 

**MEETING MINUTES**

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**Date: 12/3/21**

**Topic: Public Meeting**

**Present:**

**- Voting members:** Erin Boas, Najee Rodriguez, Schönn Franklin, Claire Kelling, Jake Snyder, Xiaoru (Tony) Shi, Latisha Franklin, Nora Van Horn, Sean Terrey, Megan Minnich

**- Nonvoting members:** Alexa Clayton, Yidi Wang, Kate Rutter

**Absent:** Noah Robertson (excused), Warren Sipe (excused)

**Agenda:**

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

*Meeting called to order at 8:01 AM*

1. **Adoption of the Agenda**

*Bike Master Plan Carryforward Vote added to “New Business”*

*Revised agenda adopted with no objections.*

1. **Adoption of the Minutes (October 15, 2021)**

*Motioned, seconded, no objections.*

1. **Public Comment**

*Public Comments submitted by email. (two emails)*

1. **Old Business**

*No old business.*

1. **New Business**

**Bike Master Carryforward Vote**

Claire: Transportation Services is requesting that their allotment be carried forward for use in early Fall 2022 semester or over the summer. Plan will go to the steering committee where it will be voted on and approved if it is approved by the University Park SFB.

**Vote passed unanimously**

1. **Topics of Discussion**

**Graduate and Professional Student Association (GPSA) 2021-2022 Overview**

Schönn: Going through the events, what we stand for and what we do. I am the president of GPSA. We are responsible for graduate and professional students. Organize events and programs for graduate and professional students. Facilitate communications between graduate and professional students. Regular meetings with leadership at Penn State. Have over 20 liaison positions. Link to resolutions so you can read for more information. 5 standing committees and added a graduate council student caucus. Judiciary is in charge of all of our elections. To date we were allocated $64,305 and allocated about $47,000. There is $16,944 remaining. End of the presentation. How the student fee board and GPSA values align. We ensure that student opinions are involved and encouraged. Accessibility, accountability and transparency, environmental sustainability, fairness, equity and inclusion, and justice. Make sure all our delegates reach out to students who feel they don’t have a voice. Any questions?

Latisha: Is the $15,000 going toward next semester events?

Schönn: Yes.

Nora: Are you expecting an increase next year when the allocation is up for review? And how much can it be?

Schönn: We have not always used all our allocated money but do anticipate to whoever takes my position next year to request an increase. Next semester, the workshop costs between 5,000 and 7,000 dollars with an end of the year of celebration of 13,000 but I predict a 5 to 15,000-dollar increase to be requested next year.

Sean: Can there be an average of the number of people who attend events?

Schönn: All events are affected around 200 people per event, but virtual events have been popular.

Claire: There’s a difference between the amount allocated vs what the fee board allocates. Why is that?

Schönn: When you look through the history, we included what we were allocated for the year plus carryforward.

Claire: Do you know if it’s been $59,000 allocation since 2016-2017?

Schönn: Yes.

Claire: Last year the handbook changed for election information sessions to occur.

Schönn: Starts with what GPSA does, goes through the positions and what they do in addition to the timeline.

**Student Legal Services Presentation**

Kelly: Start with an overview of pandemic trends. We are seeing lower numbers then last year and a flipped percentage of civil and criminal. Was always 40% civil and 60% criminal but has changed over the last year. What hasn’t changed is the student satisfaction at 97% and how the office helps students focus on academic work. Funding has been crazy and I’m coming in to ask for less. Added in a new service to utilize some other staff which is a big driver for what we spend money on. A majority of the money goes to salary. A salary freeze lowers the funds we need allocated. UPUA gave $5000 for name change vouchers last year, gets put away in a account. The name change process costs around $250. We have three vouchers left in the $5,000 budget. The conflict voucher pilot keeps it limited. We have to treat each student equally because we can’t choose to help one and not the other. Change drivers: driving costs up: Salary and other typical inflationary cost increases and expected increases as current legal research software contract expires. Driving costs down: resource sharing with new CWC services, travel expenses are still lower.

Claire: Is it correct that the UPUA allocation was $5,000? Why are you requesting that $4000 if the funds are being used?

Kelly: We know what the number of name changes per year used to be give or take a few. We are trying to hit it on the right spot but to start with $5000 and see how it goes.

Claire: In the spreadsheet is requests $480,000 but is it $485,000?

Kelly: 485,000 is the right number. It is significantly lower than we have asked for in the past.

Claire: In both this and last year’s proposals, 2 full time attorneys and 4 full time other staff. Is it more like 3.5 attorneys?

Kelly: We added a full attorney that focuses on the commonwealth campuses. Other attorneys in the office can help with commonwealth campuses to bring new skills to the table. Little bit of share back between attorneys.

Nora: I have referred friends, and everyone has had a positive experience. Thank you so much with all that you do to provide students with legal services. How can students support you? Do you see any other developments?

Kelly: Student support is awesome, and we are the only one expanded during the pandemic. We understand the value it adds and how much certain students need us. We are always asking students questions. How do we make sure everyone knows we are here? We are always spreading the word and awareness. It is always a continuous effort. Super hopeful this conflict pilot will be a go. Finding ways to get people who need a free consultation with someone when conflict arises even though it is a small percentage for us.

Nora: Do you think the pilot program will be institutionalized?

Kelly: There are absolutely expansions but it’s not right to start yet with the hurdles in the way. But hope that nearly all students can get consultations in some way.

Megan: Do you have any referral system in mind?

Kelly: Identifying all the attorneys and If they are willing to work for a smaller fee. Letting students choose from a list which will be the best way to determine who best fits the student’s needs. There are 5 people to choose from right now. See what they are okay with being their hourly rate.

Claire: We are about to meet with the BJC. Do you have any advice on what has made your advisory board positive?

Kelly: You can see overtime how important the advisory board is, but it may be hard in individual meetings. The advisory board is advising not getting directly involved. Ours is just 2 meetings a year that consists of students from the law school. We get enough applications, so we don’t do a lot of advertising for it.

Claire: Do you anticipate central funding will increase if funding increases?

Kelly: Fringes used to be paid separately but it changed to being paid per unit. That number doesn’t change really because it’s based on an old snapshot. We don’t anticipate changes. Commonwealth fringes are paid by the commonwealth.

Schönn: Do you foresee a need to increase the number of lawyers?

Kelly: No. I do not anticipate an increase. For 3 years pre pandemic, our chart went up, up, up, and then plateaued. Each attorney can take 500 intakes per year. 4 attorneys, 500 intakes and we don’t see intakes increasing too much.

**BJC Hearing**

Phil: I’d like to start the presentation with why we should continue this partnership. Continue to bring as must diverse quality live entertain events. Continue to be respectful with the allocation you entrust to us. Continue to be one of the most recognizable uses of the UPSFB allocations. Continue to bring really amazing events to campus at an affordable price for students. 2021-22 review: we had Bill Burr kicking off in December. We then had the hot wheel monster truck events where 850 students took advantage of the event. Kane Brown was in November where 669 students took advantage of that offer. Bert Kreishner where 425 students bought tickets. Billie Eilish, 486 are taking the student discount. Students were opting for the higher prices to sit on the floor. Covid-19 impacts: a lot of cancellations and rescheduled. Restrictions and mitigations with the mask mandates and testing. 2022-23 request moving forward: keeping the request of $200,000. We haven’t exhausted our allotment previously. Use of the rollover has been huge for us and utilizing that in the fiscal year. We’ll continue to give UPSFB the recognition it deserves. UP students get presales for all events.

Nora: Talk about the student advisory board.

Phil: We reached out to about 20 different organizations and heard back from 3. In the process of sending something else in the spring.

Nora: What organizations did you reach out to? Would love to see a public call maybe within the HUB. It might interest more students like first and second-year students. Advantageous to do a public call.

Phil: Moving on, SPA, gradate organization government, Black caucus, Latino caucus. I can send you a list of organizations I pulled from Claire’s list. Student fee back is the biggest thing.

Claire: Under a normal year, what do you anticipate the utilization will be next year?

Phil: If people are more comfortable and we can do it with local regulations but will be close to the $200,000 in addition to the roll over. We already have three events booked in the fall. Will get really close to exhausting that number.

Latisha: Is it expected that all shows will have that student discount or is there a limitation?

Phil: We will need the number of shows and what level of interest there is for a show. I don’t want to allocate too much money or not enough money for a singular performance. It is not an equal amount across the board because the shows vary. Some performers are against student discounts.

Yidi: How are you marketing the shows?

Phil: Based on the audience for that show. We use social media the most to promote the shows to students. Previously we could flyer every dorm with student discounts. In terms of advertising a show, there are radio and social media announcements as well as billboards and visual takeovers as well as newspaper advertisements.

Claire: Can you tell us more about you using the stamp?

Phil: We put it on any print we use for the events. We used to put them on the hard tickets but as we move away from using hard tickets but it’s on the ticket purchase and we keep it just to UP students. It also has callouts on social media posts. It’s written out on the tickets because you can put images for the stamp.

Claire: Use of roll over. How does that work? Did you spend it before or after the fiscal year?

Phil: We went on sale in the spring semester so used it from the 2020-21 allocation which opened it up to more students for our 2021-22 fiscal year.

Claire: January 15th deadline for ESF recommendation. Hearing from student orientation and transition.

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

*L. Franklin: No update*

* 1. **Environmental Sustainability**

*N. Van Horn: Scheduling end of the year/cycle meetings*

* 1. **Standardization**

*S. Franklin: No update*

* 1. **Communication**

*N. Robertson: No update*

* 1. **Zero-Waste**

*Nora: Sent an email out and pushed back the deadline.*

* 1. **Equity Fund**

*Najee: No meetings before the break.*

1. **Chair Report**

*C. Kelling: Not in town next week for hearing events. Jake will lead the meeting. Don’t forget about the off-cycle meeting on December 7*

1. **UPAC Chair Report**

*Alexa: No report*

1. **Communications Intern Report**

*Kate: No update*

1. **Comments for Good of the Order**
2. **Closing Roll Call**

*Meeting adjourned at 9:43 AM*