



## 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](mailto: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**

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Name of Unit

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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

\$

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**Total Amount Requested**

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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.

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Submitted By (Print Name)

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Department Head Signature

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 GPSA Office, Student Union Building suite 1021.

**DEADLINE September 6, 2019, 5:00 PM.**

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## Application Guidelines

A completed application includes the SFRB-provided cover sheet, signed by your unit's chair/director/head; an executive summary; answers to all questions; and all required budget forms. **Your application will be considered incomplete if it is missing any of these components.**

1. Include the provided SFRB Cover sheet
2. Type your executive summary, **no longer than 1 page**, and include the required information.
3. Answer the application questions. Your answers to these questions can be **no longer than 10 pages**, single-spaced with 1-inch margins, left-aligned, in size 12 Times New Roman. Any graphics or tables or supplemental information will be accepted electronically or physically brought to the hearings.
4. Fill out Budget Form A (**required**) paying attention to the new format and required information.
5. Fill out Budget Form B **only if your unit is requesting one-time funding**.
6. Fill out Budget Form C **only if your unit also relies on outside funding** (any funding other than student fees).

**DEADLINE:** 5:00 p.m., Friday, September 6, 2019

**Email completed application to:** [SFRB@unm.edu](mailto:SFRB@unm.edu)

**Deliver thirteen (13) printed-hole punched without staples or paperclips--copies to:** GPSA Office – Student Union Building, Suite 1021.

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### *Notes*

- Chartered student organizations are **NOT** eligible for SFRB funding.
- Applicants that did not receive SFRB funding last year do not need to complete questions 2, 3, 4, and 10.

## Executive Summary

Please provide an executive summary, **no longer than 1 page**, to introduce your application. This document will repeat, in a condensed form, the most important information in your answers to the application questions. This serves two purposes: providing SFRB members with a guide to reading your full-length application, and improving transparency to students and other constituents who may review SFRB materials for their own purposes.

- Briefly describe your unit's role in supporting student success, particularly those services not available elsewhere within UNM.
- Briefly describe how you have used and/or would in the future use student fee funding to benefit UNM.
- Explain why your unit is seeking SFRB funding as opposed to other funding sources.
- Briefly describe your unit's partnerships and collaborations both within and outside UNM.
- If you are requesting a funding increase, briefly describe the reasons for, and intended uses of, the increase.

## 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?
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?
3. Does your unit have an SFRB balance forward? If so, please justify this balance forward and describe how you will utilize it.
4. Describe any increase in SFRB 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 for multiple programs/projects, which program/project is your top priority? If requesting an increase, please state any reserves in your unit's budget and provide justification for not using said reserves for the requested increase.
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.**
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 assistants, interns, etc.)?
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.
8. How does your unit collaborate with other campus units and/or off-campus entities?
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.
10. If your unit received specific recommendations from last year's SFRB, what are your unit's current plans to address these recommendations?
11. Provide any other information or a narrative that will assist the SFRB in making its decision to fund your unit.

## SFRB Hearing Presentation Guidelines

Your presentation may cover much of the same ground as your application, but in an oral and/or visual format that allows you more flexibility to emphasize what you think is most important.

**Your hearing presentation should not focus on student testimonials, but on your unit's capabilities, goals, and finances.**

- Time limits:
  - **Presentation:** 15 minutes
  - **Questions from SFRB:**
    - 15 minutes for organizations requesting under \$350,000
    - 30 minutes for organizations requesting \$350,000 or more
- Strong presentations will address most or all of the following elements:
  - **Background**
    - Mission statement
    - Standing/long-term goals
    - Services, with an emphasis on projects/programs funded by student fees
    - Plans for the upcoming academic year (e.g. pilot programs, special events)
    - Training and professional development opportunities available to students
    - Student organizations that partner with or are supported by your unit
    - Impact/contact metrics
    - Responses to SFRB recommendations
  - **Finances**
    - Breakdown of funding sources
    - Breakdown of spending/allocations
    - Funding trends (e.g. increases and decreases in I&G funding relative to student fees and other sources)
    - Details of request for new funding
    - Details of SFRB balance forward (if applicable)
- As many (or as few) personnel and constituents as you like may attend your hearing, but their involvement should be limited to providing the information listed above. A large audience can convey support for your unit, but should not distract from your presentation.
- Creativity is encouraged, but concision and clarity should be your priorities.

If your unit has typically included other presentation elements not provided for in these guidelines, you will still have the opportunity to elaborate on your application at the student forums (see timeline). The board strongly encourages students served by your unit to attend these forums and relate their own stories about your unit's contribution to their academic, professional, and personal success.

Sample presentations will be available on the SFRB website at [sfrb.unm.edu](http://sfrb.unm.edu).

*SFRB Executive Summary 2020-2021  
Veteran & Military Resource Center (VMRC)*

The VMRC is the one stop shop for the military-affiliated student community on UNM campus. The VMRC serves a huge role in advocating and serving in the role of integrated advisors for military-affiliated students as they pursue their personal, academic, and professional endeavors.

The VMRC was established in 2009 as the Veterans Resource Center, a department within Enrollment Management. Its original mission was to process VA education benefits for students using VA education benefits; however, in April 2019 the VMRC became a department within Student Affairs. As part of its move to Student Affairs, the VMRC is establishing a Student Support program. As a full service center for its students, the VMRC works with students, administration, faculty, and staff, as well as private and public entities, to provide its students with the resources or referrals they need to succeed academically, personally, and professionally.

The VMRC currently offers the following to its students:

Tutoring	Mentoring
Integrated advising	VA Education Benefit processing and support
Advocacy and referrals	Training
Military-affiliated experience	Transition course
Referrals to helpful resources related to UNM, local, regional, and national services	Specialized assistance in navigating the campus and answering questions
Campus and community outreach support	Educational and Career Counseling (Ch. 36)
Vocational Rehabilitation and Education (Ch. 31)	Computer access and free access to homework printing, faxing, scanning, internet
Vet-to-vet peer mentoring	VA Vet Success on Campus Representative
VA Benefits information	Tuition Waivers (In-state tuition for veterans)
Programs and events for UNM military-affiliated community (Veterans Day, Sound Off, Stand Down)	Scholarship and grant information and application assistance (NM Wartime, NM Vietnam Vets, Tillman Scholarship)
Application Fee Waiver for Undergraduates	Green Zone Training
UNM Military Affiliated Graduation Recognition Ceremony (Stoles, Cords, Recognition Certificates)	VA Work Study Program

**Prominent Partnerships:** The VMRC partners with the UNM Office of the President, Student Affairs (and its Departments), Enrollment Management, Office of the Provost and Academic Affairs, University Advisement Center, School of Law, and UNM HSC, to name a few. Our partnerships show our commitment to support our students.

**Funding:** This is the first time the VMRC (VRC) has ever asked for SFRB funding. We would like to use this funding to employ two (2) GAs, one for Marketing and one for Outreach purposes, at .50.

**Funding Changes:** This is the first time the VMRC is requesting SFRB funding.

## **VMRC SFRB Questionnaire**

**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.**

### **History**

The VMRC was established in 2009 as the Veterans Resource Center (VRC), a department within Enrollment Management. Its original mission was to process VA education benefits for students using VA education benefits, the majority of those benefits being the Post 9/11 GI Bill. In April 2019 the VMRC became a department within Student Affairs. As part of its move to Student Affairs, the VMRC is establishing a Student Support program to help military-affiliated students on campus (veterans, active duty, and dependents) succeed at UNM. As a full service center for its students, the VMRC works with students, administration, faculty, and staff, as well as private and public entities, to provide its students with the resources or referrals they need to succeed academically, personally, and professionally. This past year, UNM was ranked #8 in the Military Friendly rankings, due in large part to the VMRC's and UNM's dedication to serving its military-affiliated student community.

### **Mission Statement**

The VMRC is dedicated to provide the highest quality and comprehensive support to military-affiliated students in an atmosphere that provides commitment, respect, and academic excellence. We provide student support, integrated advising, education, administrative services, job advisement, career advisement to our military-affiliated students (including veterans, active duty, and dependents), as well as outreach to military communities at large.

#### **a. What services does your unit specialize in that are not offered in a similar form elsewhere within the University?**

The VMRC provides a military-friendly culture where veterans, active duty, and dependents can get their need met in an environment that understands the needs of military-affiliated students. We are also subject-matter experts in VA Education benefits, and help military-affiliated students transition from their military lives to civilian and college life.

The VMRC also has a Graduation Recognition Ceremony for military-affiliated students. This allows them to receive recognition as veterans, active duty, or dependents, and they are given a stole and cord to wear proudly as they graduate from UNM.

The VMRC hires work studies through the VA Work Study program to give military-affiliated students the ability to gain experience in a higher education office setting while pursuing their degrees.

#### **b. How does your unit serve the University's commitment to diversity?**

Military-affiliated students are diverse in their own way. For one, veterans are a protected class and are a minority, as only half a percent to one percent of the general population serves in the military. Further, military-affiliated students come from all walks of life and backgrounds, and

are diverse in ethnicity, race, gender, and sexual orientation, among other attributes. The VMRC welcomes all military-affiliated students and gives them a space where they can feel both welcome and comfortable on UNM's campus.

- 2. The VMRC did not receive SFRB funding last year.**
- 3. The VMRC did not receive SFRB funding last year.**
- 4. The VMRC did not receive SFRB funding last year.**

**5. What are your unit's current non-SFRB sources of funding (e.g. Instruction & General, state or federal grants, self-generated income), and if applicable, what additional funding sources are you seeking this fiscal year?**

The VMRC's current non-SFRB funding sources come from Instructional & General (I&G) funds, as well as state Research & Public Service Project funds, broken down as follows:

Funding Source	Allocation
UNM I&G	\$242,538
State funding (RPSP)	\$250,000
TOTAL	\$492,538

**a. What increased or decreases from non-SFRB funding sources do you anticipate compared to your budget last year?**

The VMRC's state RPSP funds are allocated on a year-to-year basis, and as such, the VMRC is not sure if those funds will be re-allocated next year. The VMRC's I&G funds are subject to UNM's budget; I apologize, but due to declining enrollment at UNM in recent years, the VMRC cannot forecast any increases or decreases in its I&G budgets.

**b. Please complete Budget Form C for non-SFRB income.**

Please see the attached Budget Form C.

**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?**

The VMRC staff is all enrolled at UNM, thus students are involved in every aspect of governance and decision-making. Additionally, the VMRC employs two (2) student-employees and between eight (8) and ten (10) VA Work Study UNM students who all are given a voice in the student intake processes and procedures. Three of the current VMRC staff members started as student-employees or VA Work Studies.

**b. How many students do you employ (including graduate assistants, interns, etc.)?**

The VMRC currently employs two (2) UNM student-employees and has an opening posted, and employs between eight (8) and ten (10) VA Work Study UNM students.

**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 VMRC transitioned from Enrollment Management to Student Affairs in the last fiscal year, and as such, the VMRC is no longer viewed as just a certifying office. We have connected with all resources on UNM and have collaborated with various resource centers to become more visible and accessible to all students on campus. We hired a Program Coordinator in the last fiscal year who has been instrumental in reaching out to resources on- and off-campus to help our students.

The VMRC's plans to further improve its visibility/accessibility include hiring additional staff and a Professional Support Intern to more fully meet the needs of our students. The VMRC will also continue partnering with the Student Veterans of UNM and the other resource centers on campus to help our students succeed in their personal, academic, and professional endeavors.

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

The VMRC's collaborations with other campus units include:  
Veterans Day observation with UNM Alumni, ROTC's, and SVUNM at the UNM Alumni Chapel;  
Suicide Awareness and Prevention events with AGORA and SHAC (and MANY other campus units);  
Sound Off with SVUNM and Student Affairs;  
Green Zone trainings to any and all campus units that request it (it is not mandatory); and  
Presentations to classes regarding veteran issues.

The VMRC's collaborations with off-campus entities include:  
Liaison to the VA;  
Transition Assistance Program at Kirtland Air Force Base;  
Tabling at various events, such as Veterans Court, New Mexico State Fair, and Veterans group events.

**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?**

The VMRC submits data to the Military Friendly survey and the Best for Vets survey. UNM is a top-10 Military Friendly school (number eight [8]), and a Military Friendly Spouse school, and a Best for Vets school.

**10. The VMRC did not receive SFRB funding last year.**

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

The VMRC transitioned into Student Affairs this past fiscal year and are starting up a Student Success Program. We would like to hire two (2) Graduate Assistants so we can provide more services and resources to our students, while at the same time giving graduate students the opportunity to pursue their degrees while helping us provide services to students. This is our first SFRB application, and we intend to use any SFRB money to help students directly.

# Form A

# SFRB Funding Request Form

STUDENT FEE REVIEW BOARD  
FISCAL YEAR 2020-2021

DEPARTMENT Veteran & Military Resource Center  
VICE PRESIDENT Dr. Eliseo "Cheo" Torres  
INDEX # 290017

	A	B	C	D	E	F
DESCRIPTION	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/DECREASE REQUEST 2020 - 2021
1 Faculty salaries						-
2 Staff salaries	180,000.00	351,385	-	351,385	100,000	
3 <b>SUBTOTAL NON-STUDENT SALARIES (Line 1+2)</b>	<b>\$ 180,000.00</b>	<b>\$ 351,385.00</b>	<b>\$ -</b>	<b>\$ 351,385.00</b>	<b>\$ 100,000.00</b>	<b>\$ 100,000.00</b>
4 Student (student employment & workstudy)	20,000.00	20,098		20,098		
5 GA, TA, RA - Pay and Benefits						
6 Fringe Benefits on Staff & Faculty salaries		45,376		45,376		
7 <b>TOTAL COMPENSATION (Lines 3 - 6)</b>	<b>\$ 200,000.00</b>	<b>\$ 416,859.00</b>	<b>\$ -</b>	<b>\$ 416,859.00</b>	<b>\$ 100,000.00</b>	<b>\$ 100,000.00</b>
						-
<b>GENERAL EXPENSES</b>						
8 University Costs		12,500		12,500		
9 Staff Professional Development		10,000		10,000		
10 Graduation Recognition Ceremonies		10,000		10,000		
11 Military Experience Retreat		8,000		8,000		
12 Office Expenses		35,179		35,179		
13						
14						
15						
16						
17						
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23						
24						
25						
26						
27						
28						
29						
30						-
						-
32 <b>TOTAL GENERAL EXPENSES (Line 8 - 30)</b>	<b>\$ -</b>	<b>\$ 75,679.00</b>	<b>\$ -</b>	<b>\$ 75,679.00</b>	<b>\$ -</b>	<b>\$ -</b>
						-
34 <b>GRAND TOTAL EXPENSES (Line 7+32)</b>	<b>\$ 200,000.00</b>	<b>\$ 492,538.00</b>	<b>\$ -</b>	<b>\$ 492,538.00</b>	<b>\$ 100,000.00</b>	<b>\$ 100,000.00</b>

# Form C

# External Funding Sources

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

DEPARTMENT Veteran & Military Resource Center  
 VICE PRESIDENT Dr. Eliseo "Cheo" Torres  
 INDEX(es) # 290017

**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)		100,000	
2 UNM Instruction & General	242,538	242,538	-
3 Private Donations			-
4 Fundraising/Foundation/Development			-
5 State Funding	250,000	250,000	-
6 Federal Funding			-
7 Grants (including federal and private)			-
8 Self-Generated Revenue			-
9			-
10 <b>If Other(s), please list below:</b>			-
11			-
12			-
13			-
14			-
15			-
16			-
17			-
18			-
19			-
20			-
21			-
22			-
23			-
24			-
25			-
26			-
27			-
28			-
29			-
30			-
<b>TOTAL OPERATING INCOME/REVENUE</b>	<b>\$ 492,538.00</b>	<b>\$ 592,538.00</b>	<b>\$ -</b>

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