

COLORADO STATE UNIVERSITY–PUEBLO
Student Fee Governing Board (SFGB)

By-Laws

Article I: Name and Affiliation

1. The name of this board shall be the Student Fee Governing Board (SFGB). The SFGB shall be the student governance organization that represents student interests, in the student fee process at Colorado State University—Pueblo (CSU-Pueblo) and provides a way for student participation in setting student fees in compliance with CCHE Policy VI-C-3.07 as well as Colorado Statutes.
2. The SFGB shall maintain a direct relationship to the CSU-Pueblo Associated Students' Government and the University Administration (the President, the Dean of Student Services and Enrollment Management, the Vice President for Finance and Administration and the Provost.).

Article II: General Purpose

The Student Fee Governing Board (SFGB) is the student driven board that facilitates student governance and input into the student fee process at CSU-Pueblo. The SFGB provides student involvement in assessing and setting the amount of fees and in determining the purposes for which the institution shall use the revenues obtained from fees.

Within this process, and subject to the responsibilities and powers of the President and the Board of Governors, the SFGB has the primary responsibility for:

1. annual review of the success and outcomes of student fee driven operations. This review may include budget reports and analysis of revenues and expenses, and
2. allocation and use of student fee reserves, and
3. allocation of student fees as defined in this document, and
4. endorsement and recommendation of requests for new, elimination of existing, or changes in existing, campus wide Permanent Student Purpose, Academic Facility Purpose, Academic Purpose and Administrative Purpose fees.

The SFGB shall represent the interests of all students and ensure that student needs, as well as the levels and types of services they desire, are being maximized.

Article III: Guiding Principles and Assumptions

The following principles and criteria shall provide the overriding foundation for SFGB work, processes and decisions throughout the year:

1. The SFGB shall work in consultation with the University Administration to strive for high quality student-fee-funded services at the lowest, most equitable, cost to the students of CSU-Pueblo. The SFGB shall facilitate ongoing budget review, and policy information exchanges between each of the student-fee-funded areas'
2. SFGB sub-committees. The SFGB shall provide efficiency, equity, and consistency in students' review of their fees.
3. The SFGB recognizes that some student fees are committed through pre-established contractual obligations such as bond payments and personnel costs, and that their review of fees in these areas is limited to review and recommendation. The SFGB shall consult with the Vice President for Finance and Administration and the Dean of Student Services and Enrollment Management to determine these areas.
4. In departments where student fee allocations constitute less than 25% of the operational revenue, SFGB's review of the use for these fees may lead to limited review of the overall budget. This limitation does not preclude SFGB's primary governance responsibilities over student fees as listed in Articles I and II.
5. The scope of SFGB's responsibilities depends on active participation by student leaders and other members of the SFGB. Such student participation has varied throughout previous years. Recognizing the need for University operations to continue running in the event student participation in this fee process is unavailable, the SFGB shall allow for the following "fail-safe switch" mechanism:
 - a. In exigent circumstances, when such student leadership is not in place, the University Administration shall give 15 academic (class) days notice to the Chair of SFGB, ASG President and SFGB Vice Chair, before acting on behalf of the SFGB. If this "fail-safe switch" option is invoked, the University Administration shall consult with the ASG before taking any actions.
 - b. When a regularly scheduled meeting of SFGB is unable to be held because of lack of student participation, and upon consultation with the ASG President and notice to other SFGB members, the SFGB Executive Committee can act on behalf of the entire SFGB.
 - c. Nothing in this section shall allow University Administration to invoke this clause because of a disagreement over a SFGB decision.

Article IV: Membership

The SFGB shall have 14 members as follows:

1. The Associated Students' Government (ASG) President shall appoint ten fee paying students to serve as voting members of the Board. Each student shall serve a one (1) year term as a member of SFGB, from the date of appointment.
 - o Six of the appointed students shall be members of ASG.
 - o Two of the appointed students shall be non-ASG members.
 - o Two of the appointed students can be either ASG or non-ASG members.

The Vice President of ASG shall serve as Vice-Chairperson of the SFGB. A student may be removed by the Vice by the Vice-Chairperson if they are not attending meetings or meeting the requirement of SFGB.

2. The Senior Student Services Officer, or designee shall serve as the Chair of the SFGB (non-voting member).
3. One faculty/staff member appointed by the Provost (voting member).
4. One faculty/staff member appointed by the Vice President for Finance and Administration (voting member).
5. One faculty/staff member appointed by the Senior Student Services Officer (voting member).

Article V: SFGB Officers and Executive Committee

0. Executive Committee:
The SFGB Executive Committee shall include:
 - A. The SFGB Chair (non-voting)
 - B. The SFGB Vice-Chair, and
 - C. Any two student members of the SFGB
- I. Chairperson:
 - A. General Duties
 - i. preside over the meetings of the SFGB.
 - ii. act as a liaison between the ASG, the SFGB sub-committees and University Administration
 - iii. work with the ASG President to ensure that all SFGB positions are filled in consultation with the Vice-Chair and the SFGB members, shall compile and present a summary of the SFGB's activities to the ASG President and University Administration annually.
 - iv. Shall, along with the Vice-Chair, consult with different fee areas to initiate call for proposals for fee activities.

- v. The chairperson shall work with the Vice-Chair to orient members to the functions of the SFGB and provide a general training about SFGB's role in the University's budget process.

3. Vice-Chair:

A. General Duties

- i. The Vice-Chair of the SFGB, in the absence of the Chair, presides over the meetings of the SFGB.
- ii. The Vice-Chair, in consultation with the Chair, shall schedule official meetings, prepare agendas, and handle all routine correspondence of the SFGB, communications with University directors, officials, and departments.
- iii. The Vice-Chair shall work with the chairperson to orient members to the functions of the SFGB and provide a general training about SFGB's role in the University's budget process.

4. Recorder:

A. General Duties

- i. The Recorder prepares the official documents used in the SFGB's proceedings, transcribes the proceeding of the SFGB meetings and prepares final reports pertaining to the actions of the SFGB which shall then be posted on to the SFGB website.

B. Appointment

- i. The Vice-Chair of the SFGB shall appoint a Recorder for the SFGB.

Article VI: Meetings

1. Meetings

All general meetings of the SFGB shall be open to the public. Interested parties shall be encouraged to attend.

SFGB considerations of specific recommendations shall be conducted in executive session. Presentations, general discussions and final votes shall be conducted in open session.

2. Open Records

All official actions of the SFGB shall be open for public inspection. SFGB Officers shall be responsible for providing copies of requested materials. Any request for specific fee expenditures shall be directed to the University's Vice President for Finance and Administration.

3. Quorum

A quorum shall consist of a majority of voting members.

4. Vacancies

Vacancies shall be reported to the ASG President, if a student, and the appropriate appointing authority (for example, the Provost), if a staff/faculty member for reselection as they occur.

5. Parliamentary Procedures

The SFGB shall use Roberts Rules of Order to conduct meetings. Parliamentary procedures shall only be used to facilitate and enable the purpose of the meeting

6. Voting

All SFGB members, excluding the Chair, shall have a vote. A quorum must be present before a vote can be taken. Representatives should base their votes on what students want and on the impact on programs/services.

SFGB, at a regular scheduled meeting may request and approve that a vote be taken via email if pivotal to the mission of the SFGB. If a vote is taken by email, all members must submit a response, or the vote will be considered invalid.

All votes shall need a simple majority of the members present to pass, unless specifically outlined differently in these By-laws.

7. Frequency of Meetings

The SFGB shall schedule a meeting a minimum of four times a semester during the regular academic year, excluding summer. Special meetings may be scheduled with 24 hours notice.

Article VII: SFGB Sub-Committees

Each of the specific University sponsored programs is to have an advisory group consisting of a student majority, all of whom shall be approved by the ASG, and shall include an ASG member and faculty/staff representative(s). SFGB shall establish eight sub-committees:

- Student Affairs Fee, Policy and Advisory Sub-Committee
- Student Facility Fee, Policy and Advisory Sub-Committee
- Student Recreation Center Operations Fee, Policy and Advisory Sub-Committee
- Student Athletics Fee, Policy and Advisory Sub-Committee
- Technology Fee, Policy and Advisory Sub-Committee
- Student Health Fee, Policy and Advisory Sub-Committee

- Student Center Fee, Policy and Advisory Sub-Committee
- Child Care Discount Program Fee, Policy and Advisory Sub-Committee

I. Purpose

- A. Each sub-committee shall provide initial review and recommendation to the SFGB for:
 - i. allocation of student fees within their purview.
 - ii. annual review of the success and outcomes of student fee driven operations. This review may include budget reports and analysis of revenues and expenses to ensure alignment with the purpose of the fee as proposed and as allocated by SFGB.
 - iii. To provide a student voice and direct student input into policy making and operational decisions as they impact the level of student services being paid for from these fees.
 - iv. To provide comments and feedback to the SFGB on pertinent concerns.
 - v. Work directly with the Director of each fee-funded area, to ensure students' needs are being met. Directors shall be required to maintain these sub-committees.

- B. The SFGB shall retain primary responsibility to facilitate the following:
 - i. allocation and use of any student fee reserves;
 - ii endorsement and recommendation of requests for new, elimination of existing, or changes in existing, campus wide Permanent Student Purpose, Academic Facility Purpose, Academic Purpose and Administrative Purpose fees

2. Scope of Sub-Committees:

- A. Student Affairs Fee, Policy and Advisory Sub-Committee shall provide initial student fee governance over student fees in areas that directly provide for, and enhance, student experiences, engagement, involvement and non-academic campus life for students through:
 - Student Affairs Fee

- B. Student Facility Fee, Policy and Advisory Sub-Committee which shall provide initial governance over student funding support for the facility and space needs of students, through:
 - General Bond Fee
 - Student Facility Fee

- C. Student Recreation Center Operations Fee, Policy and Advisory Sub-Committee shall support recreation facilities, equipment and opportunities for students through:

- Student Recreation Center Operations Fee
- D. Student Athletics Fee, Policy and Advisory Sub-Committee shall support opportunities for competitive intercollegiate success and support the needs of student-athletes, by providing funds for scholarships and general operations through:
- Student Athletic Fee
- E. Student Technology Fee, Policy and Advisory Sub-Committee shall support the information technology infrastructure that meets student technology needs through:
- Student Technology Fee
- F. Student Health Fee, Policy and Advisory Sub-Committee shall support the health and counseling centers to ensure they meet the physical and mental health needs of students through:
- Student Health Fee
- G. Student Center Fee, Policy and Advisory Sub-Committee shall support a student center to provide services for students in an environment which encourages and supports student engagement through:
- Student Center Fee
- H. Child Care Discount Program Fee, Policy and Advisory Sub-Committee shall provide funds for discounting of child care services provided by the CSU-Pueblo Day Care Center through:
- Child Care Discount Program Fee
3. Membership:
- A. Membership on these sub-committees shall consist of a majority of students appointed by the SFGB with consent of the ASG President.
- B. To avoid a conflict of interest, none of the student members of these subcommittees shall be employed by a unit that is funded by that particular fee. Members of the SFGB and ASG shall be exempt from this rule.
- C. Chairpersons for these committees shall be as outlined below:

- i. Student Affairs Fee, Policy and Advisory Sub-Committee: Chaired by the Senior Student Services Officer, or designee (non-voting) and vice-chaired by the SFGB Vice Chair (a student).
- ii. Student Facility Fee, Policy and Advisory Sub-Committee: Chaired by Vice President of Finance and Administration (non-voting).
- iii. Student Recreation Center Operations Fee, Policy and Advisory Sub-Committee: Chaired by the Director of the Student Recreation Center (non-voting).
- iv. Student Athletics Fee, Policy and Advisory Sub-Committee: Chaired by Director of Athletics (non-voting).
- v. Student Technology Fee, Policy and Advisory Sub-Committee: Chaired the Chief Information Officer (non-voting)
- vi. Student Health Fee, Policy and Advisory Sub-Committee, Chaired by the Senior Student Services Officer, or designee (non-voting).
- vii. Student Center Fee, Policy and Advisory Sub-Committee: Chaired by the Director of Auxiliary Services (non-voting).
- viii. Child Care Discount Program Fee, Policy and Advisory Sub-Committee: Chaired by the Director of Auxiliary Services (non-voting).

D. Membership in these committees shall be as outlined below:

- i. Student Affairs Fee, Policy and Advisory Sub-Committee:
 - Membership of the SFGB as listed in Article IV of this document.
- ii. Student Athletics Fee, Policy and Advisory Sub-Committee
 - One (1) Director of Athletics (chair)(non-voting)
 - One (1) SAAC President or designated student member
 - Two (2) ASG Appointment or Designated ASG Member
 - One (1) SFGB Member
 - One (1) Assistant Director of Athletics
 - One (1) Athletics Board of Control Member
- iii. Student Recreation Center Operations Fee, Policy and Advisory Sub-Committee
 - One (1) Director of Student Recreation Center (chair) (non-voting)
 - One (1) Club Sports Council Student Member
 - Two (2) ASG Appointment or Designated ASG Member
 - One (1) SFGB Member
 - Two (2) SRC Staff Members
- iv. Student Technology Fee, Policy and Advisory Sub-Committee
 - Three (3) ASG Appointments (appointed by ASG President)
 - One (1) SFGB Member
 - One (1) Deans' council representative (appointed by Provost)
 - Two (2) Faculty Members

- One (1) Director of ITS (chair) (non-voting)
- v. Facilities Fee sub-committee
- Three (3) ASG Appointments (appointed by ASG President)
 - One (1) SFGB Member
 - One (1) Senior Student Services Officer, or designee
 - One (1) Director of Facilities or her/his appointee (co-chair)
 - One (1) Vice President of Finance and Administration (chair) (non-voting)
- vi. Student Health Fee, Policy and Advisory Sub-Committee
- Three (3) ASG Appointments (appointed by ASG President)
 - One (1) SFGB Member
 - One (1) Director of Student Health Services
 - One (1) AOD Coordinator
 - One (1) Associate Dean of SSEM (chair)(non-voting)
- vii. Student Center Fee, Policy and Advisory Sub-Committee
- Three (3) ASG Appointments (appointed by ASG President)
 - One (1) SFGB Member
 - One (1) Student Services Staff Member
 - One (1) Faculty/Staff Member
 - One (1) Director of Auxiliary Services (chair) (non-voting)
- viii. Child Care Discount Program Fee, Policy and Advisory Sub-Committee
- Two (2) ASG Appointments (appointed by ASG President)
 - Two (2) Student Parents of children attending the facility
 - One (1) Faculty/Staff Parent of a child attending the facility
 - One (1) SFGB Member
 - One (1) Owner/Operator of Facility (non-voting)
 - One (1) Director of Auxiliary Services (chair) (non-voting)

4. Frequency of Meetings:

Each SFGB fee, policy and advisory sub-committee must schedule a minimum of three meetings during each of the Fall and Spring semesters. Minutes of each meeting must be kept and are available to every member of the sub-committee. The chair of each is responsible to call these meetings. If the chair fails to do so that person automatically forfeits their position on the sub-committee. The SFGB shall at its next scheduled meeting appoint a replacement and shall determine how to proceed.

5. Quorum:

Quorum for each sub-committee shall be met by attaining a simple majority of voting membership with a majority of student members in attendance.

Article VIII: SFGB Process and Timelines

I. Fall Responsibilities:

The SFGB shall create and distribute a calendar of meetings and events for the semester to develop processes that increase student knowledge and understanding of the overall use of student fees and programmatic outcomes through reviews, presentations and examination of current and prior year program and financial effectiveness. This knowledge will be fundamental in student participation in the allocation of, and governance of student fees through the Spring processes.

The Fall processes will achieve the following:

Operations Review:

The Student Fee Governing Board shall review the function and overall operations of each area funded by the fee to gain an understanding of each area's purpose, management and operations in accordance with Article II and III. This review may be delegated to the appropriate SFGB sub-committee as outlined in Article VII of this document.

Budget Review:

SFGB shall, in consultation with the University Administration, review each Fee Funded Area's annual financial report (including revenue and expenses) for the prior fiscal year to ensure compliance with the fee purpose as per the annual fee request. As part of this review, SFGB shall recognize and understand the distinction between contractually obligated, encumbered funding such as bond payments or other contractual obligations. Functional purpose of this review is to:

- A. Determine strategic student goals and needs
- B. Ensure student needs are being fulfilled adequately
- C. Provide a governance structure for sub-committees and policy/advisory boards.
- D. Review annual report and prior year revenue and expense(s)

This review may be delegated to the appropriate SFGB sub-committee as outlined in Article VII.

Reserves and Roll-Forward Review:

In consultation with the University Administration, SFGB shall create and review (annually, each Fall) a policy establishing appropriate reserve levels and a structure for distribution of funds that exceed such reserve amounts.

SFGB shall develop and announce a funding process to distribute reserve amounts exceeding those outlined in the fee reserve policy. SFGB shall review and distribute supplemental funding in accordance with the Supplemental Funding Policy outlined in Appendix I

SFGB shall review levels of unexpended student fee revenues to determine potential roll forward funds (including total reserve accounts) for each fee area.

SFGB can allocate these funds at any time throughout the year as it deems fit, with a 2/3 majority vote. These allocations shall be forwarded to the University President for her/his review and approval. The president may accept, reject or amend the SFGB's recommendation. If the president rejects or amends the recommendation of the SFGB, she/he must notify the SFGB for further clarification.

Call for Increases/Decreases in Mandatory Student Fees, Changes for Course and Program Fees, and Programmatic Budget Proposals:

SFGB shall work with University Administration to initiate the process for revisions to existing fees and/or creation or deletion of fees. The Vice Chair, upon consultation with the Chair and University Administration, shall distribute a call for proposals for

- Increases or decreases in Mandatory Student Fees,
- Introduction, deletion or modification of any Mandatory Student Fee
- Increases or decreases for Course and Program Fees
- Introduction, deletion or modification of any Course and Program Fees

Programmatic Budget Proposal Guidelines:

SFGB shall, in consultation with the University Administration, and in congruity with the University's budget calendar and process, develop a calendar, proposal forms and process for funding of student fee-funded areas. SFGB shall distribute this information by the end of each Fall so that appropriate fee-funded programs have sufficient notice to develop and submit requests for funding for the next fiscal cycle.

Presentations:

The SFGB may request brief presentations from SFGB sub-committees or the directors of each fee funded areas. Members of appropriate sub-committees will be invited to participate in these presentations.

Abrogation of Fall Responsibilities:

The above delineated responsibilities are duties the SFGB shall be tasked to conduct during each Fall. The SFGB shall consult with university administration to develop the best way to achieve the outcomes listed above.

SFGB may, at any time in the Fall, consolidate, delegate duties, postpone, or forgo these responsibilities with a 2/3rd majority vote of the SFGB.

If the SFGB is unable to implement any part of these Fall responsibilities, they may abrogate their opportunity to develop and participate in processes as outlined above, in Article VIII section I. Such abrogation of Fall responsibilities will not eliminate SFGB's ability to participate in the Spring processes as outlined below.

Fiscal decisions that need to be made in Fall for the prudent operation of University functions shall invoke the "Fail-Safe Switch" option:

In exigent circumstances, when student leadership through SFGB is not in place, the University Administration shall give 15 academic (class) days notice to the Chair of the SFGB, ASG President and SFGB Vice Chair, before acting on behalf of the SFGB. If this "fail-safe switch" option is invoked, the University Administration shall consult with the ASG before taking any actions.

Any disputes to invocation of this clause shall be resolved by the University President.

Nothing in this section shall allow University Administration to invoke this clause because of a disagreement over a SFGB decision.

2. Spring Responsibilities:

1.) Determination of Credit Hour Production Projection for proximate fiscal year.

- The chair, vice-chair, and the Vice President of Finance and Administration shall determine a projected number of credit hours to be billed in the next fiscal cycle for student fee budgets to be based upon. The vice-chair shall then announce this credit hour amount to fee area managers and budget requests shall be based on this amount.

2.) Review Requests:

- The SFGB will determine the review process for the following requests and may call for meetings, hearings, interviews, additional documentation, and direct student feedback/input.
 - i. Mandatory Student Fees
 1. Increases
 2. Decreases
 3. Deletions
 4. Introduction
 5. Change in Purpose,
 - ii. Programmatic Budget Proposals:
 1. Increases,
 2. Decreases,
 3. Deletions,

4. Introductions,
5. Changes in Allocations.

3.) Process of Allocation Recommendations:

- The SFGB may request brief presentations, from SFGB sub-committees (to include student members), the Provost, VPFA, or the directors of each fee funded areas. These presentations would address the request for Increases/Decreases in Mandatory Student Fees, Changes for Course and Program Fees, and Programmatic Budget Proposals (see appendix ____ for guidelines).
- After reviewing all requests, the SFGB will make allocations recommendations based upon all available information.
- All allocation recommendations will be forwarded to the Associated Students' Government and the University President.
- Pending Board of Governors approval, each program director is notified of final budget recommendations and any stipulations.

Reserves Policy

- Call for a recommended reserve of 15% of fee-generated revenues to be maintained in a separate reserve account.
- The planned effective date will be FY 14 to allow for a gradual buildup.
- Student fee fund managers can request exemptions, if they believe their fee is used for projects, rather than operations/personnel.

Appendix I

Supplemental and Initiatives Grant

ANNOUNCEMENT OF GRANT:

In past years, a small sum of money has been left over through the annual allocation process and accumulated in an unexpended revenue line with the university. This money is treated in a similar manner as a reserve account. The purpose of this grant announcement is to develop a systemic way to distribute these accumulated funds through the Student Fee Governing Board (SFGB) process for one-time, non-academic, student-oriented, funding requests that meet the criteria and grant parameters outlined below.

GRANT CONDITIONS:

Services and activities users are expected to operate within their allocated annual budgets and are not eligible for funding through the Supplemental and Initiatives Grant process.

Supplemental requests will be considered by the SFGB only if they pertain to conditions which could not reasonably have been anticipated by the requestor at the time of most recent annual budget hearings. It is not sufficient that a requestor did not anticipate these conditions. Requests for amounts already expended will not be approved unless they pertain to a condition which affects the life or safety of CSU-Pueblo students or employees.

FUNDING PRIORITIES and CRITERION:

The grant shall be used to fund initiatives that enhance (or sustain) the quality of campus life for students, and that closely mirror the initial purpose for which the fee was levied to students. As such the three criteria in this section shall serve as primary guideline for distribution of these grants. Since the prudent management of student debt load is critical to enabling direct engagement outcomes through the use of these student fees, Criterion # 1 will be considered a priority. Remaining funds may be distributed between request category 2 and 3, below, at the discretion of the SFGB.

1. Requests for funding that significantly enhance the financial structure of student fee budgeted areas and thereby result in improving the quality of student services experiences.
2. Capital requests for "assets" that significantly enhance the quality of student services and experiences
3. Requests to fund significant initiatives and programmatic enhancements designed to enhance the quality of student experiences. These should not be considered supplemental operational funds—rather, they are initiatives that a program is seeking funding for that reflect sustainable initiatives and enhancements to student experiences on campus. For this reason a simple "event" or activity may not qualify under this category.

Allocations must comply with the Institutional Fee Plan funding policies. The SFGB will consider: history of the department/requestor, past funding allocations, potential impact on campus life, relevance of the request to the organization's purpose and the educational mission of the college.

These criteria shall be narrowly construed at the sole discretion of the SFGB, and are subject to the approval of the President.

GRANT RESTRICTIONS:

The above conditions reflect the concept that this grant application is for a "one-time funding" process and must not result in any ongoing budgetary or operation. For this reason, on-going salary line requests will not be approved.

Any campus department (that offers direct programs and services to all students), advisory committee or governing organization may submit grant requests on behalf of their department, provided the request can reasonable be shown to impact students across the campus.

The following are not eligible for this grant, and may be better served through a course or academic program funding source:

1. Grants that primarily serve a segment of the student body, or department
2. Grants that are academic in nature, or that relate to course or curriculum oriented activities

ADDITIONAL DETAILS:

There is no limit to the amount of funding that can be sought. You are encouraged to think big-- but obviously there is a limited pool of money available).

The SFGB may determine whether to request "hearings" to explain budget requests. These will be determined by the chair of the SFGB and the Dean of Student Services and Enrollment Management.

GRANT APPLICATION PROCESS:

The process for submittal of a Supplemental and Initiatives Grant Request is:

1. The requestor of a Supplemental and Initiatives Grant proposal will submit an application to the Chair of the SFGB requesting a Supplemental and Initiatives Grant in writing. Please submit:
 - a. 10 hard copies and a pdf email to chris.fendrich@colostate-pueblo.edu
 - b. Grant proposals are due no later than Friday, April 18th., at 12 Noon.
 - c. Hard copies of the request must be delivered to Student Services and Enrollment Management, OUC 003
2. Applicants must provide a written proposal that includes narrative description (no more than 4 pages) addressing the following:
 - a. Name of applicant (person responsible for area/unit/program) and area/unit/program represented
 - b. Amount being requested. If submitting multiple requests, funding for programs must be listed in priority order. (Most important programs must be listed first on the request form). Note: Supporting documentation must be attached to funding requests.
 - c. Explanation of the request. This is a brief narrative of the request with as much detail and information you think necessary (please be brief).
 - d. Explanation of how this initiative provides a significant improvement to student experiences on campus. Include a brief narrative about the envisioned outcome/benefit. Please address any of the following "initiative" categories in your explanation:
 - student learning
 - student engagement
 - campus community
 - safety and wellness
 - diversity
 - e. What collaborations are inherent in this endeavor
 - f. How will you know you were successful: What type of assessment and reporting do you propose
 - g. A detailed explanation of budget requests, with back-up copies of bids, explanation of what you may need to purchase, and why.
 - h. If you are requesting an asset or software package (for example, equipment purchases of items over \$1,000) please explain how this will be secured, used and shared with others in the campus community.

3. The deadline for receiving Supplemental and Initiatives Grant proposal is Friday, April 18th., at 12 Noon
 - a. Upon receipt of the Supplemental and Initiatives Grant proposal, the Vice President for Finance and Administration and the Dean of Student Services and Enrollment Management shall review the grant proposal to ensure they meet the criteria outlined above, and forward these to the SFGB.
 - b. The Dean of Student Services and Enrollment Management will notify the committee, the requestor of the Supplemental and Initiatives Grant proposal of the date and time of any hearing, as needed.
4. The SFGB will hold a meeting to consider what grants are accepted and how the money should be allocated.
5. These recommendations shall be published via a written recommendation to the President. Grant applicants will be notified of funding allocations in writing approximately three weeks after the grant receipt deadline.