

**Student Fee Review Board  
Funding Application for Fiscal Year 2017-2018**

New Mexico Student Union Student Events/Programs

Name of Unit

Walter Miller

AVP Student Life: Director, Student Union Building

Dean/Director

Title

MSC03-2200

Campus Address

505.277.2331

wcmiller@unm.edu

Campus Phone

E-mail Address

\$ 74,000

Total Amount Requested

Alternate Email Address

One-Time Funding  Recurring  Requesting Increase

**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. I understand that the SFRB is a **recommendation** body and that its funding allocations are subject to revision by the Budget Leadership Team before final approval.

*Walter C Miller*

Submitted By (Print Name)

*Walter C Miller*

Department Head Signature

*09/09/16*

Date

Please submit an electronic version of this application via email to [SFRB@unm.edu](mailto:SFRB@unm.edu) and 13 hard copies of this application to the ASUNM Office, Student Union Building suite 1016.

**DEADLINE September 9, 2016, 5:00 PM.**

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

*Student Fee Review Board 2016-2017*  
*Executive Summary: Student Union Building (SUB)*

The Student Union Building is a place where students, faculty, staff and community can go to accomplish their goals: socialize; satiate hunger; assemble for a meeting; study independently or in a group, to name a few. With foot traffic exceeding 14,000 patrons average a day, the SUB is arguably the most heavily utilized facility at UNM.

Student Success:

The SUB's purpose is to help ensure student success, as such the SUB aims to impact students on various levels: students as employees; students as patrons; student organizations; prospective students.

- Student employment: The SUB employs anywhere from 50 – 75 student employees at any given time during the year, making it the 2<sup>nd</sup> largest student employer on campus.
- Student Scholarships: every year, the SUB awards merit-based student scholarships to employees.
- Student organization space: nearly 90 student organizations are allocated space annually in the SUB; space allocation includes office space and/or storage space.
- Programmatic events: the SUB hosts Uni Night, the late night programming series that offers a safe alternative to students on Friday evenings; the SUB also hosts annual events such as the Pumpkin Carving Contest, Mardi Gras Celebration, and Late Night Breakfast. The SUB also collaborates with numerous departments across campus on programmatic events.
- Student recruitment: the facility is frequently used by Enrollment Management and others as a recruitment tool for the university.
- Academic success: Students frequently utilize the space in the SUB to further their academic pursuits. This includes, studying independently on the third floor, meeting for group projects, etc.

Funding Sources:

The SUB is not eligible for Instruction and General funding (I&G Funding), grants, state or federal funding. The funding provided by the SFRB to the SUB is the reason the facility is operational. Without the money received through Student Fees, the SUB would be unable to open its doors, turn on the heat, and serve students daily, 7 days a week, from 7 a.m. – 12:00 a.m., 50 weeks a year.

New Funding:

This year, the SUB is requesting new funding for student Evening/Weekend programs from the Student Fee Review Board. The SUB has been directed to develop evening and weekend student programs for the Fall/Spring semesters. This directive is from Senior Administration to establish UNM as a distinct university. Also, with increase in student housing residences, UNM must provide a variety of activities during the Friday, Saturday, and Sunday period. The SUB operation is funding the operation expense to expand hours and provide the equipment required.

*Student Fee Review Board 2016-2017*  
*Application Questions*

1. Describe the history and mission of your unit, and how its services support the mission of the University. Please address each of the following bullet points in your answer.
  - a. What services does your unit specialize in that are not offered in a similar form elsewhere within the University?
  - b. How does your unit serve the University's commitment to diversity?

As implied by the name, "Student Union Building," the University's gathering place exists primarily to meet the diverse needs of the school's student population. The SUB serves faculty, staff, alumni, and visitors. The SUB's primary stakeholders are represented by the SUB Board; this board sets the policy of the facility – these policies are driven and determined by students. The SUB's strategic vision remains committed to providing facilities and services in line with the times and supportive of the quotidian needs of the student as well as the University community. It is a multi-faceted organization, which is both a facility and a program, designed to serve the diverse needs of students, staff and faculty. The SUB supports student-initiated programs through ASUNM, GPSA, and the Student Activities Center, as well as provides food service locations and a central gathering place. Additional activities and programmatic support include meeting room facilities, entertainment, educational events and social events. The SUB is a central location for student development, student organizations, student governments: ASUNM and GPSA. The SUB currently has space allocated for 84 chartered student organizations (roughly 22% of the total chartered student organizations on campus), giving organizations the opportunity to have a central location to meet and better serve the campus community. Twenty meeting rooms are available to student groups at no charge with full access to audiovisual equipment for events and meetings, as well as storage units for those groups who require space to store their equipment.

In addition to the SUB providing space for students to meet, eat, and study, the following services are offered to students: LoboCard Office, Student Activities Center, Barber Shop, Lobo Computer Lab and the Parking Services Transportation Information Kiosk. ASUNM, GPSA, and Student Government Accounting offices are also conveniently located in the building to effectively serve the campus community.

2. Briefly describe each program/project in your unit that is funded specifically by student fees. What are the outcomes, so far, of each program/project? What, if any, changes do you plan to make to these programs/projects?

Last year we established Friday Night Programs (UniNite) to test a concept. The plan is to establish a weekly Friday night, Saturday and Sunday student program series during the Fall and Spring semesters as well as extending Louie's Lounge Saturday and Sunday hours with sport event programs.

3. Does your unit have an SFRB balance forward? If so, please justify this balance forward and describe how you will utilize it.

No.

4. Describe any increase in SFRB funding or one-time funding you are requesting, and provide justification detailing how raising student fees will improve your unit's impact on the student population. If requesting increases or one-time for multiple programs/projects, which program/project is your top priority? If requesting an increase or one-time, please state any reserves in your unit's budget and provide justification for not using said reserves for the requested increase.

This is a new request is to establish student programs for Fall/Spring semesters annually on evenings and weekends

5. What are your unit's current non-SFRB sources of funding (e.g. Instructional & General, state or federal grants, self-generated revenue), and if applicable, what additional funding sources are you seeking this year?
  - a. What increases or decreases from non-SFRB funding sources do you anticipate compared to your budget last year?
  - b. Please complete Budget Form C for non-SFRB income

The SUB is not able to receive Instructional & General, state or federal grants or self-generated revenue. No additional funding sources are being sought.

6. Describe student participation in your unit, and any plans to improve it, addressing each of the following bullet points.
  - a. How are students involved in the governance/decision-making of your unit?
  - b. How many students do you employ (including graduate assistance, interns, etc.)?

The SUB operates under the direction of its governing body, the SUB Board, which has existed since 1959. It is the only department and facility at UNM that is mandated through a constitution to have a student-majority governing body that determines operating policy and procedures. The SUB Board takes an active role in the decision making process for the SUB. Overall, the board is comprised of thirteen (13) members, of which seven (7) are students, ensuring students are the majority. Furthermore, all officers of the SUB Board must be students. The SUB Board committees include: Retail and Marketing Committee, Space Allocation Committee, Steering Committee and Appeals Committee. These 4 committees currently include 8 students who serve on them, in addition to serving as SUB Board members.

The Student Union employs interns, graduate and undergraduate students. The SUB is one of the largest student employers on campus. Student jobs vary from custodial assistance to building managers. Student employees are entrusted with a great deal of responsibility. The SUB is the first place of employment for many of its students and as their first employer managers feel it is their responsibility to help prepare student employees for future careers. Students are given

opportunities to improve their professional skills to make them more marketable when they begin to seek careers post-graduation. In cooperation with Career Services, the SUB offers monthly workshops for all student employees. In these workshops students receive help with resumes, cover letters, elevator speeches and interviewing techniques.

The SUB is committed to students and their engagement in the operations of the facility by valuing their opinions. The SUB is a unique venue on campus, being the only department that has a governing structure with students at the leadership helm. Specific examples of the SUB's commitment to the inclusion of students are the SUB Board and Student Employment.

7. Describe specific improvements your unit has made in the last fiscal year to the visibility/accessibility of its services, and any plans to further improve visibility/accessibility.

Last Academic Year the UniNite program was established to test student response once a month. The response was very favorable.

8. How does your unit collaborate with other campus units and/or off-campus entities?

This unit will collaborate with Student Residence Life, ACC Housing, and Lobo Athletics and Recreation Services.

9. What methods have been used in evaluating, your unit's impact on the student population and how effective have those methods been?

The previous year attendance provided info to expand the UniNight series. We monitor the use of the SUB hourly daily.

10. What are your unit's current plans to address the recommendations of last year's SFRB? We understand that these plans are subject to change in response to any unexpected developments later in the fiscal year.

N/A

11. Provide any other information or a narrative that will assist the SFRB in making its decision to fund your unit.

This request is to provide evening and weekend student programs for Fall/Spring semesters. Implementing this program is part of an effort to enhance the campus experience for undergraduate students at UNM. Also, this is to enhance the UNM experience.

Thank you for your consideration.

SFRB Funding Request Form

STUDENT FEE REVIEW BOARD  
FISCAL YEAR 2017-2018

DEPARTMENT New Mexico Student Union  
VICE PRESIDENT Cheo Torres

INDEX # New Index will be Created

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DESCRIPTION	ORGANIZATION OPERATING BUDGET 2015-2016	TOTAL BUDGET 2016 - 2017	SFRB BUDGET 2016 - 2017	TOTAL BUDGET 2017 - 2018	SFRB BUDGET REQUESTED 2017 - 2018	SFRB FUNDING INCREASE/DECREASE REQUEST 2017 - 2018
1 Faculty salaries	NA	NA	NA			
2 Staff salaries						
3 SUBTOTAL NON-STUDENT SALARIES (Line 1+2)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4 Student (student employment & workstudy)						
5 GA, TA, RA - Pay and Benefits				24,000	24,000	24,000
6 Fringe Benefits on Staff & Faculty salaries						
7 TOTAL COMPENSATION (Lines 3 - 6)	\$ -	\$ -	\$ -	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00
8 GENERAL EXPENSES						
9 Student Events/Programs				50,000	50,000	50,000
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32 TOTAL GENERAL EXPENSES (Line 8 - 30)	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
34 GRAND TOTAL EXPENSES (Line 7+32)	\$ -	\$ -	\$ -	\$ 74,000.00	\$ 74,000.00	\$ 74,000.00