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**University Park Student Fee Board**

**January 12 – Transcribed Minutes**

9:00 am – Roll Call

9:04 am – Spring Semester Expectations PowerPoint: meetings will start promptly at 9 am; in person attendance is expected given the unprecedented nature of this year; attendance policy is directly from the handbook; UPFB members are required to attend every meeting (will receive a verbal warning if absences are unexcused); Board Chair will call for vote for removal when a member has 2 unexcused absences (succeed with ¾ majority vote); Vice Chair should be notified 48hrs prior to absence; more than 30mins late will considered ½ of an unexcused absence; you can find the absence form in the Teams channel; dress code is expected as business casual

9:13 am – Representative Responsibilities: duties of care, loyalty, and compliance (adhering to handbook and internal operating guidelines); members should adhere to the Modern Rules of Order; members should devote time and energy to prepare for and participate in meetings; members should participate in constructive and informed deliberations; these are just highlights, but the document sent out has all policies members will adhere to

9:20 am – Spring Semester Calendar: strategic planning review will be done by January; in February, the Chief of Budget and Planning and Operational Review presentations and reviewing the FY 24-25 funding proposal requests; in March, we will review the FY 25-26 standing allocation proposals; in April, we will finalize deliberations and recommend the 25-26 fee rate and 24-25 appropriations, and elect the new Chair and Vice Chair; in May, the new board will be oriented; our efforts will culminate in a Gala-esque event; we hope to also establish an OrgCentral training for new members

9:28 am – Board headshots will take place after our meeting on 1/19, an Outlook reminder will be distributed

9:26 am – Strategic Planning Committee Update: all task forces have submitted their recommendations to the Executive Council

9:30 am – Discussion and understanding of the Holistic Task Force Recommendations:

*Reading through the Glossary of Words:*

UPFB definition:

Dallas: why are we called an “administrative entity”?

Barry and Najee: since we are not an RSO or the administration, the term is being debated; we can discuss the administration aspect, but we are not allowed to use words like “management”

Student Fee Board definition:

Giselle: should we call it the Penn State Student Fee Board? Or just Student Fee Board?

Najee: yes, we can change the semantics to PSSFB

Standing Funding Appropriations:

Lawrence: when I think of “standing”, I think of something that will get money, instead of maybe

Najee: ideally, we wouldn’t cut funding to entities like CAPS, but we need to stipulate that we can adjust funding; some subjectivity would offer some room

Barry: in pre-fee board entity, there was a clause that a unit couldn’t be cut by more than 10% in a year; for entities that sustain their funding specifically

Student Staff:

Lawrence: do we need the word “student”?

Tim: does that impact who is able to apply?

Barry: no, because I can make it only allowed for students?

Najee/Rayna: what about UPFB Staff; I think we can classify them as this to help delineate

*Reading through the Introduction:*

Lawrence: I see our key words... Would it be helpful to have all our values listed out

Najee: yes, we can bullet them

*Task Force Recommendations – Budget Model Task Force:*

Lawrence: the language “Models should consider both raising the fee and cutting costs.” sounds self-interested... can it be worded to say “consider the impact of raising and lowering the fee” so it doesn’t sound like we’re only going to be raising the fee

Danil: we have a commitment to fostering the cocurricular experience (well-being building, and HUB expansion project); a lot of these developments will not be apparent until after our tenures; we have multiple variables of increasing the fee and spending; we want to fix the deficit, but it isn’t a quick fix; we need to be much more responsible with our spending; we need to consider what this means for the future fee boards

Lawrence: how long will reserves last at our current levels? We don’t have answers for increasing beyond “we’re in a deficit”

Danil: until we have presentations, we won't know if the increase needs to be 3-10%; I personally struggle to see our deficit and fee numbers both go up – we’re taking more money just to lose more

Jennifer: we don’t know how long it will take; we only have 2-3 options and we wanted Danil to show us what it looked like; it isn’t our intent to make a 10% jump

Lawrence: do we know how long it will take us to get out of the deficit?

Danil: we can’t really forecast that if future boards decide to fund new things

Jennifer: if we did a baseline of no increases, what would be the projected year?

Lawrence: the perfect world would be to collect no extra $

Najee: based on the discussions with unit leads, their needs are becoming more apparent; they currently do not have the ability to accommodate Bendapudi’s enrollment increases; we cannot predict what the needs are – the reserves offer a cushion to subsidize the expenditures for the units

Jennifer: our goal is never to make money – net zero

Danil: all our units are entitled to a 12% carry forward... we’re acting almost like a bank so we need, to some degree, to have a reserve; I think we should have money to give back because we cannot anticipate the student and unit needs

Lawrence: can we the average increase in the costs of the student fee based on unit demands?

Danil: as for each unit’s average increase in requests, we don’t have that information

Barry: I may have those documents

Cierra: we need to send these suggestions by next Sunday (1/21)

Jennifer: please make comments, do not edit the document! Editing is for Rayna, Najee, and Cierra

Cierra: we didn’t have a use for the appropriations reserve... now we’re using it to subsidize our deficit, but this is not ideal; it could be better used as one-off projects (ex: composting upgrade); our two large facility requests are the HUB expansion and the well-being building, around 25% of our fee goes to the facility reserve; we didn’t feel comfortable setting a set percentage, but since 25% is typical, we recommend staying at that rate

Nora: is there any representation of the Student Fee Board on these facility expansions?

Najee: I am sending an email on that right now

Cierra: due to the recategorization, we will most likely be dissolving the equity and environmental sustainability funds – they will be moved to the student activities or facilities requests; seemed redundant considering those are already our values

Jennifer: I would tweak the carry forward – we need to rephrase as if they’re requesting a carry forward rather than what they’re using it for

Danil: some units have requested additional cushion for expected spending; the bounds of us asking what they’re using forward is unrealistic, but whether they are consistently requesting a carryforward should be addressed.

10:26 am – Chair Report:

Najee: I sent out an email regarding the HUB expansion meetings; we ask you look at the budget model and other task force recommendations prior to our meeting on Friday (1/19)

10:29 am – Closing Roll Call

***Adjourned***

**Otter.ai Transcription:**

Wow, this is there a because we do have people that need to leave at time. However, if we have everyone an hour that are able to get the consent and the basic information that is necessary, that's exactly what the intent is. And we don't want anyone to feel panicked or overwhelmed with that. We will be expecting in person attendance as a result, barring any external circumstances that might warrant needing to be on zoom. And the reason being is because, again, this isn't just like a normal year where we have a really normal process. We need full engagement given the fact that we'll be reviewing two fiscal years. And of course the very immediate changes that we've implemented. Those are going to be important for you all to know, especially if you're returning next year. So that we can ply go about the process related to deciding the budgets. As Rayna said in the e mail, you have the statement of expectations that was sent to you. Again, what we really try to do was cultivate a sense of a really good professional experience out of this. And really building off of that, that's why we highlighted this is exactly what governance in the real world is like. Everything that we listed there was based off of that. Especially to make sure that this is a robust process that we all learned from and participate in. Another thing that we have attached to that e mail, I would just suggest that A again, is our calendar. Everything listed there is the schedule that we have meticulously crafted to get through the various funding discussions that we need to get through. There should be no surprises with that we've built in some runover days. If we do not address things or do not have discussion that is as robust as we needed to be, then we will move into one of those makeup days to ensure that there is that proper oversight and participation from an Ion. Okay, so going to be so this is directly from the handbook. And I want to start off by saying for everyone, I almost got kicked out last year because of my lack of adherence to the appendant policy. And please be aware that there are of course, exceptions and of course we are willing to work with anyone Larry did with me last year. We want to offer the same opportunity and ability, but within this and within the preparation that we're hoping to provide to you all now, the expectation is that there shouldn't be any circumstances that we want continue as participation. If that is the case, then like I said in my e mail, the preference would be that you discussed that with us speaking and to be paring it solves a lot of issues and I learned that last year as well. You're required to attend every meeting if you are not present in the absences are an excuse, you'll receive a verbal warning from me. Following that, I did add a stipulation that I'll send a written warning following that. The idea is that I don't want any of you to have to be removed. I don't want you to be removed from this process all the time that you and energy put it. All right? So I hope that with these parameters in place, you'll never have to come to this. But following that, there will be a vote for removal. The member has those two excused absences with a ¾ vote. Of course, these two absences, we have a system in place within the teams where we request 48 hours notice or any expected absences. And if that is not done in 48 hours, that's not the preference, but we'll have a discussion with it. We're trying to be proactive so we can at least prepare you for what you missed or what is to come. And the reason why I say that is because if we have a 48 hour warning that we haven't advanced, what we can do is we can, we can schedule you like let's say it's a Wednesday with the student staff member or myself to catch you up on what you would have missed from the meeting, which is already required in the handbook and our operating guidelines of meeting, et cetera, argument members more than 30 minutes late to the meeting, the prior communications will be considered half of the excused absence. If you want to talk about the system in place on Oh, yes. So Rayna set up a beautiful form, so if you know that you're going to be missing any date, just submit in the form. I could resend it. Can resend it, changed channel also, you could supplement that by saying, sending me and Rena and mail saying that I will not be here. Or if you're planning, you know, you're going to be late, that could also be considered an excuse, tardiness. Let us know basically. All right? Yes, this is nice. Okay. So for the dress post question, can you please that? Yes. Yeah, the tardy excuse as. Yeah. It should be in like the team's channel. Yeah. And I posted it like a few months ago, but I don't think there's been much activity since then. So it should be relatively easy to find. I'm going to the passage I was going to say it's like right there. All right. So this is my appeal to you personally. Upa would in the pactord This, however, with the various instances of socioeconomic circumstances and accessibility in equity, it's not something that we are able to enforce but we want to encourage. Because again, as we approach trying least two fiscal years, as our strategic communications team bolsters our presence not only on social media, but with student media, the idea is that we will get them into this room or we'll get participation into this room to actually be engaged within what is happening over the next two fiscal years that we will have to be deciding. It does promote professionalism, credibility and productivity, and dialogue. And it also allows everyone to be on equal playing field. It gives you the experience of what professional environment outside of this. But it also showcatees the immense responsibility that we all have to really quantify that we're dealing with tens of millions of dollars. A short budget of like 100,000 This is very much more than that. The implications of this are very far reaching. The hope, especially today obviously, is our first meeting. But as we start to have those serious discussions, the hope is that we will be able to adopt dress codes that are here. You want to talk about the style, we did a kusile. As long as you just encourage something, it feels nice. It's Friday. But again, we want to be res, any questions just so we can get into the responsibilities. I think this is a real part of what this process would be like. We did take some time to research over the summer and throughout the past months how governance works, especially in an entity that's similar to ours. This is exactly how the board of trustees at Penn State operates within their duties. And this is also in the corporate governance as well. Board know this urge you to pay attention, this is actually pre relevant, but there's usually three duties associated with governance. These are enshrined in a lot of state constitutions, actually. When it comes to governing boards, I think New Jersey is an example. This is also the diligence that trustees have to follow in, and it is a completely applicable peer for us, which I think really promotes the benefit. First, duty of care. The duty of care is ensuring that the UPFB's assets are used with prudence and care. Essentially, that's just ensuring that there is that perception, that review there is that time Is that intention put into the actions and the reading and the information that we discussed. And also just realizing and understanding that we charge students. I've been saying this for a while, $1,000 a year. I would rather have this entity dissolved and return back to the pot of students, pay for two months of rent. If there's a lack of responsibility in terms of how we have discussions and what information we are, that's the first duty that outlines that. The duty of loyalty. This isn't what I think some people might consider, but it's ensuring that our decisions that we make aren't in the best decisions of ourselves or what we are. But the wider study. As an example of that, I think that we can learn a lot from former mistakes that we've made. I talked about this a while, for a while, but those that remember basically in support si battle within the feet two years ago, that was not especially because as a board it's important that we are unified in terms of the decisions and discussions that we have and that we are all on the same. Loyalty isn't loyalty to me. Loyalty isn't loyalty necessarily to the board, but it's to your peers. Here, out of mutual respect and overarches student body, all decisions must be made and I will be reminding everyone of that in the best interest of everyone. Finally, we have the duty of compliance. This isn't scary. All it entails us ensuring that we are adhering to the handbook and to the internal operating guidelines. No matter how annoying it might appear, we will be making some changes to the governing documents, which is why it's even more important that we are knowledgeable of what compliance measures that we will be adopting, but also the compliance measures that are already in existence. Any questions? All right. So this is the member expectations for equal, for those that. Remember, my UP a I felt you have the modern rules that outlines the procedures of modern rules. And how that works. I will have that as back up that I will provide to in so that everyone feels comfortable with the decisions I'm making with parliamentary procedure. I don't want anyone to think that this is just off the spot I did this for a full year, and I want everyone to feel comfortable with knowing that this will be a fair and equitable discussion and environment for all of us. Nothing is personal, was pretty much hated as Vice President, probably attest to that. We just have to be strict when it comes to discussion. I have no issues with all of you. I like all of you. But when it comes to adhering to normalcy and respect, that is going to be enforced, especially if we have strict time limits. Highlight too is that we're really hoping you can vote the time and energy necessary to prepare or participate in these meetings by reading the meeting. A path, Fathy ligent. We are building a system to really allow you to have just perhaps one page on some of our discussion points that we'll have in the future meetings. That's Apple assist in. The hope is that we're not asking you to read, ideally that would be the case. But we're not asking you to ideal monolithic pieces of text, seven different files in an e mail. You all know that's unrealistic and we have outside responsibilities. But what we are asking is that if we do make this more accessible and provide for that, there is that buying from molecule. And I'll say this very broadly. If it's 30 minutes before the meeting and you read that one pager, that's whatever material we provide to you. You need to know the baseline of what we're discussing. There's no point you can discuss if that would be responsible and that's also not fair to others and waste our time. Highlight three is that we're hoping that no matter, I'm hoping none of you have anxiety. I'm hoping all of you are comfortable. I'm hoping you are comfortable it, but people are comfortable with each other to participate in constructive informed deliberations. This means, I'm really hoping that we can really adhere to the statistics and research that we are providing. I don't like to bring anything forward unless there's that back up of that. I'm hoping that with the consideration that this is reliable information, you will be able to think critically, ask good questions, and respect diverse points of view. To reach decisions that are in the best interests of present and future students. Again, while you have an obligation to, from perceptions of your constituencies. At the end of the day, when it comes down to the voting and the final discussion, the expectation is that you will participate. I will encourage that. I will call on you. In some cases, I'm hoping you don't have to answer, but the idea is that you all feel comfortable enough to pose those questions, questions. I will emphasize that these are just highlights and they are more expecting to be listed out in the documents. These are what we identified as like the most important expectation going to the calendar if you have not been looking now, time to look. Very breaks visuals, people, we'll give you the outline visually of what that sheet that we set you with the calendar essentially set. So as we discussed and as we all were expecting the strategic planning process and the review will be done in fog, that means that we'll have review those recommendations, amend those recommendations and have discussion on them, and then eventually lead to approval of those recommendations. We're hoping to again have that done before February. Once we review that move into the actual of February denial. Will review presentations and we'll have the operational review presentations and we will present those to the board. Essentially, as a reminder, the operational review again, is a reflection on the operations units for projects that we have funded from the previous fiscal year and to all to ensure that we have understanding how the money is spent and also where the impact is to have an objective understanding of what we would be agreeing to fund. We would then review Fiscal year 24, 25 funding proposals. Again, as you all are aware, just for context, if you don't remember, some units did not realize that there needed to be a submission for Fiscal Year 2025. Given that the, this decision was made in the middle of spring semester, people officially found out about it in the middle of spring semester. So what we do have is, again, their proposal to force this fiscal year, but we will request additional information needed following that review and then we'll discuss if there are any modifications for new budding proposals. Because again, we're having units that we thought submitted fiscal year 25, we're having that didn't. We're having them resubmit that to reflect any adjustments that that they might have, but that also allowing for fiscal year 25 fiscal year 25 new funding proposals. So aside from our standing funding appropriations which annually we are also soliciting new funding proposals for fiscal year, that's something that we have to do. So that's why you understanding the delineation between February and March. So it because that's we're going to have more condensed review of that fiscal year. Finally, we will also we'll move into discussion regarding the fiscal year 26 fee rate based on the information that we solicit from the units and new funding proposals. To at least forecast and be able to project what these expenditures will be. What our budget will consist of. Hopefully by then the budget model will be implemented as well as other aspects of the recommendations that contribute to this. But the idea is that we will be able to leverage February, March, and April to ensure that the reviews for fiscal year 25 and then the new decisions for fiscal year 26 are made. Following that, God, we will select new board members, elect a new chair, advice chair that we will be graduated in building. I think before new also we will be posting some event out straight from the use of gala controversy. But to celebrate the work and efforts that we will have put in for the year. We'll also ensure that there is, like I said, in the e mail, instances of morale that we can also inject throughout the semester. Because I know that at some point it does a little hard. But the idea is, again, I want you to get the most that you can out of this. We'll talk about that, sorry. And then target board orientation, this is relevant to you. Awesome. I hope that there's some returning members. But ideally, this is when the recommendations would be implemented where we would have a robust training plan for board members. And the reason why that's, I think, ambiguous right now is because we first need to review and approve those recommendations. But then we also Berry and I are working on meeting with Kristin cards as we discussed in the modernization task force to establish a word central training for incoming UP members. That can be done asynchronously over the summer with the basic principles of what they need to know, be successful. So that's just review the top of discussion is about that you want to have. No. Okay. And the last thing I want to just say, and I will be repeating this throughout the year and I think that semester, I think that again, if you what you put in this process, you will get out of this process. You understand what strategic planning is. If you understand milestones and objectives are, that is a very marketable skill set to have, even if it's not relegated to your major, especially if you can understand the aspect of budgetary analysis and review. I think that's one of the most important skills that might come out of this for you. Especially if you're able to, I guess, emphasize the amount of money that you all had administration over and review over. I think that would benefit you job interviews and maybe you just overall markable candidate for years. With that, we will open it up to any general questions based on these outlines where. Okay, so we will now move into line item five which is topics of discussion beginning with the strategic planning committee update. You want to move as a joint? Oh yeah, we love each other and loving. Give me a second to hold that. Those reasons So you missed the head shots and photos portion was the updated question. Okay. But I think And I have a motion to suspend the rules. Okay. Second. Great. We will be doing this throughout the year. I just want you to know. Okay. We did not add this to the original one that was sent out, but we did want to make everyone aware that next Friday as part of our professional development efforts that we are trying to push for the board, we'll be offering head shots in group photos next Friday. The idea is, and we respectfully ask that for this if you would like, that that be moment where you do dress in business casual or smart cash. With that, you'll be able to Leverage that for whatever you want. But also it will help us with our strategic communications efforts in the future. Could, sorry. No it's not. I will send that out after the meeting. Okay. Awesome. Kind of a motion to reinstate the rules. Great. Okay. So we'll now officially move into line item five, which is the strategic planning committee update. Essentially where we are at now is that all relevant task forces have submitted their individual recommendations to the Executive Council for the strategic planning committee. Just so everyone's reminded and aware, what happens was the task force recommendations go to the task force leadership council. Task force leadership council works cooperatively to ensure that there's cohesiveness and no duplication of efforts when reviewing these recommendations from there. Once that was discussed and things were solidified as not having been redundant or duplicated, we then escalated that to the Executive Council to begin the drafting the Holistic Task Force recommendations. And we will get into that review. But just in general, the update, we are pretty much within the expected timeline that we have, which includes the runover day that we anticipated that. Okay, so that being said, we are at 09:30 per and that gives us the perfect amount of time to begin our discussion and understanding of the Holistic Task Force recommendations which has all been shared with you. Yeah, this dated plan and we do some of the updated plan. Ali is plated. Organize. Okay. We can send notes. You're going to do that. We send it without comments. I don't know. I don't know if you can do without I can send it, but I don't think it will. Then it doesn't matter. Please send the link. Okay. I could put in Okay, so we'll send that out to you guys. I'm sorry that that one is a more outdated one, so just bear with us as they do send that. But for now, I do want to begin the review process so everyone understands this is enough. This is the holistic strategic communications materials that we have cultivated for the board. Pretty cool, really modern. And we will now jump into those recommendations. I think the first crucial aspect of this would to go over our new glossary of words. You understand the terminologies recommended by the modernization tables alongside just the general discussions that we've had within the Executive Council. The idea is that these will be the new official definitions, phrases, and words that will be used moving forward pending the approval of these recommendations. So I'll everyone take some time to review the. I will read them out loud, I'm a good reader and I think that we will do that just so you will have a really firm understanding of the new terms that we'll be using. Okay, The student initiated fee is the result of a student led initiative to be more involved in the creation and appropriation of student fees, The student initiated fee funds, activities and programs, facilities and infrastructure, recreation, and student basic needs and services to improve student life at Penn State for students and by students. University Park Fee Board. The University Park Fee Board is the administrative entity of Penn State charged with the administration of the student initiated fee at the University Park campus. University Park Fee Board takes a holistic approach to guiding the goals, policies, and procedures of the student initiated fee. In partnership with student affairs, the University Park fee board advanced student life while acting in the best interest of present and future students. In the exercise of responsibilities, the board delegates day to day management and administration of the Board to the chair, vice chair, and executive committee with certain reserve powers as set forth in the handbook and operating guidelines Dallas For that one. Are we gaining anything do you think by changing up the word administrative, like separating us from like the administration? Do you see what I mean? Yeah. So the discussion with that is that that was more so a new directive. I don't know if it was issued from Benda Put or who made this decision to review the student organizations and what they are considered. But from my understanding where they're grouping us in and I think this is higher level than what we would be able to pick a fight on administrative committee since we're not an RSO, since we're not like. Do you want to go ahead and elaborate on that? Actually, I don't think it's been settled actually. This came from from the middle states has some issues with the really bestliate organizations, recognized entities like not sure on title sponsored organization, something that history. Okay, so I'm going to make a note. I think that hopefully we can get more knowledge of that when that comes. But I think we can discuss the administration aspect. It's just that we also were not allowed to use certain words like management. Moving to the Commonwealth Fee Board. The Commonwealth Fee Board is the administrative entity of Penn State charged with the administration of the student initiated fee at each Penn State campus other than University Park, that collects a fee and partnership with student affairs in government leaders at each campus. The Commonwealth Fee Board works to advance out of class experience, the responsible stewardship of student fees, and then verbatim what they used for above student Fee Board. The Student Fee Board, consisting of the full membership of both the Commonwealth Fee Board and the University Park Fee Board, aims to improve and enhance the out of class experiences in the categories of activities and programs, facilities and infrastructure, recreation and student basic needs and services. The SFB serves and represents all students through participatory, transparent, and equitable decision making process. And recommending the distribution of the student initiated fee. Okay. As I rem here, this one just like can you change in the captions what's called parentheses, Can you put quotation marks yet around it instead of just one? Yeah, like so like yes, student fee board open parentheses, open quotations as at the close quotation. Yeah. Can we mark that? Sorry, I'm trying to mega. Okay. Okay. So we'll make note of that and then we'll do that at the end. Sorry. The other question is the the student board on the side of line where it says already Sorry. I'm reading because it said the University Park student board Oh, yeah, that bothered me moved. I know that. Some discussions, this was the tables. Student just safe. Yeah. Yeah. I think that actually, if everyone's comfortable with that, that was the intent just to add that clarity of what that was. I don't see that as a huge change of everyone has been to add the Penn State aspect. I do think that was the original intention not to modify that. So in I'll just put that quickly at the term. Can moving to CCSE, can I skip this? Disrespect standing funding appropriations. Okay. Units that are funded. So we're moving away from allocation and allocating and moving into funding big scale, large scale, okay? Gaining funding appropriations are units that are funded annually after approved funding from the UPF that are considered, okay? This needs to be better. And essentially what that means is gender equity center caps, CCSG. Once the approval has been made initially for that new funding proposal, we are expected to sustain that funding, which also just makes it easier to have that term it's used elsewhere. Again, another aspect of Benefit of the co curricular experience. With that, we are moving to new funding proposals. Proposals intended exclusively for units not currently receiving funding through the student initiated fee. You can also add the quotation marks for all the acronyms. Actually that's been brought up then. From there, we delineated with infrastructure and facilities project proposals. And the reason why we did that will be discussed further on in the recommendations, but it is related to the committees that were recommended. This would include proposals for one time projects related to physical improvements to facilities, campus infrastructure that support the students out of class experience. Past projects that fall within this category include student center renovations and feasibility studies for projects like the zero emissions fleet effort to electrify Penn State fleet of vehicles, and the installation of free menstrual products, Spencers across the University Park campus. The reason for this delineation, which we discussed with the modernization task force, is because we are trying to divvy up more of the expenditure, heavy costs that are related to facilities and infrastructure, and insulate that from standing funding appropriations for new funding, proposals for units or services. But also allows us to classify MOUs within this category. It allows us to classify feasibility studies, like since 2017, as we've said, we've lost track the projects that we have funded and what the status has been on those if it exceeded costs, and if not, then yes infrastructure. Again, large scale like the building, the well being building as an example and facilities is meant to acuever facilities like renovation aspects, things like that. Explain that, right? Go back up to the standing funding appropriate agent. Is there going to be something to discuss? I guess the units that get money, select student government where recycle, they can't lose or gain money versus just a normal standing, modern standing, that money, that is what this is, which is they typically get money but change. Yeah, that's a good question I think, and let me know if this makes sense, if I'm understanding correctly. But I think the idea is that within the handbook, specifically pertinent to student governments, from my memory, we are required to fund you all no matter what. However, I think we can add standing funding within that. Ideally, we wouldn't cut funding to caps, but I think we can add something that allows us to stipulate that these can be adjusted rather than this. Yeah, I see what you're saying. Does that make sense to everyone to rather than giving that insinuation that every year you're secured what you're asking for? We can stipulate. Again, I don't think this would be redundant either because people still don't understand that and get upset with it from time to time. I think that having that, yeah, subjectivity within that would offer some room if that is that what you were getting at? Entity. It was a cause in this, whatever you call it, that unit. I think especially for unity of operation by, of course, I seriously, Yeah, get out of here. Okay. Seriously enough. Very adjustments. Okay. This is going to make more sense later. Just don't be alarmed having adjustment, okay? All right. So this operational review process will be really important if the recommendations are adopted as they are. It will be a framework to assess units and projects that are funded by the UPFP. And to review fiscal accountability, management of resources, and the assessment of services provided the previous fiscal year. These reviews will include reviewing the annual performance, current year operations and benchmarks. In addition, operational reviews will assess internal policies, processes, and priorities to help units identify opportunities to improve outcomes and examine efficiencies in the utilization of the student initiated fee. I think a good example of this, to put it into practical terms, is accountability within the units from the previous year. I think now that we'll have students, staff that are able to objectively assess and ensure that the previous decisions from the past fiscal year are followed by and adhered to. This will allow that transition to ensure that what we told them is not just being put in the back burner, but that we are watching for the benchmarks that we've requested, that we are assessing student involvement. That's really what the Board is going to have to do in the future. You really are going to need to start looking at the research and the statistics that showcase what is justified to fund and what isn't, because those decisions are going to be more difficult as we discuss and produce a budget model that reflects that. Okay, appropriation funding decision made by the UPFB. It just substitutes, allocate or allocation student staff term used for all employed students under the SIF. This one was actually interesting and I want to bring special attention to this. Who's the homecoming advisor? Yeah. Carol. When Nora, Larry and I had a meeting with the administrative liaison team, whatever that program was, and we discussed like the student staffing aspect and how we were trying to promote that instead of like student workers, he actually made the point that it offers a lot of dignity to students. Instead of just being like a student worker or a student intern, your student staff member, making you a part of the team in the mission. Which I think is a really neat philosophical approach that especially for students that are working on Canvas, recreation or elsewhere, you are staff providing services to students that are enhancing the student experience. This is more of like dignity thing in my mind and then also it is applicable to our student staffing team. We need to have the word to speak. Just call staff. I think Barry with because on work day there's a distinction between university employee staff and then students. What, what are the thoughts? I don't know the way that Aizesn'tg to say student from the work Dt. Then I think we should just call them staff recall, just straight digit. It's not, it's just stay, they're doing a hell a lot of work students. But does that affect any potential like how they're agency that they're not expo? Because I can post the job and say that it's only students. Okay, I'm job. I mean, the only thing to change word word students, attorneys for all employed students. The student keep everything else the same as the student UPFB staff though to look at more specific something other than that. Yeah. I mean, I'm okay with UPFB staff. I think the delineation in some respect would help from the HR perspective, right. I just we can deal with it, but I imagine that like staff members, I don't know actually, I'm okay with that. If you are okay with that, we don't hire anybody else but some. All right, let's reinstate the order. So raised hands for discussion. Okay. So UPFB staff, I think we can classify that as just our definitions and terms externally using staff member on their resumes, et cetera. That can be the official formal way that we go about it. But yes, we can encompass this as Penn State University staff. I understand that. I think we can add UPF B. B will catch up later and I think we can add UPF B to help delineate within our documents at least that sounds fair. All right. Mary, I told her I just piping in there because I have to. Okay. This is like the new term for the advisor because again, we are changing it's not an RSL. So this would be adherence to what the accreditation agency is doing with the organizations and to also allow for uniformity. And also that's what Andreas been calling that. I don't just what was that face. Okay. All right. And then also if you guys have thoughts to in the meantime, you can just put notes on the side that we can get to, just don't delete anything. Appropriations Reserve. This is the term used by the PB to reserve that reposits funds that remain in surplus from the annual appropriations budget but not limited carry forward funds from units and enrollment adjusted surpluses. Okay. To simplify this, Jennifer or Daniel, does everyone understand that it's basically just our reserve, but a new term we wanted to delineate between corporation reserve and facility's what I excelled. And we can actually add facilities reserve as I think that would be smart. Yes. Okay. For It's a table, we'll need to add another, but that's okay. So, the introduction. Remember over the summer, I did that history project where I went into the Special Collections archive, got some records from the '50s all the way up into now from how the student fee evolved. This is just history leveraging my history major for you can take a look at it. It's interesting, it's objective. I mean, I don't know what you would want to change from that history, but if you want to cross reference the city, all of copy documents that I did are in our history, so you can look at that. Okay, So this trying to where we were with this. So the main thing with this is that the mission vision and values, these are the suggested ones from the task force. We discussed this yesterday actually. So these would be the recommended one? Yes. So, we need the ones that are currently in the handbook. I think there was an intent to separate that, but I think it will be helpful just to kind of review what we did. Essentially, the spirit of the content is the same. The narrative of how it's presented in the handbook is what would be different with this. Everything would be the same from what was established, if they want to. The values process was the thing that took like two years to like, do you want to do that? That's fine. That will go through the steering process. But this for now is what we just did, what was available to us to make this at least uniform and adopted as we pursue these recommendations for the mission statement. Do you want to cross compare? Feel free to pull up the handbook. But again, this is in line with that, and also some adjustments based on what we made, what the CFB agreed to change their definition to, and what we changed our definition to. The University Park Fee Board is dedicated to the effective administration of the student initiated fee at Penn State will remove University Park. We discussed this with Dan yesterday. Apologies. The student fee board mission is to take a holistic approach in guiding the goals, policies, and procedures of the student. Initiated by collaborating with student affairs, the board strives to advance student life, ensuring that SIF serves the best interests of both the present and future students. The IF is instrumental in enhancing various aspects of student life. Sfb do the uniformity letter. The SFB is committed to ensuring its thoughtful and impactful utilization. Let's just wait until we finish values SFB vision statement. The SFBs vision is to establish the student board as a student led entity that significantly shapes and elevates the student experience at Penn State. The student Board aims to empower students by providing authority to influence how so initiated fee is appropriated. Ensuring that these funds substantially contribute to a diverse, engaging, and enriching campus environment. Student fee board envision for the future It It plays a pivotal role in creating dynamic and inclusive and sustainable student experiences reflecting the evolving needs and aspirations of the Penn State community. Sab values at the core of the student Fee Board is a steadfast commitment to a set of guiding values, each shaping our approach to be administering the student initiated fee at Penn State. The Student Fee Board prioritizes accessibility, ensuring that every student has equal access to opportunities and resources, thereby fostering an inclusive environment where barriers to engagement are minimized. Accountability is paramount to stewardship as the Student Fee Board manages funds with utmost integrity, acknowledging the trust placed in us by the student community. Student Fee Board's decision making process is lens through fairness and equity. Striving for balanced resource distribution that echoes the diverse voices and needs of our students. Upholding justice, the Student Eboard strives to promote social equity, contributing to a respectful and inclusive campus culture. Sustainability is a key driver in funding choices, underscoring the student boards responsibility towards ecological health and a vibrant community. Underpinning these values is commitment to transparency, ensuring open communication and active student engagement, and how fees are appropriated. Together, these values define the student feeboard mission. Any discussion besides the grammatical and uniform or the values ability, accountability didn't make sense, really have those separately. Additionally, separately say word that we do, accountability, accessibility, x, and then have this paragraph a text. Yeah, I actually that's going to be I actually think yesterday we discussed bullet pointing them, colonating and then adding that definition of that also. I think that would be that are what we're focused on, that believe working together with needed. So maybe put those first and then we care out any other thoughts. Okay, we also have time at the end to, okay, this is just the strategic planning committee explanation. You all have read this. Nothing new about this. This is just for those who are reading to understand what the intent and purpose of this was. And then we will now get into our taskforce recommendation. I think to be most productive, it would make sense for those who have the most intimate experience with these task force that helped outline so something Okay. So if you want to do that, can scroll so everyone can read, but yes. Okay. And then with the help of Jennifer and Nil, we're also part of this task force, so I will allow them to also supplement and direct the summary of the budget model task force. Again, this task force was charged with identifying a budget model and identifying general physical practices that are UP FB a board can follow for future years. We accomplish that for various things by examining the principles and the models that align with our current processes. These task force objectives include considering models for the UPFB to allocate as much money as it anticipates. Collecting these models should consider both raising the fee and cutting our appropriations budget. Eventually, when we say cutting costs, we can change that analyze the Reserve Fund. In this case, this would be the appropriations reserve fund. And determine an appropriate minimum balance in the fund as well as determining appropriate use to offset the costs until the annual annual fee income as in revenue and our appropriations budget is balanced. We explored a data driven budget model that will enable clarity for students to understand the revenue that is generated in creating funding decisions that align with the fee board values and objectives. We were charged to formalize a plan for ongoing contributions to the facility reserve. Consider the efficacy of the special funds, which include the Environmental Sustainability Fund and the Equity fund. Identify a process through which the fee board can work with funding recipients to make sure that the fee money is used appropriately and efficiently. And lastly, solicit feedback from the student governments and the student leaders roundtable about the potential models Throughout our task force, we had some assessments and yes, the first part of the first whole point under netbilook at that second sentence, models should consider both raising the fee and cutting costs. Because just reading that specifically in sounds like we're going to raise the fee and cut our own cost. So we just have a higher fee, less fight. Like maybe like models should consider the impacts of raising or lowering the fee. And raising or lowering comes or something around. Yes, we can change the language to accommodate the. So just to clarify, do you repeat your sentence in your point just to make sure. So it could be something more like consider the impacts of raising the fee and most something, Yeah, raising fording the fee. Make sure that it doesn't just sounds okay. Okay. Okay. Okay. Okay, I understand. I understand what you're trying to say. Okay, great. Any other comments for that charge charge? Okay. So we had some notable findings throughout our discussion. First, it was considering the discharge, but we will update this sentence as well. Okay. So in general, everyone I'm sure is know that we are in some would call it a planned deficit, revenue deficit. So we are currently appropriating more than we bring in. We had many discussions on how we can exit that nil. And with the help of Jennifer, we worked on various models that are included in the appendix that you can look at that can show or I guess scenarios on how to exit that plan to deficit in the future. I think everyone could agree like this is not an ideal situation and we would want to exit this as soon as possible. But we want to have special considerations to like the actual students, like Naja said, that will be paying the fee. We want to balance trying to get out of a plan deficit, but also not shocking our student body with drastically increasing the fee. That's basically what this first section talks about. I didn't know if denial or Jennifer would like to add. Yeah, I think that when I'm reading for this as well, Fert, I'm reading this a lot in the sense that once we're out of our plan deficit, we have that plan balance at zero. A lot of these structures and by things are really going to come to fruition and be more apparent in our operations. I think right now were a little bit to the first bullet point of the recommendation. A little more right there. It says that one out of the plan, do you recommend that fee raise is set to Ma projected appropriations? I think that's key because right now, and I know it says in here that we plan on attempting to cut our funding by three to 5% just as the balance pointed out. I don't see that happening and I don't think a lot of these either, just based on the responsibility to be committed to that seem to lose track of years somehow. But also just we do have a commitment to continuing the voluntary well in the building patient. So we're reading this and I know you to vision is put on, but a lot of the thing be as a parent until maybe after work. And they're asking that we're putting all this work, get to the attendereiptd variable number of sending. And also we are considering a percentage of how much you can raise the fee that would adequately help us, but also raise us, not shock the student bond. I can see here we have multiple variables of increased spending and an increase in the student fee. We're working in two years title for that project as well as per that data, the current rate right now is 289. That's approved for next year for 24 25. So that 3% increase Isp in 298 student fee amount starting in fiscal year 2026. Then under that first table, in between the two section is just the 34 5% spending increase. I took that using our approved funding from this current year and just extrapolated big of the average percentage of that you've seen. If it goes above that 5% we have that model, that goes below 3% we have that model. And then using those same numbers, it's just very important the next year using the same variables, using the same increase spending percentages can see you get a 5% annual which would take the 28093 or four. And then I don't let retime more. Feel free to reach out to you have any questions on that. But as you can see, almost every single one of those things has pull in something from the reserves. And almost every single one of these puts a further deficit into next year than we are this year. Unless we do cut spending, which I don't think would be equitable at all, we're going to go a little further in that deficit. But I guess I'm in putting on the mindset you don't have to repay, which is now you want to hear the budgetary conversation, but that's just where we're at. I Rather would be, I want to fix that. But it's not really right now and we just have to really responsible here. Saying earlier really was talking about 185. Come really engage yourself, really think about the validity of the study, but also what does this mean for the future? For we're doing a lot of work now. Hopefully make the next three words. We have a model numbers, we have all the data now, thankfully we have all forms. How long a like our current level of increasing, our current levels increase in the step until our deaths like problem like we're currently drawn from the reserves. How long that reserves last at our current levels? Because I know that the deductions getting up to 352 years lot, that, that is a whole lot. And that's going to be something that if students don't see the relevance of it, I don't think they're going to be super pleased about it, even if we tell them we're in a deficit, we can't do this forever. But the students who have the base of $350 for getting the same, or given the university is cutting everything, they're going to be like, why is everything getting more expensive, including the ones that are run by students? When we can't control the administration, we can control, but we're not going to have answers that we don't want to a deficit, even though we have. I think that the last number, the opposed to 11 is. Yeah. I'll pass a question to. What I will say is how heres the next month these extrapolated percentages in my mind, I'm sinking. Whatever we filter down, we're going to have a number that falls somewhere within those. So I don't want to give that 350, like probably not going to be up there, but we'll fall in the balance of that 3% 10% number somewhere. And also I do agree with you in the sense that as someone who, you know, bowl plan to fix that. I personally have a hard time being these numbers that we're increasing the student fee by what I appear to be an unrational amount that we were officially responsible in the past seven years, and we're going deeper to a deficit for me, I don't like to seeing that number go up at all. Devin deficit To me, we're taking more money, just that's a lot of the things that the models have been trying to figure out. But not in terms of how long we take. I'd have to, but I do just want to say that the plain is not that. But we did ask the meal just to give us some more. Like I think we only had two or three adoption before. And so we just said just let us know. What if you had more presentation. It's never intended to not, it's going to be manageable and want to say respect are going to be one country never. But there I think at some point, if it's possible, can we see like what these numbers maybe may ask you see like the amount like 5% amount reserved. How many years and then how would, how many years out of deficit? And is there a point in which numbers balance there se, by the time you get to what's, by the time if that this junction. If we were to answer that right now, we have to somehow put a cap in the box of what we are asking to fund. Whether that's standing eligible appropriation for funding proposals. I think that has the word involved and I hope it does. There's going to be some time see that we want to find new avenues. That can be the difference between the submission today that I know the new fee and instruct facilities. I don't know if I can accurately even forecast that because you know the word do a 180 and saying as well as. You know, whatever we're doing right now and be like, you know, we have to put the standard on, you know, full housing forecast now, keep it ways, nothing else. Just think, maybe if we were to just say, you know, this is like, it was just sort of this is what we've allocated last year and just figure projection just on that slide. We know it's, you know what I mean? But I think maybe just to give you that's what I'm a like there's no increases to the appropriation. Just whatever we gave last year. Keep that thing. Act like that's the appropriation. Every it was like 31 million of For 2045. Yeah. Yeah, just that number. I'm sorry. And just say like every year we only gave 31 million. What would it take? Yeah, it is just I'm just trying to answer Lawrence. I just want to see it so that it's under and that's that's the straight or the bullet point is yes, we can do this. However, this calculation takes into consideration no increases, which is right. So we sort of put the text on it because the main thing that I like, I'm going to go back to the vision number is that second bar or underneath the financial year 26, 27, the amount gained because that actually going to be going back into reserves wouldn't. But our goal ultimately, like a board, is to never have reserves. We should ultimately, well, in a perfect world, all the money that was collected for the year or the year before is going directly into all things we have zero. Obviously that's unrealistic because of everything like that would be like the perfect world. And Mill, that I agree. I interject real quick because with some nuance, I get exactly what you're saying. And also the one thing I would say is that based on the discussions we've been having with unit leads and others, their needs are becoming even more apparent in terms of staff, in terms of facilities upgrades or updates. And they currently do not have the ability right now to accommodate bends, projected enrollment increases that we're having. Meaning that there is a chance that the amount gained would essentially be distributed, uh, to our current appropriations that would exist for that year. We just can't predict what the needs are, but in my understanding, that offers a cushion of the money that we would have to be able to spend to increase expenditures that offices might need. That makes sense. Like we don't know what the needs are going to be, but we know that there are going to be needs, meaning that if this was the amount gained, Jennifer, correct me if I'm wrong, but I would imagine that this amount gained would ultimately be redirected to commitments that we have is based on what we're projecting the budget. If we're gaining money, it's because we're out. We're right. So that our goal is never to make, right. Our goal is that whatever we bring in that whole amount is going to go back and met that goal. So it's not if we bring the extra 663 that because we have requests. Yeah. That as all of our fund ourility carry for uses, their own mission. I think as the entire entity that funded, I mean, we are acting bank. We're getting money. I think we need to not say that the outcome that I want, that I think we should have money to give that acknowledge say we don't know what needs to be, we don't know how the experience of money. One thing that we see from the past, like however many years we have a very well you whatever the actual fee was and however much like units required from us. Can you see what is the coverage and reasonable cost that we've had over the years? We stale of the. Yeah, so however much of the actual unit and say we want this actual, we want this can go there. Can we stavel that? Obviously we know that that's given there. And then the last thing I should say is on the recommendations underneath the first point, I see a little I see a little bit of confusion and maybe is this just an internal document just for us? Because the thing I have confusion on is the fee seven year versus year one. I think year one sounds confusing because I'm in 2028 reading the stop. Yeah, no, that's the error, sorry. So yeah, you needed to find better language to like show on a two year model, like how to communicate the differentiation between the year we set the fee versus the year we set the appropriation. I guess we could say it like that, but yeah. Yeah, Yeah. But to answer your question, for each unit, after the request, supposed to be year number one, we don't have all the information and Yeah. But I think I have the adjust how much how much do we like? 25, 20. Just generally bringing it back in. We can go ahead and revisit that at the end if that's okay with everybody, So we can get through the next few recommendations. What we'll do is we'll send out budget model narrative to everyone so it doesn't need to be discussed now, but zero because we definitely will not get through this document today. I implore you to review it, even make comments on it over the week, because according to the calendar, we need to officially approve these recommendations by the latest next Sunday. So it's very important for people to provide comments. And the next Friday we will have the discussion over the comments. That is how the next hour and a half next Friday should be utilized. Okay, so the next reply comments on Exactly. Pact. Exactly, yes. Thank you. Okay. So analyze the reserve fund, determine an appropriate minimum balance in Lawrence. You were touching upon that. We don't have a good initially, we didn't have a use for the appropriations reserve. It was just sitting there. It actually wasn't even our name interest, which is really interesting now. We're using it to subsidize our deficit, which again, I believe in our discussions in the budget model, we didn't think that was the best use of our reserve fund. We said it's not ideal to use it as a subsidy. We recommend that it could be used for like one off projects that don't like a short term less than five years. A good example would be like the composting upgrade if we decided to fund that. Something like that, to be pulled out of the appropriations reserve fund. That's generally what this discussion in point here is talking about. I don't know if Denial or Jennifer have anything to supplement any questions. Okay. So the next point was exploring a data driven budget model that will enable clarity for students to understand the revenue that is generated. And creating funding decisions that align with the keyboard values and objectives. This document, this narrative, was a collaborative document that was a collaboration that worked with other student leaders in this room as well as, I guess, I don't know, it's basically a collaborative document and it's linked here. It's very necessary for you to review this budget model narrative. That's officially one of our recommendations as a task force. So if you have any questions or concerns recommended changes, it's really important that you read it and then make comments on it and communicate those concerns. I don't know if you want to 9 minutes less? Yeah. Make sure you ge we wanted to formalize a plan for ongoing contributions to the facility reserves. It was mentioned earlier that we have the two possible large facility requests. The well being building and the hub expansion. Both of these are at this point quoted to be around $200 million. That's something that we, it's on our mind By the end of this semester, we should have the feasibility study should be done and so we would have a better idea of those exact amount that we would be paying for it. But this is all to say that we have yearly have approximately around 25% of our fee go to the facilities reserved. That's just historically what we've seen in the past years because we don't know how much the upcoming project is, we didn't feel comfortable with setting a set percentage, but we did say historically that Since we've stayed around either 20 to 25% of our contributions, going into our fee, going into facilities reserve that we recommend staying around. That we viewed it as an investment into our future student population. Because honestly current students would never actually see the fruits, fruits of that contribution in their tenure here. That's it. Any questions about that? Concerns about more about believe that student board has been part of it. Is there any representation of the student board in month I will be sending an e mail right now about that. It's actually done. Yeah. That's what's exciting. And I think actually there during the feasibility study that they did like have some student input. Well, they need a student input. I just don't think any of the members, the student people were part of the study for the feasibility portion. Okay. Lastly, consider the efficacy of the special funds. This is actually really important portion. Largely in summary, due to the recategorization that will be explained later and other task force recommendation, we will most likely be dissolving the equity fund and environmental sustainability fund as we know it. But they will be moved into the facilities and infrastructure and new categories. People have any proposals that fall within either facilities, infrastructure, or new requests that have environmental sustainability or largely equity related projects. They could just smith in a way it seems redundant because those are our values anyway, so it would just be considered the facilities or infrastructure in new paper bars. Any questions about that? Okay, great. And then lastly, prudent disbursement and diligent documentation of awarded carry forward funds. I don't know if the would like to speak about like looking and making sure and verifying the amount of award to the units that requests carry forward. And we found that it didn't have any implication on future request and we also didn't know how they utilized it. Also, I guess we found in our study, our operational overview, that people were not utilizing their total appropriations budget. It was just a lot going on. We just think it's better to have, again, more prudent and diligent documentation on how people use the carry forward funds that we do recommend that maybe it should have some implication on the decision making process whether or not we increase or decrease a certain appropriation budget for a unit. I don't know if there are any comments on that. I think speaking one in terms of car, I don't know that we'll be getting in out but more so with what consistency are we peeking, request for carry, right? So if you keep asking for the same amount and then at the end of the year you're still asking for red, meaning you have a mutual funding trying to look at that, A deliberation? Yes, it must be. I know all the units have request to have an additional cushion. And then you know that involve Pbation But we're not I don't know if down in the bus and it would on, but you know, students need to be asking for every year should should you rest. You're consistently asking, not the Board, to say we're putting those work and that's it in the time. I think we'll just close here. But again, please review the documents. It's very necessary. Thank you. All right, thank you, Sarah. Moving on to line item six, there's no U Pac Chair report. So we'll now move into line item seven, my chair report. I just sent out that e mail soliciting interest. Connor has e mailed me. So I have one and I need another one. Again, there will be more clarity once Berry provides for this to Mary. As soon as I get an answer, I'll go ahead and send that out to you all. But go ahead and look at that. We will ask that you look at the budget model that's there and then of course, the two other task forces. I think a lot of you are familiar with at least the modernization aspects, given that we, of course, discussed that in the fall in regards to what direction we are going in. Brian will be here next week to help collaborate on how our task force went about decision making. Related to that, nor here too. So you all have supplemental contexts. Then this steering J will be able to provide context that next week to moving on to line item A, comments for the good of the order. Are there any comments for the good of the order? It's not. All right. Okay. Well, moving on to line item nine. We will go to closing roll call by here. Okay, Tim? Not here. I'm here. Na You're here. Dallas left. Honor. You're here. Nora you're here. Andrew here, Sana here, Brian left. You're here an left. Here, Loris, you're here. Sophia. Is there anyone name that has not been called? Awesome. Well, I now adjourn this Friday, January 12 meeting at 10:29 A.M. Have a great rest of your Friday and enjoy your weekend. Y mention to a drink early in Oay. There is, but it's okay. I'm not I need to get. Right.