



Student Fee Review Board Application Checklist

Cover Sheet

Executive Summary

Application Questions

Budget Form A

Budget Form B (**one-time requests**)

Budget Form C (**non-SFRB funding**)

Please submit an electronic version of this application via email to SFRB@unm.edu and 13 hard copies of this application to the **GPSA Office**, Student Union Building suite 1021.

DEADLINE September 6, 2019, 5:00 PM.

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

**Student Fee Review Board
Funding Application for Fiscal Year
2020-2021**

New Mexico Student Union
Name of Unit

Cheryl Wallace Interim Director
Dean/Director Title

301 Cornell Drive
Campus Address

277-2331 cwallace@unm.edu
Campus Phone E-mail Address

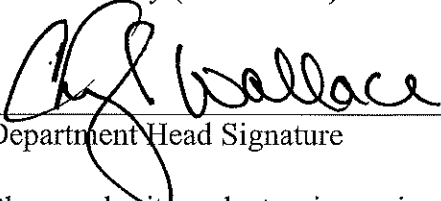
\$ 2,408,128.00 subadmin@unm.edu
Total Amount Requested Alternate Email Address

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.

Cheryl Wallace
Submitted By (Print Name)


Department Head Signature

09/03/2019
Date

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DEADLINE September 6, 2019, 5:00 PM.

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Student Fee Review Board 2020-2021
Executive Summary: Student Union Building (SUB)

The Student Union Building is a place where students, faculty, staff, and community come together to accomplish their goals. Whether it be to socialize; grab a bite to eat, gather for a meeting or simply to study independently or in a group. With foot traffic exceeding 13,000 patrons a day, the SUB is undisputedly the most heavily utilized facility at UNM.

Student Success:

The SUB's commitment 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, and prospective students. The SUB employs 75+ students at any given time during the year, making it the one of the largest student employer on campus. Every year, the Student Union awards merit-based student scholarships as well as graduate student internships to students we employ. In regards to student organization space, nearly 90 student organizations are allocated space annually in the SUB. This includes office space and/or storage space. Programmatic events are planned and held by the SUB as well. The SUB hosts Uni Night, a programming series that offers a number of safe alternatives for students on Friday evenings each month in the Fall/Spring semesters. The SUB also hosts annual events such as the Pumpkin Carving Contest, Mardi Gras Celebration, and two Late Night Breakfasts to celebrate the end of the fall and spring semesters as a kick off to finals. The SUB also collaborates with numerous departments across campus on campus wide events, such as homecoming, Lobo Day (Founders Day), and graduation ceremonies. The student union building also has a major impact on student recruitment. The facility is used by Enrollment Management for all campus tours and the Veterans Resource Center as a recruitment tool for the university throughout the year. Students frequently utilize the space in the SUB to further their academic pursuits. This includes, studying independently, meeting for group projects, academic year-end displays, and CAPS program

Funding Sources:

The SUB is not eligible for any Instruction and General funding (I&G Funding), NM grants, state or federal funding. The funding provided by the SFRB to the SUB is the reason the facility is operational today. Without the allocation received, the SUB would be unable to open its doors, turn on the lights, and serve students, 7 days a week, from 7 a.m. – 10:00 p.m., 50 weeks a year. The fiscal responsibility for the daily operational costs are the SFRB allocation and self-generated funds. Over the past 3 years, the Student Union has operated on a reduced SFRB allocation. Our requests for one-time funding to address our roof issues have not been funded, and our vacant staff positions totaling \$200,000.00 were not filled in order to assist UNM balance the general fund budget.

One Time Funding Request

The SUB is the student's building. Students pay for the bonds that funded the SUB remodel and expansion via the Student Facility Fee. This year, the SUB is requesting a one time funding request that will enable us to address the replacement of technology resources and equipment that is critical to the success of student meetings and events. Additionally, the SUB's original construction is over fifty years old. The remodel in 2003 did not fund replacement of a new roof. Our carry forward funds from the 2018-19 fiscal year will partially fund our phased approach to the complete replacement of the roof, additional building repairs, fund capital projects, repair/replace/update furniture in the facility, and add additional security measures throughout the facility. We are requesting an additional \$300,000 to fund phase 2 of the roof replacement project and \$100,000 for technology resources for a total one time funding request of \$400,000.00.

Student Fee Review Board 2020-2021

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 UNM's student population. The SUB also serves faculty, staff, alumni, and visitors. The SUB's primary stakeholders are represented by the SUB Board. This board sets the policy, direction, and program of the facility. These policies are driven and determined predominantly 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. It also provides food service locations, as well as being a central gathering place. Additional activities and programmatic support include meeting room facilities, entertainment, and educational and social events. The SUB is a central location for student development, student organizations, and student governments: The SUB currently has office space allocated for 88 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. There are twenty meeting rooms 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 also offered to students: LoboCard Office, Student Activities Center, Campus Food Service, Lobo Computer Lab and the Parking Services Transportation Information Kiosk. The Veteran's Resource Center, 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?

The SFRB funds we receive are used primarily for operating and program costs. Operation costs include repair and building maintenance, building services, utilities, equipment and furniture, supplies and university chargebacks (utilities, insurance, and overhead).

With that in mind, SFRB funds are not utilized for a specific program, or project, rather for the facility in its entirety. In order to afford all users of the SUB the opportunity to benefit from SFRB funds, the nature of the SUB is not aligned with the typical line

item budget of programs across campus. SFRB funds allow students to have a central, community gathering location to study, work, lounge between classes, or eat. SFRB funds have allowed the SUB to further expand the services the facility provides to students, including but not limited to: the transportation center, study areas with renovated furniture, free advertising, and free meeting rooms along with discounted catering options. In the ways outlined above, SFRB funding for the SUB encompasses much more than just one program. It is funding for an entire facility.

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

Yes. We had a balance forward of \$203,843.44. Carry forward funds are always reinvested. The funds are earmarked for a portion of the Student Union roof and furniture repair. Since we do not receive any I&G funds, we are responsible for our own maintenance and repair of the facility. All carry forward funds go back into the facility and programs for students.

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.

- a. If requesting one-time funding, please complete Budget Form B.

The Student Union is requesting a one-time funding request for 2020-2021 to update technology resources and for partial roof replacement. Advancement in technology resources assist students in meeting their educational goals. With efficient devices available to student groups, the result is increased information sharing and the ability to access updated and accurate information. The continuation of the roof replacement through this request as well as our carry forward ensures the infrastructure of the facility is maintained. Roof replacement would be our number one priority.

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 fiscal 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 cannot apply for Instruction and General Funds. Aside from SFRB funds, the funds used for the operation and maintenance of our facility are self-generated through room rentals, food service administrative rebate, food service utilities, equipment repair and A/V rental. With that in mind, we do not charge chartered student groups to reserve rooms to use A/V equipment, which is a benefit to those student groups. For the fiscal year 2018-2019, the breakdown of scheduled events was as follows:

Student organizations: 3,693

Departments: 1,550

Off campus groups: 397

If the student organizations alone were assessed a room rental fee, that would generate approximately \$836,930.35

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. This board 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 7 students who serve on them, in addition to serving as SUB Board members.

The Student Union employs 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 post-graduation careers.

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.

The Student Union has recently contracted with a company to repair and reupholster furniture in the Student Union public areas for students. This will give students more sitting options for studying and social time between classes.

We are currently adding more security measures both inside and outside the Student Union that will focus on areas of the building that have been unsecure in the past. This will make the SUB safer for our students.

Finally, we installed one new outdoor digital sign on Smith Plaza and will install the second replacement sign early in the fall 2019 semester. These signs give student groups and other UNM areas more animated options for advertisements instead of only scrolling through text messaging.

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

Since the SUB is the hub of on-campus activity, we collaborate with many departments/programs. Five collaborations to highlight would be partnerships with CAPS, Enrollment Management, American Indian Student Services, the Dean of Students Office, and Student Activities Center.

In regards to the relationship we have with CAPS, the SUB provides tutoring space throughout the building for use by this program and the students they serve. During specified times, students can meet with tutors of various concentrations to go over homework, prep for a test, and further their understanding of the subject. The SUB sections off portions of the building for tutoring areas and assists in the communication efforts of letting students know where sessions are being held. The SUB Board has also granted CAPS a portion of a storage closet in the Lobo Lair to house items that the department uses during their tutoring sessions. It has been a very successful and worthwhile partnership that has benefited many students.

A second example of collaboration is the utilization of the SUB theatre by various departments, specifically Enrollment Management (EM) and American Indian Student Services (AISS), for recruitment efforts. The theatre is reserved on a consistent basis, free of charge, by EM and AISS to make presentations and further educate prospective students about the promise of attending UNM. Audio visual equipment is provided and utilized by the departments as well. It has been a successful recruitment tool. The SUB is in the heart of campus allowing us to showcase numerous student events and services we provide.

The SUB also partners with the Dean of Students Office (DOS) by displaying large class banners in the SUB Atrium. As part of the “Class of” initiative, the banners are signed by incoming freshmen. During the fall semester, “Freshmen Week”, which is hosted by the Dean of Students Office, the SUB will collaborate on a banner unveiling ceremony. The banner is hung with a sheet covering, one week before the ceremony is scheduled in an effort to help build anticipation for the unveiling. This is a tradition that continues annually. As the new freshmen class is introduced to UNM, they will sign their banner and it will be proudly displayed in the SUB until they graduate four years later.

Also in collaboration with the Dean of Student’s office, the SUB works with members of the DOS staff on New Student Orientation. Much of the programming that occurs for NSO, occurs within the facility during the summer months. Campus tours for potential students also occur within the SUB.

Finally, the collaboration between the SUB and Student Activities Center is unique in nature. We consistently work together on programming initiatives that afford the sharing of resources. This collaboration provides students with events such as Late Night Breakfast, Welcome Back Days, and Friday Night Live. Each of these events gives students the opportunity to socialize with classmates and participate in campus life. Furthermore, Late Night Breakfast, which is hosted each semester the Sunday before finals week, gives students the opportunity to take a break from studying in order to re-energize, eat, listen to music, and win prizes. This has been a very beneficial partnership for the student population. The SAC and SUB also collaborate to highlight student success. Be it through recognition of academic scholarships recipients, on-

campus involvement award winners, and academic achievements – student names are proudly displayed throughout the first floor of the facility.

9. What methods have been used in evaluating, your unit's impact on the student population (e.g. surveys, focus groups, interviews), and how effective have those methods been? Please provide any data collected if it pertains to the application.

The SUB's unique organizational structure wherein students are the primary members of its governing board, affords the SUB the opportunity to consistently receive feedback from students. Student leaders who occupy the board are representatives appointed by both ASUNM and GPSA.

Each main entrance into the facility has a door counting system. The door counters help keep record of the foot traffic in the facility. It is a great tool that is used to show the number of attendees at any given event within the building. The SUB has roughly 225,000+ visitors to the building monthly.

Student organization office space and storage spaces can be monitored for use. This helps the SUB determine the efficacy of the product offered. Each year, as students reapply for space, feedback is provided on the wants/needs of each organization.

10. If your unit received specific recommendations from last year's SFRB, what are your unit's current plans to address these recommendations?

Last year's board did not make any recommendations.

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

The SUB is unique from every other entity on campus. It is funded by students, governed by students, with the sole purpose of operating for students. The facility was designed to enhance and optimize the student experience. The SUB exists for students.

We appreciate your time to evaluate are request and thank you for your consideration.

SFRB Funding Request Form

STUDENT FEE REVIEW BOARD
FISCAL YEAR 2020-2021

DEPARTMENT New Mexico Student Union
VICE PRESIDENT Eliseo Torres

INDEX # 161003

	A	B	C	D	E	F
	ORGANIZATION OPERATING BUDGET 2018-2019	TOTAL BUDGET 2019-2020	SFRB BUDGET 2019-2020	TOTAL BUDGET 2020-2021	SFRB BUDGET REQUESTED 2020-2021	SFRB FUNDING INCREASE/DECREAS E REQUEST 2020-2021
1 Faculty salaries						
2 Staff salaries	861,849.00	840,049.00		840,049.00		
3 SUBTOTAL NON-STUDENT SALARIES (Line 1+2)	\$ 861,849.00	\$ 840,049.00	\$ -	840,049.00	\$ -	\$ -
4 Student (student employment & workstudy)	320,500.00	324,480.00	320,500.00	324,480.00	320,500	
5 GA, TA, RA - Pay and Benefits						
6 Fringe Benefits on Staff & Faculty salary	299,526.00	311,045.00	311,045	311,045	311,045	
7 TOTAL COMPENSATION (Lines 3 - 6)	\$ 1,481,875.00	\$ 1,475,574.00	\$ 631,545.00	\$ 1,475,574.00	\$ 631,545.00	\$ -
GENERAL EXPENSES						
8 Supplies	231,605.00	166,945.00	166,945.00	166,945.00	166,945.00	
9 Student Scholarships	15,000.00	5,100.00	5,100.00	5,100.00	5,100.00	
10 Services	202,708.00	176,425.00	176,425.00	176,425.00	176,425.00	
11 Repair & Maintenance	173,735.00	170,366.00	170,366.00	170,366.00	170,366.00	
12 Utilities	545,098.00	550,308.00	550,308.00	550,308.00	550,308.00	
13 Other Operating Costs	36,342.00	29,019.00	29,019.00	29,019.00	29,019.00	
14 UNM Administrative Overhead	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	
15 Equipment and Furniture	74,388.00	-	-	-	-	
16 Reserve Capital Improvements	-	-	128,420.00	-	128,420.00	
17 Student Programs	-	-	-	-	-	
18 Other UNM Costs	-	-	-	-	-	
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
32 TOTAL GENERAL EXPENSES (Line 8 - 30)	\$ 1,428,876.00	\$ 1,248,163.00	\$ 1,376,583.00	\$ 1,248,163.00	\$ 1,376,583.00	\$ -
34 GRAND TOTAL EXPENSES (Line 7+32)	\$ 2,910,751.00	\$ 2,723,737.00	\$ 2,008,128.00	\$ 2,723,737.00	\$ 2,008,128.00	\$ -

Form B

SFRB **One-Time** Funding Request Form

Use this form ONLY if you are requesting **ONE-TIME** funding

DEPARTMENT New Mexico Student Union

VICE PRESIDENT Eliseo Tores

INDEX # 161003

STUDENT FEE REVIEW BOARD

FISCAL YEAR 2020-2021

Budget for SFRB Funding **ONE-TIME** Request

		I		J
DESCRIPTION		2019-2020 One-Time Request	2019-2020 One-Time Allocation	2020-2021 One-Time Request
1	Phase 1 of Roof Repair	\$ 400,000.00		
2	Phase 2 of Roof Repair			\$ 300,000.00
3	Technology Upgrades			\$ 100,000.00
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17	TOTAL One-Time funding (Line 1 thru Line 6)	\$ 400,000.00		\$ 400,000.00

*The narrative response to question #4 must reflect this information

Form C

External Funding Sources

This form is used **ONLY** if you have **EXTERNAL FUNDING SOURCES**

DEPARTMENT Student Union
 VICE PRESIDENT Eliseo Cheo Torres
 INDEX(es) # 161003

STUDENT FEE REVIEW BOARD
 FISCAL YEAR 2020-2021

FUNDING SOURCE	2019-2020 BUDGET	2020-2021 FORECASTED BUDGET	Funding Increase Request for 2020-2021
1 Student Fee Review Board (SFRB)	2,008,128.00	2,008,128.00	
2 UNM Instruction & General			-
3 Private Donations			-
4 Fundraising/Foundation/Development			-
5 State Funding			-
6 Federal Funding			-
7 Grants (including federal and private)			-
8 Self-Generated Revenue	715,609.00	715,609.00	
9			-
10 If Other(s), please list below:			-
11			-
12			-
13			-
14			-
15			-
16			-
17			-
18			-
19			-
20			
21			
22			
23			
24			
25			-
26			-
27			-
28			
29			-
30			-
TOTAL OPERATING INCOME/REVENUE	\$ 2,723,737.00	\$ 2,723,737.00	\$ -

*The narrative response to question #5 must reflect this information