July 3, 2018

TO: Chancellor Cartwright, in care of Anna Ball, Faculty Fellow for Faculty Development

FROM: Dorina Kosztin, Faculty Chair Student Fee Capital Improvement Committee

SUBJECT: 2017-2018 AY report from the Student Fee Capital Improvement Committee (SFCIC)

Charge of Committee:
The charge to the Student Fee Capital Improvements Committee is to advise the vice chancellor for Student Affairs on the allocation of funds generated by the capital improvements portion of the student activities fee.

Committee Members:

Faculty:           MSA representatives:           GPC representatives:
Rachel Brekhus    Chad Johnson
Brad Carlson      Sean Earl
Robin C Harris    Tim Davis
Steven Jepson     Justin McDonald
Myoung Kaylen    Payton Englert (student chair)
Benjamin Knapp   Tanner Shull
Stacey Woelfel

Committee Procedures:

1. The first meeting was for introductions and to inform new members on the committee’s charge and the rules that must be followed. The guidelines were discussed and the scorecard system was explained.

2. Committee members (students and faculty) were asked to read all proposals on the SFCIC website. Each member was issued a funding scorecard to fill out prior to the first meeting to discuss funding. Each proposal’s ID, description, and min/max funding amounts were listed. Members were asked to select “Yes/No/Partial” to determine funding for each proposal and specify a funding amount in the case of a partial vote.

3. All committee members sent their scorecards to the student chair, Payton Englert (later replaced by Adam Gentry), who compiled the results into one single scorecard. A “Yes” is worth one point, a “No” is worth 0 points, and a “Partial” is worth 0.5 points.

4. At the second meeting, the committee discussed all 28 proposals and funding decisions were made.

5. 15 projects were funded out of 28, for a total of $201,548.

6. All applicants were informed of the status of their proposals.

Funding Guidelines for Spring 2018:
All requested items must:

• Be tangible
• Be stored on University property when not in use
• Have an estimated useful life of five years or more
• Not be curriculum-based items (i.e. equipment that is singularly used for a single course)
• Be capable of usage by students present and future (no personalized items)
• Cost a minimum of $1,500
• Cost a maximum of $50,000

Recommendations:
1. Advertise the opportunity to receive funding: this year we had half (or less) as many proposals as previously.
2. Archive proposals from previous years.

Conclusions:
Overall, this committee is incredibly efficient and effective. While the committee members met only two times this semester, the bulk of the time was spent by each member individually in reviewing all 28 proposals submitted. Using the scorecard system, the 28 proposals were reviewed in an approximately 2-hour meeting. There are 8 proposals that were fully funded, 7 proposals that received partial funding and 13 proposals that received no funding (some proposals did not satisfy the funding criteria). Serving as chair of this committee has been a pleasure: working with students and learning what is important for them and what they valued the most, was eye opening and helped me better understand and communicate with our students.

Sincerely,
Dorina Kosztin
(Committee chair, faculty)