



AS Student Enhancement Fund Committee

Date: October 30, 2018 Location: VU 462A

Members: Present Tyler Andrews (SEF Facilitator), Ally Palmer (AS Business Director), Ikenna Onukwufor (AS Clubs Business Director), Soumya Ayelasomayajula (AS ESC Assistant Director for Club Logistics)

Absent:

Advisor: Raquel Vigil (Business Manager)

Secretary: Nate Jo (Board Assistant for Internal Committees)

Motions:

SEF-18-FA-4 Approval of meeting minutes from October 16th and email documents. **Passed.**

SEF-18-FA-5 Approval of up to \$90 per night per person for up to five nights in lodging expenses for Rikki Uhrich, Daniel Hassel, and Mackenzi Chapman. **Passed.**

SEF-18-FA-6 Approval of \$682 in funding to Christina Turner. **Passed.**

Tyler Andrews called this meeting to order at 12:15pm.

I. Approval of Minutes

MOTION SEF-18-FA-4 By Andrews

To approve both email documents and minutes from October 16th, 2018.

Second: Palmer Vote: 4-0-0 Action: Passed

II. Revisions to the Agenda

No revisions to the agenda.

III. Reports

Andrews mentioned that he had approved two applications for an energy summit in Seattle. He said that they had gone to two board meetings and were involved in Project ZeNETH which is a sustainable housing project being constructed on campus.

IV. Action Items

A. Application of Uhrich, Hassell, and Chapman

Andrews stated these three applicants were going to the same conference. They are all biology students in the STEM field who will be attending the 2018 ASCB EMBO Meeting. Andrews said that they were also working to get department funding. Andrews read the SEF funding rubric as a review. The committee members read and reviewed the applicants' stated benefits of the conference. Raquel Vigil asked how applicants would know what terms and conditions applied to SEF funding. Andrews said that applicants could go to the policy section on the AS Business website. He stated that he directs applicants to review those policies on the AS website. Andrews stated that all three applicants were requesting \$525 in funding for lodging. Ikenna Onukwufor asked if the applicants were flying. Andrews said that they were working with the biology department and another university for funding for their travel costs. He said that the applicants were asking for funding for lodging from SEF. Ally Palmer asked if Mackenzie Chapman was the only one presenting at the conference or if the others were presenting as well.

Onukwufor asked about their funding from the biology department. Andrews said that they were successfully working with their department so, they were only seeking funding for lodging. Vigil

asked why the amount was \$525, since the applicants could share rooms to cut costs. Andrews said that they originally had a very different budget but that the department told them to request \$525. Vigil asked if this was the total cost of lodging, considering them sharing rooms. Vigil suggested partial funding and allowing the applicants to decide where to stay. Andrews read email correspondence from the biology department. Palmer asked how many nights they would be staying at the conference. Andrews said they would be staying for five nights. Palmer also asked where the conference was in San Diego. Vigil said that five nights was different than three nights and that conference hotels can be expensive. Andrews mentioned that the applicants were able to partially support themselves. Onukwufor asked about the current SEF budget status. Andrews said that there was approximately \$41,000 after the board rolled over the \$9000 from last year. This would break down to roughly \$14,500 per quarter. Vigil said that she is not an advocate for dividing funds evenly by three quarters since there are more applications in the fall and the winter and less money is spent in the spring. Onukwufor said that this made sense since clubs are also more active in the fall and spring. Soumya Ayelasomayajula also agreed. Vigil stated that the university department did the travel justifications for Kristen's application and explained that the university charges a premium for insurance. Vigil said that if SEF did a travel justification then more research would be necessary. Andrews said that the department might be able to do the travel justification again for these applicants. The committee members read and reviewed Uhrich's application. Andrews said that the applicants were applying individually but their applications were more or less the same. Andrews stated that he had gone through the rubric and found that the applicants were eligible for SEF funding. Andrews said that they were still working with other entities for funding so they should motion to fund up to a certain amount of funding, pending other support. Palmer agreed and said that she would be willing to fund up to \$80 per night per person. Onukwufor said that since they were able to cover some cost personally they would want to invest in their personal development. Ayelasomayajula agreed and said that since they are able to attend the conference without SEF funds they should be fine. She said that \$100 per night or \$80 per night was reasonable. Andrews said that he hoped the quoted \$525 was accurate. He said that the original quote was higher but they were able to cover the cost of the trip without receiving SEF funds. Ayelasomayajula asked if unspent funds return to SEF. Vigil said that the students have to bring receipts to be reimbursed and money they spend over their fund comes out of pocket. That is why the committee funds up to a certain amount. Vigil suggested looking at the hotel prices in San Diego around the conference. Andrews searched for conference hotel prices near the convention. Ayelasomayajula said that the cheapest rate was \$129 per night. The average was about \$179 per night. Onukwufor said that the committee should consider them sharing rooms. Andrews said they may be splitting costs and other students outside of Western may be sharing rooms with the applicants. Ayelasomayajula said that SEF should fund the applicants assuming that they are sharing rooms. Vigil said that funding up to \$80 per night per person did not seem unreasonable. Andrews suggested increasing funding to \$90 per night to account for taxes and fees.

MOTION SEF-18-FA-5 By Andrews

To fund up to \$90 per night per person for up to five nights in lodging expenses for Rikki Uhrich, Da Hassel, and Mackenzi Chapman.

Second: Onukwufor Vote: 4-0-0 Action: Passed

B. Application of Christina Turner

Andrews said that Turner was a graduate student working on a masters in biology. Andrews stated that he had read the application and that Turner already reserved an Airbnb and paid for registration. This would be reimbursement funding. Onukwufor mentioned that in Activities Council, students could not receive reimbursements without prior approval. Andrews said that SEF could provide reimbursements and Onukwufor asked for the reimbursement policy to be explained. Vigil explained that in the past, state laws prohibited reimbursements. For SEF, applicants are told that there is no guarantee of funding but if students are committed to going to something, they will

make reservations without funding. SEF does not want to hold students back so there is the opportunity of reimbursement. Onukwufor suggested bringing up reimbursement policies to the Business Committee. Vigil agreed and said that she was not sure how Activities Council handled reimbursement requests. The committee members read and reviewed the application. Vigil asked what the Moyer lab was. Andrews answered that it was a lab on campus. Vigil asked if the graduate student was an employee in the lab. Vigil said that if they were going on behalf of their work than then the department would do the travel justification. She said that graduate students who taught English 101 were given the opportunity to go to conferences through their job. Andrews said that the application met all the requirements of the rubric and the applicant was requesting funding for registration costs and other needs. Vigil asked if Turner had other sources of funding. Andrews said that airfare and ground transportation was already covered. Palmer said that three-quarters funding seemed reasonable since they had already paid out of pocket. This would be approximately \$862. Vigil said that the applicant needed to provide receipts and if they did not go, they would need to reimburse SEF. Alternatively, SEF could withhold funding until Turner returned from the trip.

MOTION SEF-18-FA-6 By Palmer

To award \$862 in funding to Christina Turner.

Second: Andrews Vote: 4-0-0 Action: Passed

V. Other Business

No other business.

This Meeting was adjourned by acclamation at 1:03pm.