

**Student Fee Review Board (SFRB) Agenda**  
**October, 30 2013, 5:00pm**  
**GPSA Conference Room, SUB 1021**

**Approval of Agenda**

**Approval of Minutes**

**Action Items:**

- Approval of SFRB Meeting Dates

**SFRB Timeline**

Applications Available	Monday, November 4, 2013 (SFRB.unm.edu)
Application Workshops	Thursday, November 21, 2013, Noon-1:00pm, Acoma A&B Friday, November 22, 2013, Noon-1:00pm, Acoma A&B
Application Deadline	Monday, December 16, 2013 <b>5:00pm GPSA Office</b>
Hearings	Thursday, January 16, 2014, 10:00am-5:00pm, Ballroom A Friday, January 17, 2014, 10:00am-4:00pm, Ballroom A Saturday, January 18, 2014, 10:00am-2:00pm, Ballroom A
Student Fora	<i>Tentative:</i> January 22, 2014, 5:00-6:00pm, SUB Atrium <i>Tentative:</i> January 23, 2014, Noon-1:00pm, SUB Atrium
Deliberations	<i>Tentative:</i> Saturday, February 1, 2014, 9:00am-5:00pm, Cherry/Silver <i>Tentative:</i> Sunday, February 2, 2014, Noon-5:00pm, Cherry/Silver
Preliminary Rec. to SBLT	Saturday, February 15, 2014
Final Rec. to SBLT	Saturday, March 1, 2014

- Approval of FY14-15 SFRB Application Packet
  - Budget Revisions (Add: Question & Budget Column)
- Vote on approval of SFRB Policy changes (FTE & Reserve)

**Discussion Items:**

- Catch up on SFRB Process
- Discussion of SFRB Advisors
- SFRB Structure

**Adjourn**

Dear Prospective SFRB Applicants,

Please review the [Board of Regents Policy 4.7](#), [University Business Policies and Procedure Manual 1310](#), and all instructions provided in the application, fill out the application, and submit **both an electronic copy and 15 three-hole punched hard copies to the Graduate and Professional Student Association (GPSA) office at the address listed below by Monday, December 16, 2013 at 5:00pm.**

Before proceeding with the application, read carefully the instructions on page 3, noting particularly the itemized budget and source of funding requirement. Applications that do not provide an itemized budget of how SFRB funds will be used will be considered incomplete and may be rejected on those grounds. The SFRB will not recognize applications that reflect estimated salary increases based on projected or anticipated legislative action from the 2014 New Mexico State Legislative Session.

When returning the completed documents to the ASUNM office, **remember to submit an electronic copy of the application and budget (saved on a CD) and submit 15 double-sided, three-hole punched hard copies**, as the application cannot be processed prior to receipt of both the electronic and hard copies.

SFRB applications will be reviewed by the Board members and made available for general student input (via the [SFRB website](#)) on December 20, 2013. The Board will be hosting the departmental hearings January 10, January 11, and January 12. The date and time of your department's hearing will be posted no later than December 23—please make sure to note your preference regarding the day of your hearing. The hearing schedule will be posted on the SFRB website and an email will be sent to the contact listed on each application. It is strongly encouraged to have student-decision makers in your department lead your SFRB hearing presentation.

As you complete the application keep in mind that the student activity fee is used to support a variety of student activities that enhance the academic and intellectual environment at UNM by encouraging, contributing to, or providing appropriate services which create a more complete environment for students at UNM.

Questions relating to applications can be directed to the Board at the below address or telephone. Furthermore locations of meetings will be published on the SFRB website.

Thank you for your interest in participating in this year's SFRB process. We are looking forward to a productive year.

If you have any questions, please do not hesitate to contact me.

Sincerely,  
Priscila Poliana  
Student Fee Review Board Chair  
GPSA President  
SFRB.unm.edu  
(505) 277-3803

2013-2014 Student Fee Review Board  
**Funding Request Application**

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Name of Department

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Dean/Director

Title

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Campus Address

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Campus Phone

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E-mail Address

\$ \_\_\_\_\_  
Amount requested per Full Time Enrollment (FTE)  
(As a guideline, this year's FTE is ~~23,620~~33,470. Amount above x FTE = Total estimated allocation.)

**CERTIFICATION**

I certify that the statements herein are true and complete to the best of my knowledge and accept the obligation to comply with the terms and conditions of the Student Fee Review Board.

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Submitted By (Print Name)

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Department Head Signature

Date

Please submit an electronic version of this form via email to sfrb@unm.edu and a hard copy original of this form plus 15 copies to the ASUNM Office, SUB # 1016.

**By December 16, 2013, 5:00 PM.**

**\*Late applications will not be accepted.**

**Instructions for 2013-2014 SFRB Funding Request Package**

- 1) Fill out the attached funding request application and budget summary spreadsheet. Please ensure completion of entire application.
- 2) If you have previously received SFRB funds, review the attached letter sent to your department/program on behalf of last year’s SFRB and make sure to address these recommendations in your application.
- 3) Complete the funding request questions below in a concise and organized manner. All questions must be addressed in the order they are presented below. If a question is not applicable to your department/program, please insert “not applicable” in response to the question, and comment on why it is not applicable.
- 4) Include itemized budget information for the entire department on the budget form, not just the programs proposed to be supported by SFRB funds. \*See below.
- 5) **Please ensure the following:**
  - a. **Application is typed**
  - b. **Each question is written out with its answer beneath it.**
  - c. **Pages are numbered.**
  - d. **Three holes are punched on the left side of application.**
  - e. **Application is not bound or covered**
  - f. **Application is copied double-sided**
  - g. **Submit the original and 15 copies of the application**
  - h. **Submit an electronic copy (via email to [sfrb@unm.edu](mailto:sfrb@unm.edu)) of the application and budget saved under the name of the organization as PDF files. Please put the name your organization in the subject line.**
- 6) The entire application is completed, this includes comprehensive budget for the entire department. The budget must include **all funding sources** (ex: I&G, Grants, Department, etc.) and **specify which items will be funded by SFRB funds. Thank you.**

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**Note: Chartered Student Organizations are NOT eligible for SFRB funding**

\*new applicants and/or those that did not receive funding last year do not need to complete items [5](#), [6](#), [16](#), and [17](#)

## **SFRB Funding Request Questions**

### **Introduction**

- 1) Provide a description of the services provided by your department/program, and how they support the mission of the University.
- 2) Provide a brief description of the history and future plans of your department/program. Please briefly describe services offered that are unique to the University.

### **SFRB Budget Overview**

- 3) Specifically state which line items will be covered and to what extent by SFRB funds. What is the anticipated impact on the student population?
- 4) What budgetary increases or decreases from other funding sources (i.e. not SFRB funding) do you anticipate compared to your budget from last year? Please explain.
- 5) Describe in specific detail any increase in SFRB funding being requested and how that increase in your department/program will directly impact the UNM student population.
- 6) If last year's SFRB budget items were spent on other expenses please provide a brief explanation.

### **Relationship to and Cooperation with the UNM Community**

- ~~5~~7) How does your department/program collaborate with other departments/programs?
- ~~6~~8) Describe improvements your department/program has implemented in the last year to improve services and accessibility of the service you provide.
- ~~7~~9) What role does your department/program play in student recruitment, retention, and graduation?

### **Student Involvement**

- ~~8~~10) How are students involved in the decision making process of your department/program?
- ~~9~~11) How do you plan to increase student participation in your department/program and improve service and accessibility to the students of UNM?
- ~~10~~12) Describe your program's level of participation.
  - a) How many students are actively involved in your department/program? Please provide a brief example.
  - b) How many students are impacted by your department/program? Please provide a brief example.
- ~~11~~13) How many students do you employ, including graduate assistants, interns, etc?

## **Self-Evaluation**

- | ~~12)~~14) Describe in detail the systems in place for tracking the UNM student population and non-UNM student populations served by your department/program. This includes how you track the students you serve on a repeat basis and the students that are served just once. Comment on the system's effectiveness, changes made this year, and plans needed for improvement. (Note: We realize that tracking systems will vary across departments/programs.)
- | ~~13)~~15) What methods have been used in evaluating your department/program (for example, surveys, focus groups, interviews), and have these methods proved to be effective?

## **Use and Effects of Funds and Action on Prior Recommendations**

- | ~~14)~~16) State your objectives for the funding you received through the previous SFRB process. Describe how you met those objectives, and if you did not, please explain why.
  - a) Provide a short outline of each program/project SFRB funds are used for. How long has each program/project been in operation? What are the outcomes of each program/project?
- | ~~15)~~17) Specifically address and comment on each recommendation made to your departments/program by last year's SFRB.  
**Note:** If you do not have the letter from last year's SFRB process that included recommendations, please contact the GPSA (277-3803) or ASUNM (277-5528) offices for a copy.

## **Summary**

- | ~~16)~~18) Provide any other information or a narrative that will assist the SFRB in making a decision to grant your department/program funding.

| **\*new applicants and/or those that did not receive funding last year do not need to complete items ~~5,~~ ~~6,~~ ~~16~~15, and ~~17~~16**

**Note:** Please be sure to focus on the programs and services that are funded by SFRB funds. It is always a pleasure to hear about all the great things departments are doing, but the focus of the application should be on SFRB funded programs and services.

Please remember that a completed application consists of a signature from your Department Head, as well as a comprehensive, itemized budget for your entire department, including all funding sources. Your application will be considered incomplete if it is missing either of these components.

## Instructions for completing Budget Summary sheet for Student Fee Review Board Funding

1. All applicants must provide a detailed revenue and expense report for 2012-2013 AND a year to date report for 2013-2014. These reports should show all revenue sources and should report a summary of expenses incurred. You are free to format your report as is most convenient for you.
2. Your department will fit into one of the two categories listed below. Fill out the attached budget summary form (the excel spreadsheet) according to the category that corresponds to your departmental budget.

**a. Departments which have SFRB funding included in their departmental general operating budget (not in a separate index).**

*Column A* should equal your entire departmental budget for the fiscal year 2013-2014.

*Column B* should be left blank.

*Column C* should indicate how the SFRB funds were budgeted for the fiscal year 2013-2014.

*Column D* should indicate how the SFRB funds were spent for the fiscal year 2013-2014.

*Column ~~ED~~* should equal your entire proposed departmental budget for the fiscal year 2014-2015.

*Column ~~FE~~* should be left blank.

*Column ~~GF~~* should indicate how the requested SFRB funds will be budgeted for the fiscal year 2014-2015.

- If your department is requesting an increase in funding column F should equal column I on the SFRB Increase and One-time Funding Request Form.
- If your department is requesting one-time funding it should be included in column F and be reflected on the SFRB Increase and One-time Funding Request Form.

**b. Departments which have a separate departmental budget for SFRB funding. (not included in the index for your general departmental operating budget)**

*Column A* should be left blank

*Column B* should equal the departmental (non-SFRB) budget for fiscal year 2013-2014.

*Column C* should indicate how the SFRB funds were budgeted for the fiscal year 2013-2014.

*Column D* should indicate how the SFRB funds were spent for the fiscal year 2013-2014

*Column ~~ED~~* should be left blank

*Column ~~FE~~* should equal the proposed departmental (non-SFRB) budget for fiscal year 2014-2015.

*Column ~~GF~~* should indicate how the funds requested from the SFRB will be budgeted for the fiscal year 2014-2015.

- If your department is requesting an increase in funding column F should equal column I on the SFRB Increase and One-time Funding Request Form.
- If your department is requesting one-time funding it should be included in column F and be reflected on the SFRB Increase and One-time Funding Request Form.

STUDENT FEE REVIEW BOARD  
FISCAL YEAR 2014-2015

DEPARTMENT \_\_\_\_\_  
VICE PRESIDENT \_\_\_\_\_  
INDEX # \_\_\_\_\_

	A	B	C	D	E	F	G
DESCRIPTION	TOTAL 2013-2014 BUDGET	DEPARTMENT OPERATING BUDGET 2013-14	SFRB BUDGET 2013-2014	SFRB BUDGET REVISIONS 2013-2014	TOTAL 2014-2015 BUDGET	DEPARTMENT OPERATING BUDGET 2014-15	2014-2015 BUDGET REQUESTED FROM SFRB
1 Faculty salaries							
2 Staff salaries							
3 <b>SUBTOTAL NON-STUDENT SALARIES (Line 1+2)</b>		-	-		-	-	-
4 Student (student employment & workstudy)							
5 GA, TA, RA - Pay and Benefits							
6 Fringe Benefits on Staff & Faculty salaries							
7 <b>TOTAL COMPENSATION (Lines 3 thru 6)</b>	-	-	-		-	-	-
<b>GENERAL EXPENSES</b>							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24 <b>TOTAL GENERAL EXPENSES (Line 8 thru Line 23)</b>	-	-	-		-	-	-
25 <b>GRAND TOTAL EXPENSES (Line 7 + Line 24)</b>	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
<b>REVENUE</b>							
26 SFRB							
27 I & G Funding							
28 SALES							
29 OTHER (Identify Source)							
30 <b>GRAND TOTAL REVENUE (Lines 26 - 29)</b>	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -