

University Facility Fee Advisory Board

Meeting Minutes

Thursday, October 27th, 2016

303 GSB

Members Present:	Clayton King	Chair
	Tristan Syron	Vice-Chair
	Rachel Largay	Warner College of Natural Resources
	Amanda Evans	CVMBS
	Jeff Cook	Graduate College
	Anthony Taylor	College of Liberal Arts
	Kalyn Blach	College of Agriculture
	Jacob Royer	College of Natural Sciences
	Lamia Dawahre	College of Engineering
	Michael Wells	College of Business
	Kiri Michell	College of Health and Human Sciences

Members at Large:	Daniela Pineda Soraca	ASCSU
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Associate Members Present

Alex Stately	CVMBS
Mauri Richards	College of Engineering
Raleigh Heekin	College of Health & Human Sciences

Other Members Present:	Becca Wren	Staff Support
	Sandy Sheahan	Facilities Management
	Tom Satterly	Associate Vice President
	Savanna Bunnell	Staff Support

1. Call to Order

- a. Meeting was called to order at 5:00.

2. Approval of minutes from Thursday, October 27, 2016.

- a. Clayton moved to approve the minutes
- b. Anthony seconded
 - i. All in favor: 11
 - ii. All opposed: 0
 - iii. Abstained: 0
 - iv. Motion passed, minutes approved.

3. Windrow Composting Facility Updated – Susanne Cordery

- a. Susanne began the presentation by thanking UFFAB for its contribution to the facility.
- b. Last spring, UFFAB allocated \$274,300 in student facility fees towards the capital construction of the project.
- c. The composting operational plan has been written and follows all of the state and county regulations. The plan includes capacity, operation, building, sampling and monitoring, and odor control management.

- d. The plan also outlines how the operation will manage its storm water runoff. The contaminated water will be collected appropriately and the windrows will drain into a pond on location that is lined with clay. The clay will naturally filter the water to be absorbed into the ground.
- e. The plan was submitted to the Colorado Department of Public Health and Environment as well as the Larimer County Planning Department. Both departments approved of the plan and the project is able to move forward.
- f. Design and construction plans include grading and drainage, as well as access for vehicles to drop off and pick up.
- g. The operation will be surrounded by corral fencing to ensure no one disturbs it accidentally. It is a relatively subtle structure and we want to prevent people from driving or walking on it.
- h. So far, a tractor and a turner have been purchased. The next equipment to be purchased will be a water tank.
- i. A Campus Composting Committee was created to address the planning and eventual operation of the system.
 - i. The committee meets monthly and includes representatives from across campus including staff from ASCSU, LSC, Athletics, UFFAB, Housing and Dining, and Facilities Management.
- j. Addie Elliot, a professor in Soil and Crop Sciences, has also been engaging students by assigning them case study and analysis projects.
- k. Surplus Property has been involved in the planning process as well, because the goal is to sell the compost made by the windrow operation through Surplus.
- l. The project is currently on budget for capital costs.
- m. The project is currently out for bid, should have a contract in place by mid-November.
- n. Questions:
 - i. What is the timeline of the project?
 - 1. If the contract is awarded in late November, and if the warm weather maintains, the system will be operational in January. If there is construction delay due to snow, the system will be operational in February or maybe March.
 - ii. How much compost will be produced by this facility?
 - 1. About 11,800,000 pounds of material collected from the dining halls will be diverted from the landfill per year. About 70% of that diverted material will be composted. Those numbers are based on a full scale operation. This new system will have a phased implementation to best understand the collection areas, how many bins are needed, etc.
 - iii. What are the criteria for where the bins will be placed across campus?
 - 1. Bins will be placed by food vendors like the LSC, coffee stands, and break rooms. The federal buildings on the South Campus are required to compost as federal agents so that will be an area of priority.
 - iv. How will the sorting process work?
 - 1. Signage as well as general composting education across campus will be critical to the success of this program. Signage will include explicit examples of what contents go where, similar to the dining halls currently.
 - v. How are you planning on phasing in composting in the new on-campus stadium?
 - 1. Doug Max from Athletics attends the committee meetings and he is very interested in composting on game days. The stadium program plan has committed composting collection facilities into design of the stadium.
 - vi. Has there been discussion of furthering education across campus about composting other than the students working with Addie Elliot?
 - 1. The horticulture department is interested in taking some compost for analysis projects as well as for use on the grounds of the CSU garden.
 - vii. How will the compost operation affect our use of nitrogen and phosphate across campus?
 - 1. Grounds will be using the compost on landscaping projects around campus. The new capital construction projects will also use compost in landscaping. The use of the

compost on campus will reduce the need for fertilizer, so it should help reduce the University's nitrogen and phosphate footprint.

- viii. Will there be other opportunities for students to get involved other than internships?
 - 1. There are several student volunteer opportunities. For example, student volunteers could be used to sort through compost bins to minimize contamination.
- ix. How much will customers be charged to purchase this compost?
 - 1. The compost cannot be sold at a higher or lower price than market value. Currently, market value is about \$20 per cubic yard. Surplus will take some of the proceeds of this compost as fee for selling it. There is a potential to make \$50,000-70,000 a year in revenue.

4. Advertisement Discussion

- a. The main mechanism UFFAB currently uses to make an open call for proposals is a memo sent to deans, department heads, and directors. The memo includes a brief explanation of the Board and calls for submittals of proposals.
- b. Tristan and Clayton asked the Board for any additional ideas for advertisements in hopes of getting the word out about the board. They emphasized the need to communicate with both college officials and the general student body.
- c. Jeff Cook asked ASCSU has a column in *The Collegian* that UFFAB could utilize to reach students.
 - i. ASCSU does not have a column, but they do receive discounted rates to publish in the paper.
- d. Tamla and Becca mentioned that the Board has previously published a call for proposals to the Collegian and the return on investment was minimal. It is rather expensive to publish ads in *The Collegian*, and has historically been an ineffective means to collect proposals.
- e. Mike expressed his concern with publishing something with the nature of a broad, blanket marketing strategy. He suggested that because it's important to be educated about the Board and how it operates, we should target a more specific audience. Additionally, he felt it would be more effective to make presentations for students or college councils explain what it is exactly that UFFAB does for students.
- f. Anthony mentioned that the plaques are a tangible form of advertising that people across campus can see and hopefully become interested in UFFAB.
- g. Raleigh suggested UFFAB also reach out to the multicultural centers in the LSC, because they represent a large portion of students that may have valuable input and ideas. A presentation to different groups within the LSC would make valuable connections.
- h. Daniela suggested holding a forum for people to attend in the chamber in ASCSU. The Board could develop a list of a targeted audience and invite them to hear a presentation.
- i. Jeff emphasized that part of the representative's job as a member is to communicate with their college. In addition to any other form of advertisement, the members should be encouraging dialogue with their college.
- j. Jacob suggested that an email be sent to a larger audience than only the deans, department heads, and directors. Proposals should be advertised to a wider audience.
- k. Jeff mentioned that UFFAB has sent a mass email like the one suggest in the past with marginal success. He also recommended that if an email was sent, the contact information for each representative should be included.
- l. The UFFAB website is up to date and the link will be sent in the email and any other presentations from UFFAB.
- m. Jeff said the Board seems to be in consensus on two things; we should present to deans and department heads in some capacity, and we should communicate with our college council to the best extent we can. He also mentioned that the Board might also send out a mass email with contact information.

5. UFFAB Representative Signature Discussion

- a. This discussion is a continuation from one from the previous meeting in which the board members discussed possibly requiring a student representative signature on proposals submitted to UFFAB.
- b. Jeff Cook asked if he would need to sign off on all projects, because he represents the graduate students from all colleges. The Board had no clear answer, but Clayton mentioned that each project could only

require one signature and that signature could potentially be from any representative, not just the one from the college.

- c. Anthony reiterated that he did not see a conflict of interest with a representative signature, because proposed projects normally benefit the entire student body, and would more than likely not be complete until the signing representative was graduated and gone. There would be no risk of signing and advocating for personal gain in a way that compromises the Board's process. A signature requirement encourages the board to get involved and passionate about projects early. However, he did mention having a signature requirement is only as effective as the representatives make it, otherwise it's a useless gesture.
- d. Clayton mentioned that in the last two years UFFAB has received 26 projects each year. Sometimes, these projects are repeated projects that were denied in the previous year. Having students get involved in a deeper capacity might help illustrate need and urgency in a way that wasn't being understood now.
- e. Amanda suggested that instead of a UFFAB representative signature, a proposal might need a college council member signature. College council represents more of a student voice than a UFFAB member.
- f. Danieala asked if a signature would be an endorsement for a project from the representative. The Board had no clear answer. She also suggested that if the point of the signature is to garner student support, we could encourage people to have senators and college representatives sign in addition to UFFAB representatives.
- g. Anthony highlighted that the issue with require specific college representative's signature is that often projects affect the entire university, like general assignment classrooms.
- h. Jacob shared he felt that too many signatures makes an already strenuous process more complicated and increased the likelihood that submittals would be delayed or people would be discouraged from entering the process.
- i. Jeff reiterated that proposals already require signatures from people highly involved about the presented topic and UFFAB members are not informed enough to have a signature that holds significant weight.
- j. Anthony suggested that rather than requiring a signature, we can encourage submitters to at least meet with a UFFAB representative in order to have the fuller understanding and involvement we are after.
- k. Rachel recommended that the memo that gets sent to deans, department heads, and directors should also include contact information for individual UFFAB representatives to provide and channel of communication.
- l. Tristan ended the discussion by encouraging the Board members to have a discussion with their college council to get their input on a representative signature.

Meeting adjourned at 6:00. Next meeting is November 10th, at 5:00 in GSB 303.