 

**MEETING MINUTES**

……………………………………………………………………………………………………

**Date: 9.03.2021**

**Topic: Public Meeting**

**Present:**

* **Voting Members**: Erin Boas, Najee Rodriguez, Noah Robertson, Sean Terrey, Claire Kelling, Megan Minnich, Latisha Franklin, Xiaoru (Tony) Shi, Warren Sipe, Jake Snyder, Nora Van Horn
* **Non-voting Members:** Yidi Wang, Alexa Clayton, Barry Bram, Jolinda Wilson, Gabby Triolo

**Absent:** Schönn Franklin (Excused)

**Action items/Next steps**

* Hold Monday, October 11th at 6pm for off-cycle meeting
* Check to see if you need to be added to the shared Google Drive
* Let Claire know if you need affiliated organizations to be added to the website

**Agenda:**

Handbook changes

1. **Call to Order and Opening Roll Call**

*Meeting called to order at 8:01 AM*

1. **Adoption of the Agenda**

*Motioned, seconded, no objections.*

1. **Adoption of the Minutes (March 26, 2021)**

*Motioned, seconded, no objections.*

1. **Adoption of the Minutes (April 30, 2021)**

*Motioned, seconded, no objections.*

1. **Public Comment**

*No public comment.*

1. **Old Business**

*No old business.*

1. **New Business**
	1. **Appointment of Communications Intern**

***Kelling****: I am appointing Gabby Triolo to the position of Communications Intern. She is a Senior in Broadcast Journalism. Gabby, please introduce yourself.*

***Triolo****: I want to give students a voice, help them know where funds are going. Communications is important because for that position, you can communicate to the student body. Relating to people, understanding people. Lifestyle, way of understanding people.*

***Van Horn****: What else are you involved in?*

***Triolo****: Own show on the LION, on the board for the LION (VP of Marketing). Advocate for radio and being able to express yourself artistically. Has experience in video and podcasting.*

***Terrey****: I’m on the communications committee. Do you have any ideas for what you would like to see implemented?*

***Triolo****: Being more active on social media, perhaps create TikTok, be more interactive on social media. Booths in the HUB.*

*Approved by unanimous consent.*

* 1. **Establishment of Committees**

*Seconded motion on all four committees (facilities, environmental sustainability, standardization, communication) with no objections.*

1. **Topics of Discussion**
	1. **Handbook Changes**

***Kelling****: The first change is an addition of environmental sustainability fund. The ESF has been approved by the Board of Trustees in last year’s fee recommendation, now can add it to the handbook, current draft from last year is being given for people to read over. Won’t be voting today, just discussing and can vote next week. Question gotten more than once- If we will take on more than one project a year. We can fund more than one project-all in agreement. We can vote next week if we would like to, if you have thoughts between now and then, let me know. All changes have to be voted on by the steering committee.*

***Kelling:*** *The second change is removing section about UPAC operation expenses-absorbed by student activities budget. No objections/suggestions, can vote on this next week.*

* 1. **Operating Guidelines Changes**

***Kelling:*** *First change is Director of Communications and Director of records (same person now, and is Noah this year) appointed “By” the first meeting of the semester instead of “at”.*

*Second change is adding the sustainability committee as a standing committee, suggest to call it the environmental sustainability committee, the idea of standing committees is committees going to be around all year. Proposing we add this as standing committee since we will need every year. No suggestions/objections.*

*Process doesn’t need to be voted on by Steering if they decide not to review it, we will vote next week on these changes.*

* 1. **Role of Subject Matter Experts**

***Kelling:*** *The role is not to advocate for increased funding, last year we had subject matters where office requested increases in funding, but the role is to understand the proposal and extended history in last few years. Role is to go back see what was proposed and funded. Why we did or didn’t fund. Basic role is to have a full understanding. Be the expert on a given office. Have slide deck later on for recommendations. Be contact person for the office, be the main contact if they have questions or they need feedback on their proposal, you’re that initial contact. Reach out to your office and introduce yourself and what your role is. Remind them to use Student Fee Board stamp. Raise awareness on what student fee is used for. Ask if they want to connect to our social media, and mention you are available for any questions.*

***Franklin:*** *Subject matter expert for CAPS, should I connect to the interim directors?*

***Kelling:*** *Yes*

***Kelling:*** *still working on childcare subsidy and what that looks like*

***Kelling-*** *If you don’t know who your contact is let me know, for most place it is the director except BJC and gender equity. Any questions about being a subject matter expert. Set up meeting to meet them. People are more likely to go to a familiar face*

***Snyder:*** *Do you just establish yourself as a point of contact or check in too?*

***Kelling:*** *You don’t need to check in but maybe before their hearing check in about their materials, but maybe 2 weeks out from the hearing but other than that no need to check in regularly.*

* 1. **Focus Group Planning**

***Kelling****- Thing we discussed in fall was having focus group focused on facilities. What questions we want to ask, who should facilitate at the tables round tables with 8-10 people, perhaps a fee board member at each table,) The focus group in late October and November, the Board will have more info by this time.*

***Franklin****- I’m comfortable, and one of the questions should be what facilities do students use. Make sure there is diverse rep with these groups. Seen students using different resources than others and make sure we are reaching broad audience*

***Kelling****- Damon holding similar groups, pulls random subset of student body. We could consider having some invited attendees to these groups*

***Van Horn****- Talk about what we are considering and connect with faculty who do this a lot, for insight on how to structure it and be the best collectors that we can be-Theodore Alter is potential point of contact*

***Kelling****- Thoughts on how to engage priorities at these meetings?*

***Van Horn****- Look at priorities within context is this worth x amount of dollars on your student fee. Prioritize on what is worth doing or not doing at all*

***Kelling****- Ranking the projects thoughts?*

***Shi****- Might not consider how strongly it could make people feel. Some people could feel very strongly or not much emotion towards it at all.*

***Kelling****- Focus group instead of survey to capture this kind of information*

***Snyder****- Unfair to expect people to walk in in an hour and give them handbook to leave with so they are more informed*

***Kelling****- Thoughts on how long we would need and how long we can ask people who aren’t invested to come, or what time during day is better*

***Rodriguez****- Are we going to provide incentivization (food)*

***Franklin****- 1 hour to 1 hour and half*

***Boas****- 9 not 8 for breakfast*

***Van Horn****- Have two different times*

***Kelling****- Whether or not this group can do two, up to you all.*

***Robertson****- Are we going to break up the facilities projects into sessions/*

***Kelling****- Yes, I think we will want to cover all 6 so people have full ranking possibility.*

***Shi****- Should we do all in person or zoom participation*

***Kelling****- Up to us, could go either way, thoughts?*

***Sipe****- No hybrid*

***Terrey****- If it is zoom mandate that cameras are on, so people don’t come to just come, to provide engagement*

***Snyder****- See if they are comfortable with in person or not before inviting them*

***Boas****- Is it going to be even distribution amongst classes*

***Kelling****- yes*

***Shi****- Are we sure that the selected group of students covers different demographics*

***Bram****- Factor in year, year in school, ethnicity, gender, sample is randomized*

***Franklin****- Is there random email sent out to individual students, my concern is many don’t read their emails. Is there anything that can be sent out to remind people to see the email*

***Kelling****- We could invite half students from certain orgs and do half random, we can do that too. We have control over that*

***Bram****- we get around 100-120 people usually*

***Kelling****- Usually sent with nice format*

***Bram****- Sometimes sent as invitation from President Barron*

***Kelling****- Later in process, hopefully this will help next fee boards prioritize the structures of these budgets since they are going to be a lot of money. Hopefully this will promote what would you need to make this decision*

* 1. **Environmental Sustainability Fund Application**

***Kelling****- The application has gone out to variety of offices on campus. Held meetings with people who have submitted applications or planning to. Plan to post on social media about it. Sent it to: suitability institute, transport, OPP, food and dining, transportation, Sara thorndike and Damon VP student fairs, Director of hub, IT, HR, Athletics, student farm. Thoughts about better outreach?*

***Robertson****- Consider holding webinar and putting up posters in the hub (table or presentation about application process and how they could use the money)*

***Kelling****- As you are interacting, let people know about the deadline in December so we have robust group for pilot year. Last year we were developing the sustainability fund idea. But had master bike plan proposed under normal fee cycle, but as end of year we developed ESF and this fit perfect into that, not full application cycle last year. So, this is the first full year*

***Robertson****- That didn’t fit full 250,000?*

***Kelling****- there is that plus 80,000 for this year if we want to spend up to that*

***Sipe****- can we spend 250 plus what is in the reserve?*

***Kelling****- Yes. We could make that a little clearer. This year we have the 250 plus the 80 from last year. Any ideas on how to promote ESF*

***Wang****- How to decide the time of the amount of sustainability?*

***Kelling****- last year when we were developing this, 3 years is a balance for other projects to develop that may take longer, at same time want to be responsible for student fees, and decided on 3 years for that balance and not for committing fees for 10 years. Based on other facilities projects proposals, we went off of that for a timeline*

***Clayton****- In terms of advertising, if we have webinar we can have poster in hub or toilet paper as a resource*

***Snyder****-Have we considered researchers opinions? If we want to be more transparent with what we are doing maybe contact them for their opinions.*

***Kelling****- Where do we contact them? Do they have faculty*

***Van Horn****- I don’t know how good they would be at crunching the numbers for our projects because it has other factors of sustainability.*

***Snyder****- Is there potential to reach out to maybe the college of science to see?*

***Kelling****- Yes, I might reach out to some folks in Eberly*

***Van Horn****- I think we can leverage the offices to make sure they’re having student representation. I think we have the responsibility to be forthright with this fund that we can leverage our students’ connections with their projects.*

***Kelling****- I think we have found that balance already. I ask offices about their student involvement and there’s a wide spectrum of student involvement with them. Providing some guidance on where might there be operational homes.*

1. **Subcommittee Reports**
	1. **Facilities**

*No report.*

* 1. **Environmental Sustainability**

***Van Horn****- We met twice this summer, and we finalized initial emails to offices. Hub overseer, advisor of eco action, and ESI who forwarded it to, started webpage with rubric and box for people to request more info. Create presentation we can use continuously. On our agenda is finalizing the second application due in December*

***Kelling****- Standardization committee might want to have a look on that. Might be helpful to collaborate both committees. Might make sense for you to look at it then send over, but it’s up to you all. Guidance for website about what should be posted*

***Van Horn****- We will create document with what we can post*

* 1. **Standardization**

***Boas****- We met the week before school started. Went through different presentation and previous proposals. Max length of 12 pages on a doc, separate into sections and edition document independently. We will meet soon. Started to discuss appendences, what should be moved from main to appendences.*

***Kelling****- We need to finalize the material since we are scheduling hearings, it would be great if we could talk about the proposal next week*

* 1. **Communication**

***Robertson****- Meeting today 3:30 through zoom if anybody would like to come today. Discuss ideas for website, send doc to student affairs and hearing material to student body. Like to see other students leave drop box for comments and concern. Different projects for Gabby to work on with the committee.*

1. **Chair Report**

***Kelling****- One item last year with fee recommendation was to transfer childcare subsidy to student fee. Had meeting with Provost Jones, Damon Sims, and budget officer to talk about that. Haven’t heard final decision yet. Hopefully transition will happen this year or over the next couple years. UPUA legislation passed that affects us and will have formal conversation soon. Clarify role of chair-to facilitate and prompt conversation, recommendation is something to think about and everyone is equal member in this group. Any suggestions for additions to the agenda are welcome. Role of all of us as student fee members. Impartial and view point neutrality. Main responsibility of members in to be responsible to student fees and come in with open eyes and ears and not independent agendas. Mission statement- aims to improve and enhance (find on website)… Main role is to recommend distribution of student fee, with that comes strong commitment to being impartial.*

***Bram****- Read through applications as objectively as possible, and not bring in personal ideology. Don’t bring in certain ideologies, need viewpoint neutrality. UPAC funding speakers as an example. Can’t make judgment about context of speaker and this is violation of viewpoint neutrality. If students are offended, they can ask for refund of their fee. Inviting members of legal counsel to meeting.*

***Kelling****- October is all about facilities. Oct 1st student fee on fisher hall, facilities masterplan overview Oct 8, stone valley (walking trails and recreation activities), hub, Hub infinity group space. Monday oct 11- off cycle meeting, 6-7 pm meeting with DR from OPP, Sarah thorn dike, Joe Donchez, about proposal responsibilities. Listing orgs on website that you might be part of, let me know so I can put it under your name on website. Any agenda additions, helpful to know before meeting. Always happy to make agenda additions.*

1. **UPAC Chair Report**

***Clayton****- UPAC interviewing members, had first allocation meeting of this semester, went over 4 budgets*

1. **Communications Intern Report**

*No report.*

1. **Comments for Good of the Order**

*No comments.*

1. **Closing Roll Call**

*Meeting adjourned at 9:28 AM.*