 

**MEETING MINUTES**

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**Date: 12/7/21**

**Topic: Public Meeting**

**Present:**

**- Voting members:** Xiaoru (Tony) Shi, Sean Terrey, Jake Snyder, Latisha Franklin, Warren Sipe, Erin Boas, Nora Van Horn

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

**Absent:** Noah Robertson (excused), Claire Kelling (excused), Najee Rodriguez (excused), Megan Minnich (excused), Schönn Franklin (excused)

**Agenda:**

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

*Meeting called to order at 8:02 a.m.*

1. **Adoption of the Agenda**

*Motioned, seconded, no objections.*

1. **(No) Adoption of the Minutes**

*Motioned, seconded, no objections.*

1. **Public Comment**
2. **Old Business**

*No old business.*

1. **New Business**

*No new business.*

1. **Topics of Discussion**

**Erin’s presentation**

UPUA team: Mission to be the voice that represent for all Penn State undergraduate students. Values include accessibility, accountability, transparency, environmental sustainability, fairness, equity and inclusion, and justice. Have open elections in the spring, 20 at large representatives. Order of the executive branch: president, vice president, chief of staff, executive directors, the department, and directors of communications and outreach. Order of the legislative branch: speaker of the assemble, chairs, vice chairs, group seats, and representatives. Order of the judicial branch: chief justice, other justices, and judicial clerks. They review all the potential community group seats in UPUA. Last year they had an allocation breakdown of 150,000, about 130,00 from the fee board. Fee usage: type 40 comes from the fee board which is spent on programs and events, co-funding, co-sponsorships, as well as rebranding and website redesign. Type 30 usage is used for internal development, professional development, and salaries positions. Example of how we use our type 30 money, two paid positions as well as a secretary. Working with downtown organizations to build up UPUA. Rebranding and website redesign was done in Summer 2021.

Tony: On average for each of your running events, generally how many students will participate?

UPUA: It typically ranges depending on the event. Each event is targeted at different groups and individuals. The programming work touched 2000 to 3000 which is one of the larger events. There are smaller, more target events as well that have a small number of students.

Nora: Are events open to grad students? With the new director of financial transparency as the tools available publicity? Is the budget available online? Do you think that the UPUA will need an increase in its allocations to UPUA?

UPUA: All events are open to the public. Plan is to have it be public next semester. Budget is available online. 20,000 left in budget in the previous years prior to the pandemic. I think there will be some sort of increase this year because of the amount we are trying to grow our organization.

Latisha: What is your interaction with Schönn’s organization?

UPUA: We want to do a lot of work with Schönn and we are constantly in contact about student needs. We meet biweekly where we collaborate on our agendas.

Jacob: I saw in the 2017/18 spending there was nothing listed.

UPUA: That was went to be updated, 2017/18, 58000 dollars remaining and 2018/19 was 27000 dollars remaining. I can get the exact numbers.

Yidi: How do you use suggestions from the student body?

UPUA: Someone reaches out to someone in UPUA, and we bring it to legislative committees to see where it fits into our existing events then it brought to the steering commitment if an event doesn’t exist. It goes across all the branches. The website will have an outlet for suggestions and questions for UPUA. We make it open to all undergraduate students. We have open student forum as well.

**Student Orientation and Transition Programs Presentation**

Ben Giuliana: Welcome programs are designed to support new and returning students in their ongoing transitions through intentional activities events and programs. Students should be able to navigate campus, engage with faculty in and out of the classroom. Red numbers are directly affected by Covid-19. Allocated $36000 in summer 2020 but only spent $2152. In summer 2021, $36000 was allocated and $55007 was spent. Put money was fall and spring into the summer to welcome students back to school. 2021/22 $36000 was allocated, asked for $54000 in fall 2021 which is less than in previous years. Student population for fall 2022: 9,000 first year and transfer students, 2500 new change of campus students and 38,000 returning students. Estimated to have 6,000 graduate students. Annual programming includes paw points information sessions, 2nd-annial equity and inclusion carnival and president’s new student convocation and late night. Total request is $49,000. Every fall we hold a “results will vary” encore presentation which is a musical performance by Penn State students for Penn State students (hope it’s coming back for fall 2022 and requesting $15,000 for this presentation). Spring welcome 2023: movie night, event at Pegula Ice Arena, etc. Request is staying at $7000. Summer welcome in 2023: Disney karaoke, welcome fest, etc. Requesting $38,000. Total request is $109,000 which is $7,000 more than traditional pre-Covid requests due to the carnival, efforts to expand, bringing in primary programmers for spring and summer welcomes, start-up costs for “results will vary”, etc.

Nora: Is there is a rationale for why the fee board stop funding promotional aspects?

Barry: The fee board decided they didn’t want to fund promotional aspects of groups requesting money. I will look more into it for you.

Yidi: How do you get intact with students? Is there any focus on international students?

Ben: We try to use social media as much as possible and putting up flyers around campus. There is a daily email from welcome week for new students. We also use org central to advertise to students. We also coordinate with residence assistance. We have international student organization done through Penn State Global. We have a large number of new international students in the spring. We monitor the makeup of the class coming in and we work with Penn State Global to have activities as well.

Warren: Why are you requesting a decrease for fall 2022 when you used all the money in fall 2021?

Ben: It doesn’t include the “results will vary” request. It’s the $49,000 plus the $15,000 for the full fall request.

Latisha: How many students do you serve in the spring and the summer? Is the full number including returning students the entire number of students you service? Do you service graduate students?

Ben: It varies but right now we are expecting 550 in spring 2023 and 350-400 in spring 2022. About a quarter of the incoming class comes in in the summer which is about 2000 new students and 8000 returning. Not all students will participate but they are welcome to all of the student population at UP at the time. There are members on our committee that are graduate students that are always looking out for that population.

Alexa: How do you include the student voice?

Ben: We have a welcome week student coordinator. We sketch out what events will be interesting to student then she uses her network to make sure the events are not only interesting to two people. There is a student leadership team as well to show student voice and opinion. We try to get students involved in every aspect.

Nora: Don’t forget to put the stamp on the promotional events.

Ben: We have it written on our website where images can’t be added.

**The Council of Commonwealth Student Governments Proposal (CCSG)**

Aakash Viramgama: Today we are going to describe and provide a breakdown for the operations that require funding. The UPFB allocation funds go to supplies, the retreat, etc. The retreat is a team building even which typically takes place in the summers but now takes place during first semester to provide a platform for student leaders to gain new skills and introduce themselves to one another. Our central staff is made up of UP students. Funds go to nametags, office phone, flyers, archives, etc. (staff supplies). The allocation allows for numerous bonding and leadership sessions, as well as events such as the exec-board UPUA event where we host speakers, leadership sessions and hand out contracts. Our values are accessibility, accountability, transparency, environmental sustainability, fairness, equity, inclusion, and justice. About $4500 has been spent out of the $5000 we get. The image showing our budget isn’t working today but that is the assumption of the costs. CCSG is made up of both student representatives from Commonwealth campuses and UP students which comprise of our central staff to allocate on behalf of the Commonwealth. The UP allocation supports our staff which in turn helps promote advocacy and initiative for about 30,000 students.

Nora: There is a $400 line-item budget for awards which isn’t allowed. With the CCSG event, do you plan to put it in internal budget rather than money from the student fee board?

Aakash: I was not made away but we are going to switch that out as one of the rooms booking rather than awards. One of the reasons we use part of the UP part of our budget, because in theory the retreat is open to all Penn State students. CCSG has never turned down an applicant unless they had an academic issue. We are looking for ways to cut down the cost of the retreat. We use the UP budget because we open it to all the staff and believe the budget is needed to go toward the retreat. But in the coming years we want to move bits and pieces of it to reduce the amount of money used from the UP allocated budget.

Erin: In respect to the 2020-21 spending, in the 8-year spending document it says you only had $4 left but in the actual line item it seems to be about $1000

Aakash: I will follow up with my accountant manager

Latisha: Office supplies was $750; do you foresee yourself using the rest of that money because in the past you requested less money for office supplies

Aakash: We are using whatever we had from last year but next year we see that being a big chunk of our budget (waiting for reimbursements right now).

Nora: Do you think you will request an increase?

Aakash: We think that next year we will want to revamp an increase but for now I don’t think we will be asking for any kind of increase or decrease in the budget. I will include everything in my transition report.

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

*L. Franklin: No update*

* 1. **Environmental Sustainability**

*N. Van Horn: Deadline is today*

* 1. **Standardization**

*S. Franklin: No update*

* 1. **Communication**

*N. Robertson: No update*

* 1. **Zero-Waste**

*Nora: No update*

* 1. **Equity Fund**

*Najee: No update*

1. **Chair Report**

*C. Kelling: (Jacob today) Last official in person meeting*

1. **UPAC Chair Report**

*Alexa: total amount requested is 2 million dollars*

1. **Communications Intern Report**

*Kate: No update*

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

*Meeting adjourned at 9:50 a.m.*