



Student Fee Board

## MEETING MINUTES

**Date:** 10/14/22

**Topic:** Public Meeting

### Present:

- **Voting members:** Lawrence Miller, Xiaoru (Tony) Shi, Jada Quinland, Noah Robertson, Yidi Wang, Brian Johnson, Conor Kelly, Ava Philips, Najee Rodriguez, Sydney Gibbard, Dallas Zebrowski, Cierra Chandler
- **Nonvoting members:** Alexa Clayton, Zander Golden, Jolinda Wilson, Barry Bram

### Absent:

### Agenda:

#### I. Call to Order and Opening Roll Call

Meeting called to order at 8:00 a.m.

#### II. Adoption of the Agenda

Motioned, seconded.

#### III. Adoption of the Minutes (October 7, 2022)

Motioned, seconded.

#### IV. Public Comment

Noah: College of the Liberal Arts senior said, "As you all know Gavin McInnes will come to Penn State. Political violence becoming even more normal in our discourse. Concerned around SFB's

roles around appeals for allocations and new decisions. UPAC elections rarely feature a single candidate. These members largely appointed through applications, not elected by the student body. Student body can still take issue with UPAC decisions. UPAC not accountable for student body's governance - source of funding. If in violation the handbook should be amended, allocation committees should be able to be held accountable.

Lawrence: Could be a way to go about this. One foreseeable problem is time intensiveness, setting up an appeals board. Someone could be trigger happy - all or none. This isn't a bad idea or impossible to implement. See if he wants to draft some language, and we can bring this up to the board.

Alexa: UPAC is open to anyone joining. The way that someone joins is through an interview. Almost everyone who interviews is able to join. I don't think it's fair for any allocation, if student population disagrees, that they can appeal it. What we did was not wrong. Yes, Gavin McInnes is a terrible person, but we can't go off of our own beliefs in terms of our decisions. We need to stay viewpoint neutral. I have a class with that senior, and I will schedule a meeting to explain my side of things. I see where he's coming from, and what I say to that is to join UPAC. I don't think there's a complete understanding of how we allocate our funds and why we have to be viewpoint neutral in doing so. Want to see if there's anything we can change.

Lawrence: Many organizations are moving. Someone sent out a letter: "we can't do much, but we don't like him." Ultimately, we can see how this conversation goes, but this is an important topic this year.

Jada: The university released a letter, and it explains well why they feel their hands are tied.

## **V. Old Business**

## **VI. New Business**

### **A. Operating Guidelines Changes**

## **1. Language about the Removal procedure**

## **2. General Formatting**

Lawrence: For new business, changed language of removal of member. Added that member can defend through a pre-written email. Motions?

Motion to vote, seconded.

All in favor, no objections, no abstentions.

Lawrence: That will be reflected as we move forward. The biggest thing we're voting on is I alphabetized this list and added spacing. Any motions to vote on changes?

Motioned, seconded.

All in favor, no objections, no abstentions.

Lawrence: Those will become active immediately.

## **VII. Topics of Discussion**

### **A. UPAC Presentation**

Lawrence: UPAC is here to give us a presentation.

Dani: I'm the Director of Communications for UPAC.

Chris: I'm Chris, I'm an allocating sub-chair.

Dani: What we do as UPAC is to objectively allocate a portion of the student initiated fee. We fund travel experiences, equipment, and other items requested by UP students. We are most passionate about enhancing student life and adding value to out-of-class experiences.

Chris: We fund programs, travel experiences, operational expenses, media, and equipment. Programs consist of any kind of gathering that enhances a student organization's mission. Events must be open to all UP students. We fund 90% of whatever their total budget is. For example, we don't fund food items. Each student organization may spend up to \$20,000 on honoraria each year.

Dani: Next is travel. This cannot be for networking or conferences. One of the main criteria is how a student will bring knowledge back to Penn State. Each student organization gets \$5,000 per academic year. We only fund transportation, lodging, and registration. For international, we only fund transportation.

Chris: Equipment are items or expenses that aid an organization in completing their primary purpose. This is \$5,000 per year. They must be placed in University approved storage spaces.

Lawrence: Question, at end of year, if that item and inventory is not being used, do you repossess it?

Chris: It's up to the organization. But decisions are making sure we're judicious with the student fee, but also making organizations accountable for maintaining equipment.

Jada: Do you fund individual travel for conferences?

Chris: There is a \$500 cap per academic year. Students who have a professional conferences, they can be in an individual funding request. A student can get funding three times a year.

Jada: If there is a conflict and the student receives from other places, are they ineligible for funding from UPAC?

Chris: Students can be funded three times, including independent and via UPAC.

Dani: Next is media. Materials must be distributed to UP students. This includes expenses associated with producing the content. The cap is \$10,000 per academic year. The deadline is December 9th.

Lawrence: The media must be distributed to UP students only?

Dani: It's up to the student org. As long as the general focus of the funding is toward the students.

Chris: Next is operational expenses. Basic office supplies, printing, and more. We can fund up to \$50 per academic year. Deadline is Dec 9.

Lawrence: If you hit that cap, do people dip into their equipment fund?

Chris: No. The operational expenses are those we cannot fund through other requests. Equipment is different, and office supplies are only for operational expenses. Ink would also be an operational expense, for example.

Dani: the deadline is at least 40 academic days before the experience. UPAC is reviewing their processes. People/organizations cannot commit financially unless they receive funding. They cannot be requesting funding from other organizations.

Chris: Once organizations pass the initial funding request, UPAC will contact them to walk through the next steps. If request is under \$15,000 and the organization has requested similar funding before, UPAC can fast-track the request. But for other requests important to come to the committee, then we will review it as a committee. Most budgets are above that \$15,000 cap. So in order to gain permission, they must bring to the committee. The budget will be reviewed within 4 academic weeks.

Dani: They get a notification of approval through OrgCentral and via email. We do have a handbook we have to follow. Once they get an email, they are able to start purchasing items.

Chris: Now we'll show you a video of how to submit a UPAC budget request.

Click on organization icon in left side of screen, and pick finance tab. This will pull up the budget request page. Select create budget request. This will bring up all the currently available budget request forms. Each have different criteria and questions. The next step is to fill out the form. There are 3 categories: request, additional information, and budget. Once you get through additional information, you can click blue "submit" button, and that will submit your budget. Email is [upac@psu.edu](mailto:upac@psu.edu).

Lawrence: Can I get a download of this through Canva?

Sydney: Can only certain members request funds or be contacted?

Chris: It will be the treasurer or a UPAC representative.

Jada: All orgs have a representative from UPAC?

Chris: They should. It should either be the treasurer or representative.

Jada: Is there anyone for GPSA?

Chris: There should be a GPSA-elected UPAC representative.

Jada: Currently, there isn't one that we elected.

Lawrence: Do you have purchasing cards?

Chris: They can use their own personal credit card and get reimbursement, but there isn't a p-card.

## **B. Initial Language for Proxy Chair Position**

Lawrence: Anything green is an addition, anything in yellow is a change. No language in operating guidelines is the language of a proxy chair. "...Subcommittee chair must be chosen. They will have responsibilities of preparing transition documents, giving reports, scheduling and leading meetings, and working with the chair.... "

Jada: What do you mean by a proxy subcommittee chair?

Lawrence: In case they're not available. They should be appointed by the sub-chair.

Jada: Shouldn't it be open?

Lawrence: Yes, added "subject to change" to appointed by sub chair. We have subcommittees, do we want to change to committees as this is our operating guidelines? We will vote in next meeting.

Tony: Will this be put in the handbook?

Lawrence: Yes.

## **VIII. Committee Chair Reports**

### **A. Communications**

Sydney: Just sent out a Doodle poll and plan to have that presentation we talked about. Also going to update Kacey about website changes, and we can talk about implementation and talk about general editing.

## **B. Equity Fund**

Equity fund documents are on Teams. Additionally, we're having a Penn State article be released next week, marketing the fund. I had a call with someone from Housing and Food Services and will be looking into grants that subsidize some dorm rooms. She was also equally inspired by a trip to Abington, talking to 2+2 students and how they struggle to find housing. I also did a follow-up with Ron about utilization of the equity fund. It'll be interesting to see the expenses they come up with. Pertinent administrators have been informed.

## **C. Internal Development**

I sent out a Doodle poll to settle a general meeting time. Please brainstorm ideas about changing operating guidelines and the Equity Fund. That'll be the topic of discussion.

## **D. New Fee Request**

Dallas: As of today, my subcommittee has two weeks to submit a draft of how we will choose which fee requests move up the chain. If they drafts are submitted on time, that gives subcommittee a week to discuss to develop a unified draft, and two weeks for ID. Following December 9th deadline, we will review new fee requests.

## **IX. UPAC Chair Report**

Alexa: So far, UPAC has allocated \$1.7M. Last week, I spoke about how UPAC is funding a program called "Together We Are." Lion Ambassadors, Blue and White, and the Indigenous People's Association are those that requested funding.

## **X. Chair Report**

**A. ID should work on ordering the Operating Guidelines.**

**B. Update from talking with Steve**

**C. SME make folders**



Lawrence: Our operating guidelines are in a weird order. We don't have an introduction. So changing the guidelines so that it reads better and adding an introduction is something the ID committee can think about.

Brian and I had a chance to talk with Steve from Campus Rec. It went pretty well, and Brian will start reaching out and get information for him.

As of right now, I assume we're good with communications for SME. If you need information like past justification letters, just reach out to me. If you get information from there, I prefer if you made a folder within subject matter materials and throw the information in there. If your office has problem with funding or justification letters, just tell them to reach out to me.

There may be moves from Andrea, AVP for Student Affairs, as far as a committee between faculty and students thinking about how fund is being dispersed and the times it is not. We'll move forwards as if it won't happen this year, until I get more information.

## **XI. Comments for Good of the Order**

Sydney: Two things. From last year, it's helpful to update the Student Fee Board. I did have a meeting for UHS with Andrea and the new UHS director. They are thinking seriously about a help fee, which is a portion of the student fee, not in addition to a student fee that students pay. In the process of benchmarking what services the fee would cover - like basic needs, what UHS already covers, STI testing (already funding by SFB). Many players in conversation. Student Affairs doesn't expect SFB to make big change in one year, but rather incremental changes. Trying to be respectful of that conversation. UHS as a body is not doing well financially. They are pretty transparent that already now, part of appropriations already go to UHS. Not getting same return from insurance companies than pre-pandemic, so some talk that SFB doesn't fund things that tuition also covers. So trying to be clear about what SFB will be funding vs. tuition. UHS's budget, student fee deadlines, tuitions, appropriations - many considerations, which is why we'll most likely see a phased approach. One of the things is they'll have to work with Dallas as well.

Last thing is getting student input on basic needs. I don't think they'll rely on students for idea generation, but rather, present options - whether through health and wellness board or focus group.

Lawrence: They need to remember that whatever fees they have this year has to be used this year.

Also, made a template for subject matter reports for agenda. If you have anything, just send to me.

Sydney: This is related to the equity fund. There's two projects I've heard of that are interested in using the equity fund - laundry fund (subsidizing cost of laundry for students in different areas - Pollock). But student fees must be used for projects open to all students. All student fee board funds have to be open for everyone to access, correct?

Lawrence: Yes, but there are exceptions that can be made. There would just have to be a good reason why it's not open to everyone.

Najee: For pilot programs, geographic proximity may have an influence. From what I've heard, they're not tying it to a card. But idea of having Pollock is that IT would be able to circumvent that so that subsidization could be covered technologically. But I don't know if they'd be willing to put in infrastructure report.

Sydney: Also they thought about Lion Cash gift cards. But there would be no one to monitor that.

Lawrence: If someone is related to housing, it will exclude big parts of the student population. Just be careful because I see problems with housing. Could also start writing down these exceptions.

Zander: Could we go to ID office and allow student to go to Pollock?

Lawrence: Only thing is that there would be security concerns.

Sydney: Other thing is project for free menstrual products, piloted in the HUB and library. Neither have accrued high amounts of cost. They're average \$70 a month to restock and haven't seen abuse of the program. So the concept is to expand that to all of campus. About 2,000 dispensers, so it would require a labor cost to change dispensers. There's a couple other factors and costs - per product cost, vending machine cost (per vend cost of \$15). For ESF, do you prefer to have one-time projects?

Lawrence: Language states preference is given to projects with timeline of year. But a project lasting multiple years will not reduce chance of being accepted.

Najee: Didn't want to put pressure on putting in a standing fee or to have their fees revoked in future years for equity fund.

Noah: Project should definitely be completed within 5 years.

Sydney: The labor would be within one year, but restocking will be for multiple (but could be requested for just one year).

Lawrence: With Law School, there are no dispensers. It is a consideration to have a stipulation that they will look into alternative funding so that it is covered somewhere else (e.g., so SFB will start tapering).

Sydney: Also looked into ways University can contribute. OPP would be willing to take that on, just as they restock toilet paper in bathrooms.

## **XII. Closing Roll Call**

Meeting adjourned at 9:04 a.m.