



Student Fee Board

MEETING MINUTES

Date: 2/24/23

Topic: Public Meeting

Present:

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

Absent:

- **Voting members:** Jada Quinland, Yidi Wang, Zander Golden

Agenda:

I. Call to Order and Opening Roll Call

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

II. Adoption of the Agenda

Motioned, seconded.

III. Adoption of the Minutes (February 17th, 2023)

Motioned, seconded.

IV. Public Comment

V. Old Business

VI. New Business

A. 8:15-8:45 - Ava Starks - Pollock Halls Pilot Subsidized Laundry Program

Ava: Began as a passion project, worked with Sydney and Najee as well as other organizations on campus. Reached out to gauge program interest and funding opportunities.

As President of Penn State's Black Caucus, wanted to reach students of color. Was recommended Pollock Halls, which historically houses many scholarship students and underrepresented demographics. From this point, I, along with Najee and Sydney, talked to the Penn State ID Office, and the Association of Residence Hall Students.

College students face many financial concerns during their time as undergraduate students. This program would allow a certain amount of free swipe access. Students who express need would have access to this laundry service in Pollock Halls. Don't want students to misuse service. If this is successful, hope is that this can expand to all housing facilities.

This allocation will help students with basic needs. Having laundry service covered through tuition would benefit those struggling financially.

Budget recap and timeline. About 3,000 students in Pollock. 15-20 loads in a semester. \$27,000 total cost in a semester. For two semesters, the cost would be \$54,000.

Values and weaknesses identified by stakeholder groups. Accessibility, fairness, equity and inclusion & justice. As for weaknesses, accountability and transparency - counting on students to participate as needed.

SIF is appropriate funding for this project. The main goal of this program is to assist students in need. Having clean clothes is a necessity.

Lawrence: This would be a stipend for students, but students will receive money they would be able to use on anything, correct?

Ava: Yes, there would not be a way for us to see how money will truly be spent.

Sydney: How will students be assessed on need?

Ava: A lot of data of who we should be reaching out to was based on food insecurity survey. We would want to reach out to those students first.

Cierra: Is it possible to have credit allotted weekly, instead of one semester?

Ava: I haven't looked into people getting weekly.

Alexa: Is this a separate card?

Ava: It would be normal Penn State ID card.

Alexa: Would it be added to LionCash?

Ava: Yes.

Jada: Can the ID Office see where swipes are going towards?

Ava: That's something I can ask.

Lawrence: How would we know pilot program is working?

Ava: Working with the ID office to determine how we can go about the accountability, but this needs to be assessed after one semester.

Cierra: Is this exclusively for Pollock students?

Najee: Up to those in administration to see how they logistically go about it.

Lawrence: Najee will be your main point of contact moving forward. Let him know if anything changes.

B. 8:45-9:15 - Cindy Reed - Graduate Student Community Space

Landon: Past president of MEGA

Cierra: Current president of MEGA

Maria: Secretary of MEGA

Luis: Workshop coordinator

Cindy: Assistant Director for Student Research in the College of Engineering, Advisor to MEGA

Landon: We foster recruitment and retention of all students with a focus on underrepresented graduate students in all STEM fields.

Graduate and professional student community space will assist graduate students outside of the classroom and laboratory. That would be a space for students to come in and have a sense of community and belonging.

Cierra: Why is this space necessary? Lack of an existing space. Because of that, there is a need to build a sense of community and belonging. According to 2018 Community survey, over $\frac{1}{3}$ of graduate and professional students expressed dissatisfaction with community and belonging. In addition, we want to stay competitive with other top universities. Universities like Purdue, Cornell, and UPenn all have coordinated spaces for graduate students.

Wanted to do a smaller survey, reached 120 graduate and professional students. Sent out to graduate communities and student organizations. Asked would you value having a graduate student community space? 90%. 85% said it will allow them to feel a sense of belonging.

How will the space be utilized? Studying, town halls, meditation/prayer, recreation, mentoring, hosting meetings.

Luis: Space renovation costs - reconfigure an existing space in the College of Engineering. Includes demolition of wall, painting, electrical. Total is \$70,200. Additional options include flooring and a drop ceiling. This is mostly cosmetic. Total sum here comes up to \$54,000, separate from \$70,200. Next is new furniture to furnish the space. This total is \$60,550. Potentially could be a lower estimate. With these 3 items, the total is \$184,750. Costs for a project of this scale have been reduced by as much as 90% due to the reuse of an existing office space and many of its features.

What does this space look like? Included a layout. Kitchen, eating area/study area, collaboration space, lounge, conference room, office. Maximum capacity is 62 people. Additional features include access to a laser printer, locker space for a non-perishable food pantry, and a clothing swap closet. Most of work will be done this summer, when current occupants move out.

Maria: Testimonials include experience at Purdue University, which had a space for graduate students. Another graduate student thinks this initiative can increase the level of communication between graduate students and faculty - also building a safe space for students.

This is an investment in a valued part of the Penn State community. This will enhance wellbeing of Graduate and Professional Students, make Penn State more competitive among other universities when recruiting students, demonstrate Penn State's support of the graduate student's holistic experience, and increase retention.

Lawrence: I know one of things you had would be a swipe door. Would that be for just engineering students, graduate students, or everyone?

Cierra: It would have to be open to all students. Purpose for swipe access is for security. But we can work with ID office to make sure it's open to everyone.

Landon: Would also be able to know who was there for security purposes. Also help make sure space stays clean.

Najee: Given graduate space in other universities, think we see clear need of sense of community outside of classroom, especially for underrepresented students. Do you have plans on reaching out to Liberal Arts students - wanted to gauge collective bring in of all graduate students?

Cierra: I think that we plan to be more intentional with advertising space. When we sent out the survey, we received positive responses across all colleges. Biggest barrier is location, but hopeful that we have future spaces dedicated to graduate and professional students across campus.

Maria: Our organization also holds events with other students from other disciplines.

Tony: In 2021, Board of Trustees approved a demolition of the Hammond building and reconstruction of West campus. Is demolition still ongoing? Is there another space, in case Hammond is demolished?

Landon: There is no space for graduate space in West. Hammond is scheduled to be demolished in 2029, so we have another space planned. We have another location in Sackett that is going to remain. Temporary location is in Hammond.

Tony: Does this proposal only include Hammond renovations?

Cierra: College of Engineering wanted to see utilization of space. This proposal is guaranteeing students will always have a space in an engineering building.

Jada: Will you be stationed in this space? Will you have an org office space?

Cierra: It's open. There's no designated organization space.

Jada: What will 229A office be used for (referring to layout)?

Cindy: That space will not be a part of graduate student space.

Jada: Are you planning to partner with graduate school leadership for outreach to non-STEM students as well?

Cierra: Yes, there are plans, and they've been along the way.

Lawrence: Under accessibility, you will keep food items stocked. How will you fund stocking?

Cierra: There's a partnership between the College of Engineering with different University offices that will help stock school supplies. Also maybe we'll leverage Lion's Pantry.

Lawrence: So what you're coming to the board for is mostly renovations?

Cierra: Yes.

Najee: For University units, they offer a feasibility study for University projects. Was this a voluntary mockup or did College of Engineering help with that?

Landon: That drawing came out of their office.

Lawrence: For space when it's done, would you have to pay to clean?

Landon: Part of University duties.

C. 9:15-9:45 - Andrew Gutberlet - Zero-Emission Fleet Implementation

Andrew Gutberlet: Manager of Engineering Services

XB Hu: Professor of Civil and Environmental Engineering

Krista Bailey: Sustainable Campus Strategist

Meghan Hoskins: Director of Operations and Partnerships at Penn State's Sustainability Institute

Cecily Zhu: Sustainable Transportation Program Manager

Rob Demayo: Director of Transportation Services

Victoria Butler: Student Intern

Victoria: Penn State currently emits 6,000 metric tons of carbon from the transportation sector. Our team has identified the necessary vehicles and needs your help to provide the money to hire a consultant. Zero Emission Fleet Implementation plan strives to eradicate carbon emissions for the betterment of campus. Work with Sustainability Institute to create an implementation plan, wanted to partner with Student Fee Board to gain more student perspectives.

Transportation Subcommittee called for transition from fossil fuel to electric vehicles before 2035. OPP currently uses Nissan Leafs, powered by solar panels, donated by the graduating class of 2015.

Some background on overall problem. 25% of all emission on campus comes from transportation. Need someone to come in to consult for us - budget, timeline. A partnership would be able to gather student opinions and opinions on feasibility.

If we decrease CO2, allows for better breathing, creating safer and more sustainable environment. Student involvement is one of key pieces. We could bring in two more undergraduate interns to prepare the zero-emission fleet plan. A Student Sustainability Advisory Council will give feedback of plan throughout the process.

Our allocation request is \$80,000 for consultants. Student wages are \$40,500. For promotional materials, \$4,500. Our total request is \$125,000.

Our timeline. In 2023, hire interns, work with steering committee of SFB. In 2024, working on requests for proposals, consultant fees. In 2025, we hope to finalize the plan. We want this to be expedited, we plan on immediately getting this back to the campus.

Our goal is to begin work by developing a comprehensive plan to implement electric vehicles into the fleet. Hired consultant will work closely with university faculty, staff, and students to develop the Penn State fleet electrification implementation plan and roadmap. Involving students will allow us to gain feedback on our goals and better the Penn State community. This project will increase the awareness about the campuses effort to improve our sustainability.

Our project team is working to reduce the amount of carbon emissions through the switch to an all-electric fleet. Increase awareness, bring sustainability on campus.

Najee: I was curious on elaboration on if University is providing any central funding.

Rob: Project total is \$300,000, already put towards. This funding will dovetail nicely with that. Right-sizing and electrification (high-level review). In terms of vehicle purchase, there are grants available in terms of vehicle purchases, when it comes to replacing the fleet. Looking to centralize that process.

Jada: Are you hiring on graduate students as interns?

XB: Already graduate students working on theoretical part. Contributing time and money to support undergraduate students.

Cierra: On your slide, it says 25% carbon emissions on campus come from transportation. Does that include CATA.

Andrew: Yes, dominant part of carbon emissions come from commuters, driving every day. That drives the majority. Some of CATA is included. The loops, which are specifically for Penn State, are very small part.

Rob: CATA will be compressed natural gas. Shuttles are university property. Opportunity to electrify those vehicles. Also opportunity to electrify blue buses.

Lawrence: Is any of funding going to come from fines?

Rob: Fines go toward student scholarships and other areas, but not any money that we receive. But we could, if there was a desire. We could make a proposal for those student working funds.

Najee: Out of curiosity, what does consultancy search look like?

Andrew: We'll put together a request for a proposal. Also a proposal for qualifications. Companies will show us work they've done for other universities. A dollar amount will be attached then to a proposal, companies will then bid. Students will review best value.

Jada: Is this for one year or two years? Consultant costs.

Andrew: That is for the deliverable.

Jada: Look for student considerations, is that part of the steering committee?

Andrew: Interns we bring on board will be a part of that selection. Offer someone from Student Fee Board or Student Sustainability Council to be a part of the process as well.

Cierra: Where do you recruit for interns?

Meghan: Open to suggestions, but on the University job site.

Jada: Maybe also Career Services.

Najee: For our standpoint, we have to sell partnership students and universities are having with each other. Pushing for blue fleet to become electrified. I do see benefit of connecting that with what's happening now. I know Penn State fleet will benefit. Better show connection between sustainability and student connection.

Meghan: Trying to think about what University owns and how students see it - food truck, blue buses, shuttles, trucks that deliver foods.

VII. Subject Matter Reports

A. GEC

Lawrence: Yvette reached out to me asking for permission to utilize \$350,000 leftover to buy a new couch. I approved it. Any concerns?

B. Student Legal Services

Dallas: For Student Legal Services changing their request, how should I go about that?

Lawrence: That would go into the recommendation you put together for the board. It's the responsibility of the subject matter expert to see if anything has changed since they presented. It's up to your best judgment. You start with how much of funding they should get. After this meeting, we'll talk about how that'll affect recommendation process. For Student Legal, which is asking for more funding for rent, you would say: "I would recommend this increase to how much they originally requested."

VIII. Committee Report

A. Facility

Cierra: They started a bid for architects for 3rd floor renovations.

IX. Committee Chair Reports

X. UPAC Chair Report

Alexa: UPAC allocated \$2.9M. The way we fund Movin' On is different. We fund them for next year. Total amount is \$740,000. Last year, it was \$700,000. In our own request, we asked for \$750,000 for Movin' On.

XI. Chair Report

Lawrence: We're going to be creating list of questions for all offices and hearings. If you have any questions, then please put that in the Deliberation Materials folder in our Google Drive. If subject matter experts could set up those documents by the end of today with questions being submitted going into this weekend, that'd be great. From there, we will start deliberations.

Can someone from last year's fee board explain the subject matter expert process?

Tony: Typically, the subject matter expert reviews and recommends full funding or not funding a few items. During deliberations, we will look at how much was funded last year, how much recommended for this year, how much was asked. Also SME will provide some reasoning.

Najee: We were also able to modify some parts of offices' budgets last year. For example, BJC did not fulfill student advisory board recommendation, so cut one of their line items.

Barry: Don't have to follow the SME recommendation.

Lawrence: We will follow Claire's template from last year. Include recommendation, justification, last year's approved allocation, recommended allocation approved this year, and funding requested.

Whenever you send out those questions (subject matter experts), give them latest due date of March 16th, in preparation for starting on Friday March 17th.

Barry: Shoot to be finished by April 20, so that we can meet with Sara and Andrea during the Friday meeting after.

XII. Comments for Good of the Order

Cierra: Can you share Jolinda's timeline PowerPoint from the last meeting?

Jolinda: Yes.

Barry: Jolinda also included estimated attendance in her presentation.

XIII. Closing Roll Call

Meeting adjourned at 9:46 a.m.