Memorandum of Understanding
Business & Financial Affairs, Student Affairs/Academic Support Services and Associated Students (AS) Green Energy Fee Program

Background: The Green Energy Fee (GEF) program funding is provided through a mandatory student fee. Program funding in the past has been used exclusively to purchase Renewable Energy Credits (REC’s). In response to a student initiative, election approval and subsequent AS Board of Directors recommendations, the WWU Board of Trustees has approved expansion of the purpose of the (GEF) to include funding for innovative student-driven projects. The Board of Trustees (BOT) delegated authority to the University President to make expenditures through processes established in partnership between the Associated Students and the University administration. This memorandum of understanding along with referenced documents outlines the processes to be followed, roles and responsibilities, and structure under which the program will be managed. The Green Energy Fee Task Force, comprised of students and staff, has proposed membership for a Green Energy Fee Committee, Rules of Operation, a Charge & Charter, and a Submitter’s Proposal Packet to facilitate review of projects according to the program criteria.

Fee-Setting: In accordance with established procedures, the Green Energy Fee shall be presented to the Board of Trustees with other fees on a yearly basis. The Director of Student Activities, as the Fiscal Manager, shall ensure that the GEF Committee has the opportunity to consider the rate recommendation and that the AS Board has the opportunity to make a recommendation to the Vice President for Student Affairs/Academic Support Services for inclusion in the fee proposal that is presented to the BOT. The Director of Facilities Management will provide a yearly estimate of the funding necessary to purchase appropriate RECs (currently 100% offset) to the GEF Committee in the initial fee-setting discussions.

Renewable Energy Credits: The Director of Facilities Management (or designee) will be responsible for the purchase and management of the REC program including the determination of program elements, solicitation of vendors, contracting, purchasing, and other aspect of the program. Facilities Management shall maintain communication with the Director of Student Activities on fiscal matters and consents with the GEF Committee as appropriate.

Grant and Loan Program Application: The GEF Committee has established proposed project criteria and will review and make recommendations for funding allocations to the AS President and University President (or designee). The program application process will be directly supported by two student “staff”, a Graduate Assistant who will be housed within the Office of Sustainability, and an Education Coordinator who will be housed within the AS Environmental and Sustainability Programs office. The Undergraduate Education Coordinator will market the program to the campus and encourage the development of proposals. The Graduate Assistant, under the direction of the Sustainability Coordinator, will be the main contact for grant applicants, ensure appropriate university administrative review/approval, and coordinate presentation to the GEF Committee. The Office of Sustainability and the Facilities Management Department will have an important support role since projects will often involve these departments for procurement, project review and analysis, or management of capital/sustainability projects.
Fiscal Management: The Director of Student Activities will serve as the Fiscal Manager for GEF funds ensuring that the funds collected are maintained and expended in accordance with University policy and procedures. The Director will actively maintain communication with the stakeholders on fiscal matters. The Director will establish policies for necessary contingency and reserve funds. In addition, the Director will ensure that expenditures are consistent with approved project commitments and manage the necessary contracts. Within the Student Activities department, the Viking Union Finance Manager will establish a chart of accounts for funds; establish individual budgets for each project, review expenditures, recording budgets, preparing financial reporting and project close-outs, funding re-capture, and monitoring contingency and reserve fund levels. The Finance Manager will also ensure that any GEF projects that meet the “capitalization” criteria are properly identified in the accounting records, and administered through the Capital Budget Office where appropriate. The Student Activities Finance Office will provide daily fiscal support, such as processing paperwork and e-forms, doing routine procurement activities, handling personnel administration for student positions (PA’s, time and attendance, benefits). In addition, the office will provide project expenditure reports to the Office of Sustainability, GEF Committee, and individual project managers.

Projects Management: The Office of Sustainability will serve as the primary project manager for all approved projects. The Sustainability Coordinator will supervise the Graduate Assistant who will serve as the project manager assisting the individual project coordinators in the development of a project timeline, initial preparation of contracts and expenditures, maintain communication with the project coordinators. The Office of Sustainability will provide ongoing project summaries for the GEF Committee and coordinate information to the stakeholders. Based upon the nature of the project, the Facilities Management Department will have an important role in project analysis, review, approval, procurement and management.

Term: The MOU will be active upon signature by the President of the Associated Students, Vice President for Student Affairs/Academic Support Services and the Vice President for Business and Financial Affairs and will reviewed by June 30, 2011.

Note: As the program becomes operationalized, consideration should be given to charging a fee back to the GEF fund for the administrative services.

Agreed to and Accepted by:

[Signature]

Associated Students President

[Signature]

Date

VP for Student Affairs/Academic Support Services

[Signature]

Date

VP for Business and Financial Affairs

[Signature]

Date