

**Student Fee Review Board
Funding Application for Fiscal Year
2021-2022**

Student Activities Center

Name of Unit

Ryan Lindquist Director

Dean/Director

Title

MSC 03 2210, SUB Room 1018

Campus Address

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Campus Phone

depar@unm.edu

E-mail Address

\$ 87,160.00

Total Amount Requested

Sac@unm.edu

Alternate Email Address

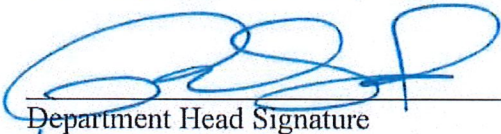
One-Time Funding ☐ Recurring ☒ Requesting Increase ☐

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.

Ryan Lindquist

Submitted By (Print Name)



Department Head Signature

9/3/20

Date

Please submit an electronic version of this application via email to SFRB@unm.edu.

DEADLINE September 11, 2020, 5:00 PM.

*Late applications will not be accepted

Executive Summary for the Student Activities Center

College is more than going to class, get involved!

The Student Activities Center provides programming for the student body and advisement for the student governments, fraternities and sororities, and student organizations. We believe our mission as a department is to create connections on campus for students. The connections students make directly benefit UNM's retention effort. Our goal is to provide more than a "parking lot to classroom experience" for students. We want to help students become a part of the campus community, not just pass through it. Students who are connected tend to stay in school, get better grades, graduate sooner and have a better affinity for UNM.

With the yearly budget reductions the past few years and changes in the UNM's funding policy, our request has some changes compared to previous years. Three years ago, UNM administration mandated no Instruction and General (I & G) funds can be used for funding food at events. This was a big portion of our budgets, including well attended student events such as Welcome Back Days, Friday Night Live, Harry Potter Day, May the Fourth (Star Wars Day), Lobo Leadership and Involvement Awards, Recognition Reception and more. The fiscal sweep of food budgets resulted instantly in a \$25,000 reduction, in addition to our regular budget cuts each year (\$34,000 this year alone). For this fiscal year, our entire I&G and SFRB budget for events (Welcome Back Days, Harry Potter Day, Star Wars Day, Recognition Reception, Movie on the Field, Virtual Events, anything else we find) is \$4,000. We feel these are important events for campus life and food is an integral part of the student experience. We have continued to provide some food at these student events through the generosity of SFRB, ASUNM, and other sponsors. These cuts are the reason we have requested money for Recognition Reception and Campus Programming on Form A. This funding will allow these important events and traditions to continue at UNM. The requested funding would provide money to bring events to campus for students. We continue to work to provide campus-wide programming as affordably as possible. We typically do things like World Cup, NCAA Basketball, Lobo Sports and Olympic viewing parties because they are really affordable. Students, particularly international students, enjoy the opportunity to connect with other UNM students at these events and take pride in their home countries participation. We strive to create an environment that produces a sense of community here at UNM.

No matter how impactful these programs are to students, if they aren't aware of them they can't participate. We have been able to increase our exposure and use of all forms of social media because of the student marketing employee positions funded through SFRB. Our students have increased our online presence, improved our graphic designs, and created some wonderful video promotions. They have even done video and photography projects for both ASUNM and GPSA. They manage our weekly email newsletter ThisWeek@unm that goes out on Sunday advertising all student events on campus that week. Our student employees are also getting a very valuable opportunity to improve their skills, create a portfolio of work and make themselves more marketable once they graduate. To see some of their work and examples of the events we work with, go to: <https://sac.unm.edu/events/media.html> and visit @unmsac on social media platforms.

The third part of our SFRB request has been to pay for the online chartering software program for both undergraduate and graduate student organizations. We used to do this process on paper, but have gone electronic to keep modern and make it easier for the student organizations. When going out for bids on software for the chartering process, the 3 companies we got quotes from were \$10,000, \$30,000, and \$40,000. Our \$10,000 software is very basic, but it does the job.

The final part of our request is to make the GPSA Admin a recurring position and to transition it from .08 FTE (32 hrs/week) to 1.0 FTE (40 hrs/week). This position provides the GPSA officers the administrative and project support it needs. Their current admin started in September of last year and they have provided transition assistance and stability in the office. So much so, the GPSA officers would like to make it a full time position so the office can be open 40 hours a week to support the graduate student population.

This year we are requesting an increase in funding of \$36,302. Half of this increase is due to the transition of the GPSA admin to full time FTE and the salary and fringe shortage from the one-time allocation last year. The second half of the funding is to hopefully be able to provide programs and events from students since our I&G budget for this was basically zeroed out. We did receive \$4700 for programs last year that we had to choose to eliminate due to this year's SFRB cuts. Our costs in the chartering software and student employees are fixed and would have a very large student impact if cut. We completely understand the stress and burden placed on SFRB due to enrollment drops and increased requests. We would be very honored and fortunate to receive funding from the SFRB.

Thank you for your consideration,

Ryan Lindquist
Director, Student Activities Center

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.

The Student Activities Center was created in the mid to late 1960s with Dr. Karen Abraham serving as the first Director. As the student population has increased so have the duties, responsibilities and activities of the Student Activities Center. Our future plans are to meet this increasing demand for services and programs.

Although some of the services our department provides (advising, programming and recognition) are also provided by other departments, those areas generally are targeted at specific campus communities. Our department provides these services for the broader campus community. Many of the other services we provide are unique and our department has been designated to handle those services for the university.

The Student Activities Center motto is, *College is more than going to class, get involved!* We do this in a variety of ways.

First, we serve as advisors to numerous organizations. These include the 2 student governments, 420 student organizations and 25 fraternities and sororities. The members of our staff provide guidance, continuity and support for students so they can learn essential skills that cannot be gained by reading a book, only by actual hands-on experience. We believe these experiences compliment classroom learning and provide students with a more holistic learning experience while at UNM. Numerous articles have been written about how essential skills can make a difference in landing a job in your career field. We help develop skills that will be important for students as they move into their professional lives.

Second, we develop, plan and coordinate events and programs for the student body. These programs create the "traditional college experience" for many students. Events include Welcome Back Days, Friday Night Live, Movie on the Field, May the Fourth (Star Wars Day), Harry Potter Day and many more. Attending and being a part of these events are the experiences which connect students to UNM. The Mid-Week Movie series is also an important program which allows us to provide inexpensive entertainment for students and their families.

Third, recognizing the achievements of students is an important part of our mission. Our department coordinates the Lobo Leadership and Involvement Awards selection process and reception for over 80 students. The annual Recognition Reception is UNM's most prestigious awards ceremony and coordinates recognition done for students in more than twelve departments. The tremendous accomplishments of student leaders should always be recognized and celebrated. These events also provide opportunities for a student's family to share in their experience at UNM.

Fourth, chartering student over 425 student organizations is an important function of the Student Activities Center. Providing workshops, information and problem solving for these groups is a rapidly expanding function of our department. There are numerous legal standards with regards to approving constitutions and bylaws and our staff must be knowledgeable of these laws.

Fifth, reserving space on the mall areas of campus is a much larger function that most people are aware. In 2019-20 there were 1124 requests for outdoor space use on campus. Events included information tables, bake sales, weddings, class projects, protest/demonstrations and much more. This

requires knowledge of campus policy, laws regarding free speech and the ability to communicate with a variety of people. In order to make this process function easier for students, our department has taken the lead on scheduling biweekly meetings with all of the campus departments involved with coordination of campus planning (UNMPD, Physical Plant, Parking and Transportation, Johnson Center, Safety Office, and more) so events can be discussed at one time and place.

Sixth, developing and distributing publications for students is an important element of our department. We produce and distribute the Student Activities Calendar twice a year. This allows us to provide students with dates of events and activities on campus in addition to important academic dates. We also publish the Guide to Chartered Student Organizations three times a year with the financial assistance of both ASUNM and GPSA.

We pride ourselves as a department which endeavors to help every student who walks in our door. We work hard to be problem-solvers and a resource for students.

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

Of those services listed above the following are unique to our department: chartering of student organizations, student government support, fraternity and sorority advisement, printing of the Guide to Chartered Student Organizations and the Activities Calendar. Also, outdoor space reservations, off-campus housing listing, emergency message service, and the Mid-Week Movie program are only housed with us.

Although some of the services our department provides (event production, advising, and recognition) are also provided by other departments, those are generally targeted at specific campus communities. Our department organizes these events for the broader campus community (Welcome Back Days, Friday Night Live, Harry Potter Day, May the 4th, Etc). We also support the planning and execution of large student government events such as Silent Lights, Red Rally, Fiestas, Spring Storm, GPSA 50th Anniversary, and many more.

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

Our department coordinates entertainment and programming for Hispanic Cultural Month each September to October. This includes mariachi music, flamenco dancing, food demonstrations and more. Events like Lobo's Got Talent, Lobo Leadership and Involvement Awards, and Welcome Back Days really showcase the diversity we have on campus. We also actively participate in campus recruitment and social events with El Centro de la Raza, American Indian Student Services and African American Student Services, and others each year.

An area we are particularly proud of is the increase in culturally based fraternities and sororities. The first Latino based fraternity, Lambda Theta Phi, chartered on campus in 1998. Today there are 14 culturally based fraternities and sororities, representing Latinos/Latinas, American Indians, African-Americans and multicultural students. On many other campuses, the culturally based Greeks have not been included with activities of the Interfraternity and Panhellenic Councils; they aren't even advised by the same department. We made a conscious decision from the beginning to be inclusive. Admittedly this is not always easy, but we feel it is the best course and we are pleased with where we have come with this approach and we continue to adjust and build a supportive environment for all of the students who choose to participate in Greek Life.

The Olympic Games and Women's World Cup event watch parties in the SUB atrium have been hugely successful and provide a source of pride and opportunity for connection with our international students. As our international student population grows, our students from around the world will have a place on campus to gather together and show their pride. Last summer we showed the 2019 Women's World Cup games and we would have shown the 2020 Tokyo Summer Olympics this summer if it wasn't for COVID. Events like these are important to our international student community and we are happy to provide this opportunity to come together, with our American students, and cheer each other on.

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?

Student Salary: We are funded for a marketing and communication student employee salary. The position is shared between two students to provide a wider array of media skills. One student coordinates our graphic design, website and social media (@unmsac) efforts. The other student is charged with video production and photography. Much of what they do is from a student's perspective and has proven to be more successful for our marketing efforts. The area we have seen the biggest impact in our student's efforts is the ability to make quality video promotions. Please see the Event Media link on our website (sac.unm.edu) to watch some of the great promotions they have put together. This has been a tremendous step-up to the next level of marketing. All of this is done to make sure more students are aware of the programs and activities available to them.

Programming funds: Since 2008-09, our department's Instruction and General (I & G) budget has been reduced by \$118,567 with \$34,000 of that reduction occurring this year. SFRB funding in the last few years has been essential to continue to providing programs for the student community.

In the past we have utilized SFRB funding for a variety of programming activities for students. These included large scale events such as Harry Potter Day, Lobos Got Talent Recognition Reception, and the Lobo Leadership and Involvement Awards (Formerly known as Who's Who Amongst Colleges and Universities). In addition, we were able to do smaller programs such as Dueling Pianos, hypnotists, activity villages, and other noon-time events. SFRB funding covered a big portion of the expenses for these events, but that money was moved and redefined a few years ago to cover the costs of the student organization chartering system software. We have been unable to start any new traditions on campus due to the lack of funding and staffing in our office. Hopefully we will be able to do this again soon!

Three years ago, the UNM mandated that I & G funds cannot be used for food. We had hoped for an exception for events which the primary audience was students, but that was not granted. In order to continue some of the traditional campus programs, which were highly successful with students, we did some reshuffling of our budget, cosponsored with other departments, fundraised, and cut other events. The campus is fortunate ASUNM, the President's Office, Dion's, UNM Alumni and the Children's Campus were able to help out with Welcome Back Days (WBD) last year, otherwise the event would have looked very different. Recognition Reception food has seen gift in kind from UNM Food when they can afford to do so, so we never know what to expect. Chartwells did renegotiate their contract with UNM due to the decline in enrollment and COVID has greatly impacted their profits, so we cannot count on their sponsorship of the food for this event moving forward. We will continue to ask them though.

ASUNM Student Special Events has taken over the primary sponsorship of Lobos Got Talent so we are fortunate the successful student event formally funded through SFRB will be able to continue.

With SFRB funds being one of the only sources of funds we can use to purchase food for student programs, we shifted the cost of food at events to the SFRB budget. All other program costs for annual events were moved from SFRB to our I & G budget. After this year's I&G budget cuts, our office has just over \$4,000 for all of our events (Welcome Back Days, Friday Night Live, Harry Potter Day, Recognition Reception, Lobo Leadership and Involvement Awards, Star Wars Day, and more). Our current SFRB request reflects these changes.

We want to ensure that these events are not just undergraduate focused. Although we believe our events are open to everyone, we understand there are graduate students who might not readily participate in some of these activities. To address this, we have programmed specific activities directly with GPSA to focus on graduate and professional students. Last year, we provided GPSA assisted financially with the 50th anniversary event and at Friday Night Live we have a food focus on GPSA to attract graduate students in attendance.

Charter Student Organization Software Program: This is the software program we use to register and charter student organizations is from a company called Symplicity. It handles the basic functions of allowing student organizations to register annually and have a presence on our website so students who want join an organization can find the group(s) that interest them.

The software program we use is by far the least expensive one on the market. The second cheapest product was \$30,000/year and the top of the line product was \$40,000/year. In 2016-17, ASUNM covered the total cost of the software program. In conversations with them, they felt their budget could no longer fund the total cost especially since at least a 1/3 of the groups were graduate students. The GPSA budget really had no space for this in their budget either, so in discussion with the leadership of both student governments, we proposed and received approval for a SFRB budget revision for the 2017-18 year to have the cost funded from our SFRB budget (this revision/redefinition replaced the events/programs we were awarded in the budget). This would allow the cost of the software to be spread across both undergraduates and graduates. We feel this software program is vital for chartered student organizations and we are providing this service at the lowest possible cost. If we were not funded for this, we would have to return to the old-fashion method of doing the entire process through paper documents and forms, which would also be an inconvenience for our students. I am happy to report that last summer, we were able to negotiate a 5-year contract for the software program. The new cost is just under \$10,000.00 per year, with a 5% annual increase each year. The new contract will result in a savings of \$359.00 this year.

Staff Salary: In April of 2019, there was some extra SFRB money in the general fund after some changes in the financial structure were implemented. The GPSA and ASUNM president agreed to use \$35,000 of this money for a part-time Administrative Assistant for the GPSA Office in order to mirror the support ASUNM has. This allocation of SFRB funds was deposited into the SAC account for this purpose, and in September 2019, a 0.8 FTE employee was hired for the GPSA office. Our request for staff salary this year is to allow SFRB, GPSA, and ASUNM another year to work through a solution for this position. Since this position is not from I&G, none of the fringe benefits are covered by UNM and must be covered by SFRB funds. We have asked for an increase in staff salaries and fringe benefits to cover the change from a 0.8 FTE to a 1.0 FTE. The change to a full-time staff member will provide for office support for 40 hours a week. The officers of GPSA, and I, feel this is necessary for the proper support of their office and mission.

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

This year we will have a balance forward of \$18,976.55. We hope to use these funds in two main areas. The first use of the balance forward funds will be to cover the shortage we will have in the salary and fringe benefits of the GPSA admin. For this fiscal year, we were awarded \$30,000 in one-time funding, and I expect to be about \$5,000 short. The rest of the balance forward would be used to bring student programs and events this year. For instance, we used some of the money to co-sponsor five virtual events at the beginning of the semester this fall to provide students something to do this year. They were a part of our virtual Welcome Back Days and included an Escape Room, Beat Boxer, Mentalist, Comedian, and Diversity/Spoken Word event. In the near future, we are looking at a Drag Bingo Show, virtual craft projects, and much more as we move through the year. There are a few reasons for this year's balance forward. We carried forward a balance of \$5,700 from the previous year we intended on using on student programs. Part of that went into the GPSA 50th Anniversary Event and we were in the process of booking events when COVID hit. The GPSA Admin started in late September which resulted in 2.5 months in salary and fringe benefit savings (approximately \$8,000). COVID also cancelled two events we fund through SFRB. This year's Recognition Reception was done virtually and was much less expensive as usual. Usually our Recognition Reception SFRB Budget runs around \$5,800. May the Fourth (Star Wars Day) was also moved virtually and usually runs about \$2,500 in SFRB funds.

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.

We are requesting an increase of just over \$36,000 in SFRB funding this year. \$18,000 of that request is to cover the shortage in salary and benefits provided in this year's SFRB funding, and the move from 0.8 FTE to 1.0 FTE. Providing a full-time staff admin in the GPSA office will provide the student officers, and the graduate student population, the support and service they need to be successful. The office will be open 40 hours a week with the approval of this request.

We are requesting a \$3,000 increase in student salaries for our marketing positions. The student marketing positions have been extremely successful for our office and student programs, so much so that we have had them assist with ASUNM and GPSA campaigns. This has resulted in an increase in the hours they work each week. The increase in request for student salaries should allow us to continue to assist with student government, and potentially help with other student organization projects. Our marketing student staff have been amazing at increasing outreach on campus.

Our \$14,000 requested increase in funding for campus programming is due to the expected end of gift-in-kind from Chartwells/UNM Food for food at Recognition Reception. The declining enrollment and the impact of COVID at UNM has allowed Chartwells (food service company) to renegotiate their contract with UNM. Part of the new agreement is a reduction in gift-in-kind donations. Food at the Recognition Reception is a must have due to the program's length and start time. We do not provide full meals for

people, only at table bite sized items and beverages. This is UNM's premier event for student recognition and it can not afford another cut. The rest of the request for programming is for food at events like Harry Potter Day Sports Watch Parties, and May the Fourth and to pay for booking fees for events like Drag Bingo, Dueling Pianos, and other virtual programs. Free food is a great way to get students to events and then connect them with the services and programs they need. With the I&G cuts over the past few years, our office does not have any room with our budget for use for student programs. Right now, we only have money to maintain events like Harry Potter Day and May the Fourth. We would really like to bring new experiences and programs to the student body here at UNM. We just do not have the money to do so. These events serve both graduate and undergraduate students.

Our final request for an increase in funding is \$1,100 to cover the 5% contract fee increase and federal and local tax on the product. Since the product is a software, it is considered a service and UNM is required to pay tax. The tax rate went up slightly last year and this increase would cover it.

We understand the huge strain on requests for student fee funding and if SFRB is not able to accommodate our request for an increase, our overall priority and importance for funding is as follows:

1. Symplicity Chartering Software
2. Student Salary (Marketing Positions)
3. Campus Programming
4. Staff Salary

If we are fortunate to receive our \$36,000 requested increase, know that it will all directly into serving students and programs that impact student life here at UNM.

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?

- Our departmental operating budget is I&G funding.
- Student Housing & Residence Life and American Campus Communities (ACC) sponsor part of the Student Activities Calendar every semester.
- ASUNM, other departments, and vendor sponsorships generously cover all of the food for Welcome Back Days.
- Both ASUNM and GPSA provide funding help to off-set cost for printing the Guide to Chartered Student Organizations.
- Welcome Back Days hosts off campus business that pay a fee to participate on campus that week. These fees are put back into Welcome Back Days and are used to pay for food costs not covered by departments or gift-in-kind.

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

As a department funded by I&G funding we never know in advance the reduction that may be taken each year. In FY17, our budgets were reduced by 8.5% or \$36,617. Just this year we were hit with another 7.4% cut resulting in a loss of \$34,000 and the majority of our event money. With the recent budget crisis at UNM and the State of New Mexico not ending soon, we are anticipating reductions will occur again next year, we just don't know how much. The next cut will result in the loss of a staff member.

Welcome Back Days and Friday Night Live were almost cancelled in 2017 due to our budget cuts. If it was not for ASUNM and other departments, there would have not been any food or refreshments at these events. We do not know if ASUNM and other departments will be able to assist us with these events in the future.

And of course, we are grateful for the funding provided by ASUNM and GPSA, for student publications but we know that the stress on those budgets has continued to grow as well.

c. Please complete Budget Form C for non-SFRB income.

See attached

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?

Our departmental programming is based on what students want and need within the financial and staffing resources we have. We listen to students, including both student governments, about what they would like to experience on campus. We research what other universities are doing and adopt great programs to work on our campus. The use of all the SFRB funds we receive goes directly to benefit students.

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

We have two workstudy students in the Student Activities Center for administrative work, three students who operate the Mid-Week Movie program and three student employees splitting one marketing position funded through SFRB.

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.

Several years ago we realized we needed to change our approach to marketing our events and opportunities for involvement. Having students who can coordinate these efforts for our department helps inform students in addition to providing an excellent learning opportunity for the students in this position. This is why we came to SFRB to ask for funding specifically in the marketing area.

Our student marketing staff, whose sole job it is to market events and activities, have made a tremendous difference in the visibility of our programs and activities. They coordinate our video, graphic design, and social media efforts. They are also in charge of producing marketing materials for the monitors in the SUB, posters and handbills. Our weekly newsletter that they manage, ThisWeek@unm, has been used by other departments around campus to advertise events and reaches over 7,000 students. This is all in an effort to make sure more students are aware of the programs and activities available to them, including the ones funded by SFRB.

This past year, we have shared our marketing staffs with the two student governments to assist them with video production and social media campaigns.

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

We work very closely with the Student Union Building on numerous programs. This includes the sharing of resources and staffs to ensure events in the SUB are successful.

Our office has taken the initiative to schedule biweekly meetings with all the campus departments involved (UNMPD, Physical Plant, Parking and Transportation, Johnson Center, and the Safety Office) in event logistics. This saves the student organizations from having to go to each department individually to get approvals when they are planning a campus event. We also coordinate a biweekly meeting with all of the campus event planners on campus. This has allowed for a forum to share information and marketing materials for events across campus.

The Student Activities Center is one of four departments which organize Class Crawl the Sunday prior to the beginning of the fall semester. We work with our partners in Residence Life and Student Housing, College Enrichment Programs, and the Dean of Students Office to coordinate an army of student volunteers to provide campus tours. This year's event was moved to a virtual setting and still had success. We also partner with these entities on first year programs for our freshman students.

The Student Activities Center coordinates the annual Recognition Reception which recognizes and celebrates students from across campus on their accomplishments. The Student Activities Center coordinates the program with all the departments that present awards including ASUNM, GPSA, African American Student Services, American Indian Student Services, El Centro de la Raza, Women's Resource Center, Alumni Relations Office, Center for Academic Excellence and Leadership Development, Dean of Students, and Housing and Residence Life. The Accessibility Resource Center and LGBTQ Resource Center were invited for the first time in presenting awards in 2019 and they were a great addition. This program takes months of coordination and communication.

Welcome Back Days, in normal times, is our largest collaborative event taking place over a period of 7 days. It begins with Friday Night Live and Class Crawl before classes start. The first week of school is a collaboration with numerous departments which fit the theme for the various days. Welcome Back Days takes the entire summer to plan and execute. This year, ASUNM, the President's Office, the Alumni Association, Chartwell's, Dion's Pizza and the Children's Campus provided and served all of the food at these events. If the budget situation does not improve, this would be an event that would have to be reduced and potentially cancelled. We also coordinate a smaller version of Welcome Back Days in the spring which involves university departments the first week of classes and chartered student organizations the second week.

Our office has become the logistical go-to office for assistance in planning events. We have partnered for assistance with the University Secretary's Office for Freshman Family Day, the Lobo Respect Advocacy Center's grand opening of the Lobo Food Bank, and several student organization 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? Please provide any data collected if it pertains to the application.

We primarily look at attendance to determine our success. Most of the programs we sponsor are at capacity and we cannot keep up with the demand and that is in large part the reason we ask the Student Fee Review Board for funding.

We can provide numbers as indicated below

- 419 chartered student organizations in 2019-2020
- 1124 outdoor space events scheduled on campus in 2019-20
- 21 chartered student organization workshops (including one at HSC and one at the

School of Law)

- Over 2,500 attendees at Friday Night Live (based on door counters in 2019)

We can count the number of bowls of green chile stew or sodas that were given out at Welcome Back Days, but it's difficult to quantify how many students overall stopped by the tables and got information.

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

We appreciate the support of the Student Fee Review Board to fund programming for students. We do not believe there were any specific recommendations from the Board last year.

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

We know very well how difficult your decisions are with regards to funding. You have limited funding and unlimited requests. All the SFRB funding provided to the Student Activities Center goes directly to students through services, programs and student salaries.

Because of the stress on the ASUNM annual budget, it was no longer feasible to request the funding for the Symplicity chartering system software program from them. By having the cost come from SFRB funds, it would allow the cost to be shared with both undergraduate and graduate students. Student organizations are 33% undergraduate, 28% graduate and 39% combination of the two.

As I&G funding continues to be cut, the Student Activities Center has no funding for Activities. Our staff has had to be super creative and plan free events, or find outside sponsorships to provide activities for students. The Student Activities Center has \$3,000 for Welcome Back Days, Friday Night Live, Harry Potter Day, May the Fourth, and anything else we can squeeze in in this amount. Our I&G event funding leaves us no possibility for expanded programs. This is why our SFRB request has changed in structure over the course of the past few years. Funding of our requests will allow SFRB to continue these valuable programs and student events throughout the year.

Our requests for increases would greatly help the student body with new events and activities, but we completely understand the strain of the number of requests you receive. We are grateful and happy for whatever funding you can provide for the student experience here at UNM through the Student Activities Center.

Form A

SFRB Funding Request Form

STUDENT FEE REVIEW BOARD
FISCAL YEAR 2021-2022

DEPARTMENT Student Activities Center
VICE PRESIDENT Student Affairs - Eliseo Torrez

INDEX # 670376,670002,670003,670004,670007,670008,670012

		A	B	C	D	E	F
DESCRIPTION		ORGANIZATION OPERATING BUDGET 2019-2020	TOTAL BUDGET 2020 - 2021 (not including SFRB)	SFRB BUDGET 2020 - 2021	TOTAL BUDGET 2021 - 2022 (not including SFRB)	SFRB BUDGET REQUESTED 2021- 2022	SFRB FUNDING INCREASE/DECREASE REQUEST 2021 - 2022
1	Faculty salaries						-
2	Staff salaries	313,577.00	315,906		315,906	30,160	
3	SUBTOTAL NON-STUDENT SALARIES (Line 1+2)	\$ 313,577.00	\$ 315,906.00	\$ -	\$ 315,906.00	\$ 30,160.00	\$ 30,160.00
4	Student (student employment & workstudy)		11,106	10,934	11,106	14,000	3,067
5	GA, TA, RA - Pay and Benefits						
6	Fringe Benefits on Staff & Faculty salaries		95,492		95,492	18,000	18,000
7	TOTAL COMPENSATION (Lines 3 - 6)	\$ 313,577.00	\$ 422,504.00	\$ 10,933.50	\$ 422,504.00	\$ 62,160.00	\$ 51,226.50
GENERAL EXPENSES							-
8	Office Supplies	1,700	1,700		1,700		
9	Dues, membership, conference fees	575	575		575		
10	Computer general	1,250	1,250		1,250		
11	Postage	58	58		58		
12	Travel	100	100		100		
13	Phones, long distance, voice mail, alarm	7,045	7,045		7,045		
14	Advertising	20	20		20		
15	Copying & printing	900	900		900		
16	Operating Expense	350	350		350		
17	Copier (for SAC & SGAO)	3,100	3,100		3,100		
18	Vehicle Expense/Gas	170	170		170		
19	Banner tax & Foundation tax	1,970	1,970		1,970		
20	Misc Expenses	400	400		400		
21	Campus programming	3,000	463		463	10,000	10,000
22	Leadership	2,500	500		500		

Form A

SFRB Funding Request Form

23	Student Activities Publications	7,686	500			500			
24	Recognition Reception	5,800	500			500	4,000		4,000
25	Welcome Back Days & Friday Night Liv	27,815	2,091			2,091			
26	Symplicity chartering software			9,925			\$ 11,000.00		1,076
27	One Time Staff Salary - GPSA Admin			30,000					(30,000)
28									
29									
30									-
									-
32	TOTAL GENERAL EXPENSES (Line 8 - 30)	\$ 64,439.00	\$ 21,692.00	\$ 39,924.50	\$ 21,692.00	\$ 25,000.00	\$ (14,924.50)		
34	GRAND TOTAL EXPENSES (Line 7+32)	\$ 378,016.00	\$ 444,196.00	\$ 50,858.00	\$ 444,196.00	\$ 87,160.00	\$ 36,302.00		

Form C

External Funding Sources

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

DEPARTMENT Student Activities Center

VICE PRESIDENT Student Affairs - Eliseo Torres

INDEX(es) # I&G - 670376,670002,670003,670004,670007,670008 / SFRB - 670012

STUDENT FEE REVIEW BOARD

FISCAL YEAR 2021-2022

FUNDING SOURCE	2020-2021	2021-2022	Funding Increase
	BUDGET	FORECASTED BUDGET	Request for 2021-2022
1 Student Fee Review Board (SFRB)*	50,858	87,160	36,302
2 UNM Instruction & General**	441,176	441,176	-
3 Private Donations			-
4 Fundraising/Foundation/Development			-
5 State Funding			-
6 Federal Funding			-
7 Grants (including federal and private)			-
8 Self-Generated Revenue			-
9			-
10 If Other(s), please list below:			-
11 Res Life and ACC for Activity Calendars	-	5,000	
12 ASUNM Welcome Back Days ****	7,035	7,035	-
13 Vendor Fees for Welcome Back Days***	-	8,000	
14 ASUNM & GPSA Guide to Chartered Student Orgs****	3,015	3,015	-
15			-
16			-
17			-
18			-
19			-
20			
21			
22			
23			
24 *Includes \$30K One time Money for GPSA Admin			
25 **Our I&G budget took a \$34K cut this year. We			-
26 now have a total of \$6K outside of salaries and			-
27 general operating. All we have for student events &			-
28 programs is \$6K. The overall increase from FY20			
29 to FY 21 is due to the new fringe benefits allocation			-
30 from the VP Finance/Budget Office.			-
TOTAL OPERATING INCOME/REVENUE	\$ 502,084.00	\$ 551,386.00	\$ 36,302.00

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