**Off-Campus Life Advisory Board Minutes**

**December 5, 2014**

Meeting called to order at 8:35 am.

In attendance were Mike Katz, Lindsay Mason, Madson Gruber, Candice Coltrain, Rachel Braley, Emily Allen and Nancy Rhodes.

**Debrief Fall Clean Up** – Emily gave the board our Fall Clean up update and stats:

* 1500+ CSU student/staff volunteers
* 191 Fort Collins city limits resident projects
* 2667 bags of leaves collected
* 143 Faith E. Free volunteers
* 35 total projects handled by FEF (23 out of city and 12 church projects)
* 2200 bags of leaves collected (includes 45 homes south of Drake)

**SAHE Practicum –** Lindsay explained the 2 SAHE practicums we are proposing. One is shared between Off-Campus Life and RamRide to help with data collection, program evaluation, and best/next practice research. The other one is an OCL practicum to help with data collection regarding First Year Commuter students.

**Web Art Coordinator --**  Lindsay explained our issues with staffing this position. We originally had the position listed as a Web Designer and were getting applicants that had extensive computer programming skills, but not the graphic design elements we are looking for. The position is a front end designer, in charge of the look and content of the website, rather than the back end programming.

 Candice suggested we add verbiage to our job description that includes UI and UX language and hit up the art departments. She will be forwarding some sample job descriptions to us soon.

**Spring Schedules** – I requested spring schedules from everyone. I will be emailing a request out as well. As soon as I get everyone’s schedule, I will start scheduling next semester’s meetings.

**Leasing Campaign update** – We have received approval for our campaign on our end as well as from CU Boulder. We are getting the ads out in table tents in the Dining halls and Collegian ads. CU has the campaign up on their website. J

**Upcoming topics –** In the spring, we will most likely begin discussions regarding the new stadium.

Meeting adjourned at 9:30 am.