

MINUTES
Student Activity Fee Board Meeting
Monday, October 13, 2008
The Penn State Room of the Nittany Lion Inn, University Park

Attendance:

Damon Sims, Vice President Student Affairs

Board Members:

Jack Rayman, Senior Director, Career Services; Chair, Student Activity Fee Board

Kendra Carr, UPAC Chair

Mary Edgington, Senior Director, Union & Student Activities

Roger Egolf, Faculty Senate Committee on Student Life, Penn State Lehigh Valley

Kathie Flanagan-Herstek, Director of Student & Enrollment, Penn State Wilkes-Barre

Gavin Keirans, UPUA President

George Khoury, CCSG President

Alfonso Mendoza, GSA President

Chris Rizzo, Director of Student Affairs, Penn State Beaver Representative

Matthew Sheroff, UPUA Representative

Staff:

Jay Arcuri, Assistant Director, Central Office for Commonwealth Student Activities

Cindy Harter, Staff Assistant, Union & Student Activities

Heide Port, Staff Assistant, Union & Student Activities

Board Members by phone:

Ben Gilson, CCSG Representative, Penn State Erie (Behrend)

Erin Kennedy, CCSG Representative, Penn State Erie (Behrend)

Absent

Christopher Cycak, CCSG Representative, SGA President (Altoona)

Introductions

Introductions were made around the table of those in attendance as well as those via phone.

Charge of the Board – Damon Sims

Damon Sims explained that although he has chosen not to chair the Student Activity Fee Board, his role will be to mediate between the Board and President Spanier. His observations about Board operations were that:

- Processes are not clear for the Board. It is important that this group clarify what the processes are.
- All need to work collaboratively in the best interest of all students.
- The goal should be to keep costs down
- Funds should be used to enhance opportunities for students.

Damon asserted his commitment to open communication and to be involved with the Board.

Overview of the Role of the Board – Jack Rayman

- Handout given. 4 main points
 1. To review the use of the funds for consistency with the established principles and practices
 2. To hear any appeals of decisions of the allocation committees
 3. To recommend changes in policy and procedure
 4. To receive and review any proposals to increase the fee beyond the cost-of-living increases.

Discussion ensued. Mr. Khoury raised a concern that Mr. Sims had chosen not to chair the Board and suggested that this adds yet another level of approval when making recommendations.

Discussion of the Agenda – Jack Rayman

Chair Jack Rayman suggested the following changes to the printed agenda:

- That section 1 be titled Board Orientation rather than Board Education
- That the public comments segment be moved to later in the agenda (after Discussion Items) so that the audience has the opportunity to have input to the discussion.
- That the recommendations section to the President section be moved to after Public Comments.
- That the section formerly titled “Additional Discussion” be changed to Discussion Items.

Discussion ensued. There will be flexibility in making changes as necessary.

All present supported the suggested changes.

ENSURING CONSISTENCY

SAF Board Protocol – Jack Rayman

Kendra Carr explained that UPAC receives a portion of SAF money to be given back to student organization to enhance the out of classroom experience (to include travel, programs, equipment, etc.)

Chris Rizzo explained that at the campuses the DSA's and DSES's are the shepherds of the SAF monies and the decision making is co-chaired by the DSA's/DSES's and the SGA Presidents at each campus.

Agenda changes were endorsed.

What is the procedure and how is it to work? Procedures for the new board are ambiguous and will have to evolve over time with Board approval.

Discussion ensued. It was agreed that the Board will follow a "relaxed" version of Robert's Rules. There will need to be a vote for changes.

A vote was taken and with a unanimous vote in support of the changes.

SAF Handbook – Jack Rayman

Jack Rayman expressed concern that the handbook has a lot of ambiguity. He would like to see a subcommittee review the handbook and update/upgrade it. Language needs to be tightened up - edited. This is not an avenue for policy change at this point but areas in question will need to be highlighted and brought before the Board for discussion and possible change.

All board members are to review the handbook and send edits to Heide Port who will gather them and incorporate them into a draft version for the Board to review before the next meeting. An updated/edited copy will be given to all board members on October 30th for review before the November 7th meeting. Changes are to be tracked on the document

One change that will need to be addressed soon is the process necessary to make substantive changes to the handbook. No procedure presently exists for this process.

ADDITIONAL DISCUSSION ITEMS

Discussion Items

Resolution #1 – UPUA and GSA requesting that they receive their funding separate from UPAC and that the UPUA shall receive 5% of the student activity fee paid for by the undergraduate students and the GSA shall receive 5% of the student activity fees paid for by the graduate students and that the UPUA and GSA will use these funds for their discretionary purposes and adhering to the

policies set forth by the Student Activity Fee Handbook that will take effect by Spring 2009.

Discussion ensued. Mr. Mendoza and Mr. Keirans were asked to follow up by providing the following documents for the next meeting.

1. Create a proposed budget.
2. Create standards.
3. Continue additional benchmarking with other comparable institutions, including but not limited to Big 10 universities.
4. Provide information on what the impact or implications would be on other student organizations.
5. Review alternatives or other ways to fund this endeavor?

This item was tabled for further discussion at the next meeting.

A member vote was taken to table this resolution.

Resolution #4 – Brought to the table by Mr. Mendoza and Mr. Keirans. This document asks for a change to the Student Activity Fee Handbook to delete Item #9 under the “Items that will not be funded”. Item #9 is Legal Services.

Discussion ensued. #1 underlying issue – Is there University policy that forbids this and that is why it is listed in the handbook? This will need to be looked into and investigated further.

A unanimous vote was taken to table this resolution.

This item was tabled for further discussion.

PUBLIC COMMENT

Jordan Seno, UPUA Legal Affairs Representative spoke in favor of the legal services proposal.

Valarie Russell, UPUA vice President spoke in support of additional UPUA funding.

RECOMMENDATIONS TO THE VICE PRESIDENT

George Khoury suggested that the SAF Board meeting should only carry out its deliberations if every member can be in attendance to permit full board engagement. This discussion was tabled until next meeting.

All in support of this recommendation.

Meeting adjourned at 6:05 p.m. Motion by Ms. Edgington. Seconded by Mr. Sheroff.

The next meeting will be held on Friday, November 7, 2008 at 3:30 p.m. in 233 HUB Robeson Center.

Respectfully submitted by Heide Port.

Some Proposed operating procedures:

- 1) Proposals to the Board need not be presented in the very formal "Resolution" style but are acceptable in simple proposal format.
- 2) In the interest of full disclosure and due process all proposals and agenda items should be presented to Heide Port (Union & Student Activities Staff Assistant) together with supporting documents at least one week prior to the board meetings so they can be shared with the entire board and reviewed prior to the board meeting. Last minute proposals may be considered if time permits and if a majority of the board votes to do so.
- 3) All items of business will need to be presented as a motion and seconded before discussion will ensue.
- 4) All board deliberations will be carried out in accordance with the agreed upon "relaxed Roberts Rules of Order."
- 5) All votes will be taken by role call so that a public record of all votes will be preserved in the minutes.