritter	N	Sarah Crawford	Y
Thomas Ostertag	Y	Maria Sanchez	N/A	Cody Jones	Y
Maya Collins-Paterson	Y	Megan Von Son	N/A	Laura McAllister	Y
Julianna Dantzer	N	Evan Batty	Y	Tiana The	N
Zoe Gabrielson	N	Evan Bartley	N/A		
Chloe Darnell	N	Nickie Cashdollar	N		
Viktor Halmos	N	Rachel Cook	N		
Claire Hilbrecht	Y	Claire Crosby	N		
Joel Huether	N	Ashlee Edmonson	N/A		
Isabel Jenkins	N	Rachel Finefrock	N/A		

Group Application GSC VOTING RECORD

Name	P/A	Name	Y/N/A	Name	Y/N/A
Madison Sydnor	N/A	Cameron Luker	Y	Ahmed Hamad	N/A
Sophie Beavin	Y	Celia Ritter	Y	Sarah Crawford	Y
Thomas Ostertag	Y	Maria Sanchez	N/A	Cody Jones	Y
Maya Collins-Paterson	Y	Megan Von Son	N/A	Laura McAllister	Y
Julianna Dantzer	Y	Evan Batty	Y	Tiana The	Y
Zoe Gabrielson	Y	Evan Bartley	N/A		
Chloe Darnell	Y	Nickie Cashdollar	Y		
Viktor Halmos	Y	Rachel Cook	Y		
Claire Hilbrecht	Y	Claire Crosby	Y		
Joel Huether	Y	Ashlee Edmonson	N/A		
Isabel Jenkins	Y	Rachel Finefrock	N/A		

ATTENDANCE

Name	P/A	Name	Y/N/A	Name	Y/N/A
Madison Sydnor	A	Cameron Luker	P	Ahmed Hamad	A
Sophie Beavin	P	Celia Ritter	P	Sarah Crawford	P
Thomas Ostertag	P	Maria Sanchez	A	Cody Jones	P
Maya Collins-Paterson	P	Megan Von Son	A	Laura McAllister	P
Julianna Dantzer	P	Evan Batty	P	Tiana The	P
Zoe Gabrielson	P	Evan Bartley	A		
Chloe Darnell	P	Nickie Cashdollar	P		
Viktor Halmos	P	Rachel Cook	P		
Claire Hilbrecht	P	Claire Crosby	P		
Joel Huether	P	Ashlee Edmonson	A		
Isabel Jenkins	P	Rachel Finefrock	A		



Funding Application

Before beginning the application process, please verify that you understand the terms and conditions for receiving funding from the SSC:

- The SSC cannot apply retroactive funding, all budget items must occur after the meeting date where the proposal is reviewed.
- Proposals are accepted on a rolling basis and the due date for consideration at each meeting is one week prior to that meeting.
- If approved, the project leader has twelve months to spend the funds. If the project requires an extension beyond this timeline, the project leader will need to submit an extension request.
- The money disbursed from this fund comes from student fees, so sustainability-related student impact is a necessary component for any proposal.
- Presenting the project to the Council is mandatory.
- In order to preserve the Council's ability to effectively review and consider proposals we are limited in the amount of proposals we may review per meeting. In the case that more proposals are received than can be reviewed for a given meeting, Council directors will decide which proposals are heard based on project timeline and order of submission.

I verify that I understand and accept these terms and conditions (please write Yes): Yes

Project title: SSC/Office of Sustainability Graduate Assistantship – Continuation Request

Project leader name: Shane Tedder

Project leader email: shane.tedder@uky.edu

Project leader additional contact information: 859-257-0014

Total amount requested from the Council (round up to the nearest whole number): \$13,392

UK affiliation (Student, Faculty or Staff): Staff



Please fill out the following information about yourself and any other individuals involved on the project. Previous involvement with the SSC may include membership, funding requests, or involvement with an organization affiliated with the SSC. Answer to the best of your knowledge.

Please list the following information:

Name	Major/Department	Academic Year Based on Project Graduation Date	Previous involvement with SSC

How did you hear about the SSC?: I have served as staff advisor to the SSC since 2009

Describe how your project relates to the three pillars of sustainability (environmental stewardship, economic equity, and social inclusion):

The SSC’s mission is to cultivate and promote a culture of sustainability here at UK. Thus, the purpose of a graduate assistantship is to increase the overall efficacy and capacity of the SSC and Office of Sustainability in order to better cultivate the culture of sustainability. Additionally, as the SSC has grown in members and in funding capacity, there is a renewed need for a focused professional that is dedicated to supporting SSC operations.

Please provide an in depth description of your project:

The graduate assistantship will be a ten month appointment, wherein 50% of the time will be dedicated to the SSC and 50% of the time will be dedicated to the Office of Sustainability.

Responsibilities pertaining to the SSC:

- Assist SSC staff advisor with all administrative aspects of council operations, including financial management, administrative paperwork, meeting facilitation, project/post-award follow-up and evaluation.*
- Attend director meetings, general SSC meetings, and committee meetings as needed.*
- Research different student fee distribution models as well as student sustainability structures. As the SSC increases its funding capacity, it is useful to explore all options to maximize council efficiency and distributing capabilities.
- Manage the website. This will include receiving regular website updates from the Director of Outreach, making subsequent edits and revisions. The graduate assistant will also research and highlight previous projects that have been funded and meetings that have taken place in the past 3 or 4 years.
- Create and execute a promotions and outreach strategic plan in conjunction with the Director of Outreach. This is to ensure year-to-year continuity and to increase the number of proposals received and increase the dollar amount requested.

**Some of these responsibilities will be in place of the SSC staff advisor.*

Responsibilities pertaining to the Office of Sustainability:

- General support to the Office of Sustainability as well as assisting with the administrative functions of the office.
- Oversee the Student Sustainability Internship Program with the goal to make the experience more meaningful for the interns. This would include designing and implementing monthly cohort meetings while serving as a dedicated point-of-contact for contact for both the interns and mentors. It would also include creating an evaluation tool for the program and reporting/promoting the individual projects.
- Manage campus and community-wide promotions and outreach. This includes developing the website, promoting projects, managing listservs, etc.

The Environmental Stewardship Fee is a \$4 per semester student tuition fee. Given that the SSC is in charge of distributing these funds, please describe your project's plan to maximize student impact:

A primary goal of continuing this graduate assistantship is to enhance the student impact of both the SSC and the Office of Sustainability. The SSC, present and future, benefits by having a professional dedicated to researching programmatic change while also providing an increased level of support. It will also benefit from strategic and targeted outreach as many students involved tend to struggle with being available to attend outreach events. This will also benefit the SSC in the future as it will be a concrete plans to be used by future outreach directors. Additionally, the students participating in the Student Sustainability Internship Program will greatly benefit by having the program become more meaningful and useful for them.

Please list all groups that your project is intended to impact (Faculty/Staff, Graduate Students, Lexington Community, Undergraduate Students, UK Community as a Whole):

Students, faculty, and staff are the primary beneficiaries of enhanced/improved engagement opportunities from the SSC and the Office of Sustainability. That said, many SSC-funded projects have positive impacts that extend beyond the campus.

Please select the type of project that best describes your project. Mark all that apply:

- Campus Infrastructure
- Conference
- Career Development
- Education
- Award
- Research
- Seminar/Speaker Series



Other: Capacity-building initiative intended to enhance the overall student impact and operational effectiveness of the student sustainability council and the Office of Sustainability's outreach and engagement programs.

Please select up to three disciplinary categories that best describe your project:

- Agriculture/Food Systems
- Arts/Architecture
- Campus Sustainability
- Economics/ Behavior
- Engineering
- Entomology
- SSC- External
- Forestry/Gardening/Landscaping
- SSC- Internal
- Recycling/ Waste Management
- Solar Energy
- Water Conservation
- Other: _____

The SSC is always seeking further outreach opportunities. Please place an X next to one or all of the following with your project to help us reach more people:

- Green Talks Radio segment (recommended) - X
- Feature SSC logo on promotional material - X
- Social Media Promotion - X
- Other – Development of new outreach opportunities

Does this project require the approval of any outside or UK entity (Yes/No)?

** If yes, please include documentation of support at the end of this document.

Yes, the matching funding for continuing this project must be approved by the Office of Sustainability. The Office of Sustainability reports directly to the Vice President of Facilities Management, Mary Vosevich. A letter confirming the matching funding has been requested and will be submitted as soon as it is received.

Have this, or any related project, been funded by the SSC in this or previous years (Yes/No)?

Yes. The SSC fully funded this initiative for 2018-2019.

Please attach out an itemized budget for your project or complete the table below.

Item Name	\$ Request from SSC	\$ from Outside SSC	Source of Outside Funds	\$ Total Cost	Source of remaining funds
Tuition for 2019-2020 Academic Year (8% estimated increase)	\$7,141.87	\$7,141.87	Office of Sustainability	\$14,283.73	Office of Sustainability
Full Student Health Plan for 2018-2019 Academic Year	\$0	\$0	n/a	\$0	n/a
Stipend - ((\$15.60 p/hr, 20 hr p/wk, 40 wks))	\$6,250	\$6,250	Office of Sustainability	\$12,500.00	Office of Sustainability
Total	\$13,391.87	\$13,391.87		\$26,783.73	

Are you willing to accept partial funding for this proposal? Yes.

Please describe who will be in charge of dispensing the funds. If it is not a UK department, how will the funds be dispensed?: The Office of Sustainability/Sustainability Coordinator will be responsible for all accounting and reporting relative to the position. Partnerships and systems are in place with both UK Facilities HR and the Graduate School/Registrar's Office to facilitate the financial transfers needed to fund this graduate assistantship and stipend.

Does this project have any additional funding partners? If so please list them and briefly describe their contribution and involvement:

As mentioned above, the Office of Sustainability (Facilities Management) is providing 50% of the funding needed for this position and will also provide office space and support for the position.

Use table below to provide a list of the major milestones of your project. This should include all relevant events to your proposals, such as dates for completion of key presentations and/or equipment purchases. Include project start and completion dates.

Date	Event Title	Brief Description
March 2019	Funding	Secure funding commitments from Facilities Management and Student Sustainability Council
Summer 2019	Retreat Planning	Assist SSC/OoS with planning for Fall Retreat at Robinson Forest
August 2019	Fall Retreat	Assist directors and staff advisors with all aspects of fall 2019 retreat
August 2019	Internship Onboarding	Lead internship orientation for Student Internship Program.
September 2019 –April 2020	SSC meetings and logistics	Assist directors and staff advisor with all meetings, events, record keeping, payment processes, etc for the academic year
September 2019 –April 2020	Office responsibility	Lead the Student Internship Program and the Newsletter and Social media outreach for the Office of Sustainability
May 2020	Annual Report	Complete annual report for the Student Sustainability Council



If your project timeline is greater than a month, please provide a date around the middle of the project when sufficient progress will have been made to update the SSC.: January 2020

** Please attach supporting documents such as promotional material, letters of collaborative funding, or a budget spreadsheet, in addition to the budget provided previously. If you are working in partnership with a UK entity such as the Physical Plant Division, an academic department, etc., their letter of support should be uploaded here as well. Please only attach documents necessary to your proposal, so documents such as individual resumes or cover letters should not be included. All supporting documents should be in PDF format.:

** Please email your completed application to ukstudentsustainabilitycouncil@gmail.com

Student Organization Questionnaire 2018-2019

The Student Sustainability Council is composed of at-large members and members representing campus student organizations. The Council reviews the list of included organizations each spring. **Student organizations that would like to join the council must complete this form and submit it to ukstudentsustainabilitycouncil@gmail.com using the subject line “SSC Group Application” by March 1, 2018.**

1. Please give a 1-paragraph summary of the group’s mission and goals.

The International Society for Pharmaceutical Engineering (ISPE) is an organization dedicated to delivering technical and operational solutions to support its members across the global in the pursuit of the manufacture of quality medicines that meet patient needs. Our student chapter at UKY is focused on providing UKY engineering and related pharmaceutical sciences students information about the bio/pharmaceutical industries including training and employment opportunities as well as connecting UKY students with local and leading academic and industrial partners. These objectives are met by hosting industrial and academic speakers, running an academic panel to connect undergraduates with related UKY labs for research opportunities and touring advanced manufacturing facilities such as Eli Lilly in Indianapolis, IN. In addition our chapter incorporates goals of giving back to our community through sustainability or charity projects. This year our sustainability project was to design and implement a pilot program for a “Shut the Sash” initiative to help improve energy efficiency at UKY, which is currently on going and has the potential to save upwards of \$600k annually in energy costs if successful.

2. How does the group exhibit one or more of the three pillars of sustainability: economic, environmental, and social?

Our group has made sustainability at UKY a goal as evidenced by our design and implementation of the “Shut the Sash” initiative, which was funded by the SSC this year. In addition, engineering professionals have a unique opportunity to have a large effect on future sustainability initiatives in their careers – including the design of pharmaceutical facilities and processes. Our chapter can have a strong influence on sustainability by imparting these values to our student members as they join the work force and make decisions including energy efficiency and environmental considerations due to pharmaceutical manufacturing. Therefore it is important to our group that our members are engaged in responsible sustainability activities to ensure they leave UKY with a healthy respect and appreciation for the need to incorporate these ideals into their future careers and decision making.

3. Which aspects of the group are significant and relevant to the mission of the SSC (see Preamble of Constitution)?

We have already noted the “Shut the Sash initiative, but we have other ideas to contribute in the future. For example, as a next step to further lab energy efficiency on UKY, our group

is looking into implementing a project to improve energy efficiency of ultra-low temperature (ULT) freezers that are commonly used in labs to preserve samples for long periods of time. We intend to offer to clean frost buildup in lab freezers for a nominal fee to improve the freezer efficiency and provide more space for sample storage. We would also encourage those labs to increase the temperatures by 5-10 degrees to further reduce energy consumption while having negligible effects on sample stability. Our group is also in the planning stage to host a pharmaceutical engineering symposium at UKY – including invitations to high profile expert speakers within the pharmaceutical field that our focused on the design and implementation of environmentally sustainable manufacturing processes for the 21st century.

4. Please describe the group's sphere of influence (students, organizations, faculty, etc.) and give an example of the group's interaction with other campus members that best illustrates this sphere of influence in the past year.

Our group is a multidisciplinary organization with our current student officers comprised of 2 pharmaceutical science graduate students within the college of pharmacy, a chemical engineering graduate student and 2 chemical engineering undergraduates from the college of engineering. Our student members include majors of pharmaceutical sciences, chemical engineering, materials science, mechanical engineering, and chemistry majors – though of course any interested students of any major are welcome to participate. We receive funding and support from both the colleges of engineering and pharmacy. We have partnered with the AAPS (American association of pharmaceutical scientists) student chapter to host a holiday party and partnered with the AIChE (American institute for chemical engineers) student chapter in hosting a tour of the Eli Lilly manufacturing facilities scheduled for March 22nd this year. We organized an academic panel in Oct 2018 including UKY faculty and graduate students from 6 labs in both the colleges of engineering and pharmacy to discuss their research related to bio/pharmaceutical applications and to connect these labs with our undergraduate members to encourage undergraduate research opportunities. Our “Shut the Sash” (StS) program which we lead and implemented was funded by the SSC, then developed and executed with the support of the EH&S (Environmental Health and Safety) and Facilities Management staff here at UKY. The StS pilot study is on going in 3 university buildings – one from the college of pharmacy (Todd), one from the colleges of medicine and biological sciences (BBSRB), and one from the engineering (ASTEC), affecting many labs and hundreds of people.

5. If selected, could the group elect a student representative to devote 2 hours per week to SSC activities (Yes/No)?

Yes

6. What is the approximate membership (size) of the group?

We have 5 officers and generally 10-25 regular member attendees for various events.

7. For how many years has the group been active on campus?

The group has existed for years at UKY but has generally been very small (5-10 members). Under new leadership this year, we have made strong efforts to grow and increase our area of influence and impact.

8. In the last 10 years, has the group been inactive for any period? If so, please describe why the group was inactive and the duration of inactivity.

I am unsure if the group has existed for 10 years at UKY; I will find out and follow up. It has been active for at least 5 years or more and our current faculty advisor, Dr. Thomas Dziubla the recently promoted chair of the chemical engineering department, has always been so. We also have Dr. Patrick Marsac as an advocate for our group within the college of pharmacy.

9. What does the group hope to gain by attaining representation on the SSC?

We hope to more strongly incorporate an aspect of sustainability into our culture. Climate change and the need for environmental stewardship is more pressing than ever. We want to cultivate these ideals into our members to best influence the bio/pharmaceutical industry into taking a lead on environmental and sustainable issues from those that will have the ability and know how to do so.

10. Is your organization registered with the Office of Student Involvement (Yes/No)? If so, please provide your faculty advisor's contact information.

Yes we are a registered student organization. Our faculty advisor and contact info:

Dr. Thomas Dziubla
Professor of Chemical Engineering
Department of Chemical & Materials Engineering
University of Kentucky
177 F. Paul Anderson Tower
Lexington, KY 40506-0046
Ph: 859-257-4063
Email:Thomas.dziubla@uky.edu
Office: FPAT 779a

Student Organization Questionnaire 2018-2019

The Student Sustainability Council is composed of at-large members and members representing campus student organizations. The Council reviews the list of included organizations each spring. **Student organizations that would like to join the council must complete this form and submit it to ukstudentsustainabilitycouncil@gmail.com using the subject line “SSC Group Application” by March 1, 2018.**

1. Please give a 1-paragraph summary of the group’s mission and goals.

Founded in 2006, the Graduate Student Congress's mission is to bring together and represent the graduate student body at the University of Kentucky. This is accomplished through the organization of activities geared toward the social well-being and professional development of graduate students at UK. Frequently partnering with other entities on campus, such as the Graduate School and the Student Government Organization, the GSC also provides a unique platform from which graduate students’ concerns may be voiced to the university at large.

2. How does the group exhibit one or more of the three pillars of sustainability: economic, environmental, and social?

The GSC practices social inclusion through representation of the various graduate students throughout campus. Our members frequently strive to work with underrepresented groups on campus to maximize equitable representation. The GSC strives for economic equity through input on use of financial resources and transparency reports. We unconventionally achieve environmental stewardship through our student advocates, who have aimed to reduce food waste and encourage alternative transportation options.

3. Which aspects of the group are significant and relevant to the mission of the SSC (see Preamble of Constitution)?

The GSC is at the center of graduate student affairs, which is a key group essential for the SSC’s mission of creating bonds with various groups within and outside UK. In addition, as future leaders, we will certainly benefit from training and practice in the field of sustainability.

4. Please describe the group’s sphere of influence (students, organizations, faculty, etc.) and give an example of the group’s interaction with other campus members that best illustrates this sphere of influence in the past year.

The GSC’s sphere of influence extends to all graduate students as well as administrators. As an example, the GSC established philanthropy campaign last December, which raised over \$8,000 to help fund graduate student travel, research, and service awards.

5. If selected, could the group elect a student representative to devote 2 hours per week to SSC activities (Yes/No)?

Yes.

6. What is the approximate membership (size) of the group?

We have around 90 active departmental representatives, committee members, and officers. However, all enrolled UK graduate students are automatically members of the Graduate Student Congress.

7. For how many years has the group been active on campus?

We have been active for 13 years.

8. In the last 10 years, has the group been inactive for any period? If so, please describe why the group was inactive and the duration of inactivity.

No.

9. What does the group hope to gain by attaining representation on the SSC?

By gaining permanent representation, we hope to learn how the SSC allocates funding and to provide an important graduate student perspective on the approval of varied project ideas. Graduate students pay the ESF, yet no graduate student group appears in the list of Campus Groups on the constitution.

10. Is your organization registered with the Office of Student Involvement (Yes/No)? If so, please provide your faculty advisor's contact information.

Yes. Dr. Morris Grubbs, Assistant Dean of the Graduate School and Director of the Office of Graduate Student Professional Development