

Sustainability & Commuter Options Fee (SCOF) Committee

Charter Last Updated

October 2022

Originally Chartered

October 2015

Section 1—General Information

Purpose:

The purpose of this committee is to act as an oversight and fiduciary body over the expense and revenue of the Sustainability and Commuter Option Fee (SCOF). The SCOF is a Shoreline Community College Fee (a voluntary fee, initiated and approved by the students) and is responsible for maintaining, supporting and promoting the use of all modes of transportation which accommodate and better serve the student body. Revenue generated by the SCOF can also be used for campus improvement initiatives and infrastructure measures that contribute to the campus sustainability priorities of the Associated Students of Shoreline Community College.

Scope:

- Provide equitable access to all transportation options on campus which include: subsidized public transportation (i.e. orca card bus passes), bike racks, and shuttle service, etc.
- Develop any new infrastructure measures like sidewalks, facility upgrades or options that benefit the student body and promote better accessibility and ADA compliance.
- Conduct student surveys to better understand and facilitate the needs and wants of the current student body.
- Be familiar with the long term development goals of the college to ensure that funds are being spent effectively and that they coincide with the college's core themes and strategic action plan.
- Review and track budget and expense reporting for the SCOF budget number. Approve expenses and analyze revenue on a quarterly basis.
- Incorporate the college's Three E's framework when making decisions about sustainability projects at Shoreline Community College.

This group is sponsored by:

Associated Student Government (ASG) & Student Life

Terms of membership for this group:

Membership is based on current needs of the college and changes to membership will be approved by the Sponsor.

| Membership Composition: | |
|--------------------------------|---------------------------|
| 4 Students (1 serves as Chair) | 1 Director of Security |
| 1 Director of Facilities | 1 Classified Staff Member |

Section 2—Working Agreements

| Operational Working Agreements | |
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| 1. How often does this group meet? | Twice a month during Fall, Winter, and Spring Quarters. Excluding finals week and quarterly breaks. |
| 2. How are meetings scheduled? | Meetings are scheduled in the Fall for all three quarters. Special meetings can be scheduled by the direction of the chair. |
| 3. How are meetings cancelled or rescheduled? | Meetings may be canceled and/or rescheduled by the chair or designee. |
| 4. How are items placed on a meeting agenda? | Agenda items can be suggested at the end of each meeting or can be directed to the chair who will allocate meeting time based on the year's plan of work. |
| 5. How is meeting time managed? | A disciplined approach will be used to manage meetings. A timekeeper will ensure that the meeting follows the time line given in the agenda. |
| 6. Is proxy attendance allowed? | Yes for information, No for voting |
| 7. When will the agenda and other information be sent to members? | The agenda and related documents will be available on the website to members at least two days prior to the meetings. |
| 8. How are meetings facilitated? | The chair will facilitate the meetings or designate a facilitator |
| 9. How are decisions made? | Decisions will be made by a consensus. If an item must be voted on, a majority vote will be used. The quorum shall be 50% + 1 (simple majority) of all voting members. |
| 10. How are meeting summary notes kept and published/distributed? | Summary notes will be kept by the assigned note taker, finalized and approved at the next meeting. Then posted to the SCOF webpage. |
| 11. How will continuity between prior SCOF committee members and current and future SCOF committee members be ensured? | At the beginning of leadership term for the SCOF committee members, the history will be reviewed. By the end of the leadership term for the SCOF committee members, all relevant information will be added to the history for the future. |

Behavioral Working Agreements

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| 1. Members act collegially, collaboratively and are free to ask for help. |
| 2. Members are free to express their feelings and are sensitive to the feelings of others. They will be frank and courteous. |
| 3. Members are open to creative ideas and will provide helpful suggestions as a valuable part of the collaborative process. |
| 4. Members should arrive on time, fully prepared to participate in the meeting. |
| 5. Members will advance and support decisions made by the group. |
| 6. Meetings will end on time; extending meeting time or additional time spent on agenda items will be by mutual agreement. |
| 7. Members will notify chair of absence. |
| 8. Members will operate in the interests of SCOF as a whole, not just from one's own role. |
| 9. Those who attend the committee meetings but are not members are there only to observe and not actively participate unless the attendee is scheduled on the agenda as a presenter, or during the brief open comments portion of the meeting. Open comments are welcome but limited to 2 minutes per speaker to ensure timely meeting management. Enforcement of this behavior is at the discretion of the chair. |

Section 3—Current Membership – SCOF Committee

| Member | Role | Representing |
|--------------------|---------|-------------------------------|
| Kalilla Soeweno | Chair | Associated Student Government |
| Chloe Mok | Member | Associated Student Government |
| Kate Nguyen | Member | Associated Student Government |
| Anna Fong | Member | Associated Student Government |
| Vincent Sutanto | Member | Associated Student Government |
| TBD (Sust. Coord.) | Member | Sustainability Initiatives |
| TBD (Faculty) | Member | Faculty |
| Eberth Arias | Member | Classified Staff |
| Kim Clark | Advisor | Facilities |
| Greg Cranson | Advisor | Safety & Security |
| Sundi Musnicki | Advisor | Student Life |

Last Updated:
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Key to Shading

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|----------------------------|-----------------|-------------------------|
| Leadership (Voting Member) | Member (Voting) | Ex-Officio (Non-Voting) |
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