SANTA CRUZ: DIVISION OF STUDENT AFFAIRS AND SUCCESS

May 30, 2023

Peter Biehl

Vice Provost and Dean

Graduate Division

**Re: 2022-2023 Student Fee Advisory Committee Funding Allocations**

Dear Peter,

The Student Fee Advisory Committee (SFAC) was charged with reviewing funding proposals for

the allocation of Student Services Fees, Measure 7 Student Programs Fee, and Equity in Mental Health Fees. The committee employed a data-driven approach using established criteria and metrics to review proposals that were submitted by various campus community members. I am pleased to notify you that on behalf of SFAC, Vice Chancellor Akirah Bradley-Armstrong has approved the following one-time allocation to your division, consistent with the recommendations submitted by the SFAC.

| **Division** | **Department / Program** | **Author(s) of Proposal** | **Description** | **Fund Source** | **Amount** |
| --- | --- | --- | --- | --- | --- |
| Graduate Division | Graduate Student Commons | Ryan Van Haren, Audrey Morrow, Allison Nguyen, Claudia Castaneda, Travis Becker, Rachel Neuman | Grad Student Fee Referenda Election Committee (funding for stipends) | 20360 (M7) | $9,150.00 |
| Graduate Division | Graduate Student Commons | Logan Barsigian, Rachel Neuman | Technology Updates for the Graduate Student Commons (1 imac and 1 dell) | 20000 (SSF) | $3,259.85 |
| Graduate Division | Graduate Student Commons | Audrey Morrow, Rachel Neuman | GSC Patio Furniture (Patio Chairs) | 20000 (SSF) | $8,124.85 |
| Graduate Division | Graduate Student Commons | Logan Barsigian, Claudia Castaneda, Rachel Neuman | Graduate Peer Mentor Program (mentor stipends) | 20000 (SSF) | $10,265.85 |
| Graduate Division | Graduate Student Commons | Allison Nguyen, Rachel Neuman | Coffee, Bagels, and Donuts (program supplies, coffee and donuts) | 20360 (M7) | $6,005.85 |
| Graduate Division | Graduate Student Commons | Logan Barsigian, Claudia Castaneda, Rachel Neuman, Andrea Seeger | Comprehensive Writing Support Programs for Graduate Students (full programming and half of a student employee) | 20000 (SSF) | $10,265.85 |
| Graduate Division | Graduate Student Commons | Logan Barsigian, Rachel Neuman, Allison Nguyen, Audrey Morrow | Graduate Student Wellness Weeks (wellness kits) | 19986 (Equity in Mental Health) | $4,500.00 |

These funds are to be expended in the manner outlined in the funding proposal submitted by the author(s) by June 15, 2024. SFAC award funding will be provided on a reimbursement basis.

Financial requirements include:

* **All expenditures must be posted to the fund source provided (19900, 19986, 20000, 20360).**
* Funds will be transferred based on actual expenses up to the approved amount.
* When funds are expended, please contact Director Denise Ilarina with the Student Affairs and Success Division to request reimbursement. Denise may be contacted at dtoni@ucsc.edu.
* Back up documentation is required in order to be reimbursed. Please submit the following documentation:
	+ Copy of this award letter
	+ Completed [reimbursement template](https://docs.google.com/spreadsheets/d/1BlUBbXSPiZZuyCAiT0AzVs98p9kSw7KKezqYil1vEl8/edit?usp=sharing)
	+ Copy of ledgers reflecting expenditures
* Final Deadline for reimbursement is June 15, 2024. Any unspent funds will remain with the SFAC for future allocation.
* Any student groups that require funding to be released in advance of an event in order for that event to be approved, should contact me directly to coordinate the transfer of funds.
* More resources for awardees can be referenced on SFAC’s [website](https://sfac.ucsc.edu/funding-requests/resources-for-awardees/index.html).

If you or your staff has questions about your allocation or reimbursement process, please do not hesitate to contact me at extension 9-1676 or via email at larojas@ucsc.edu.

Sincerely,

Lucy A. Rojas

Assistant Vice Chancellor & Chief of Staff

cc: Logan Barsigian

 Ryan Van Haren,

 Audrey Morrow

 Allison Nguyen

 Claudia Castaneda

 Travis Becker

 Rachel Neuman

 Andrea Seeger

 Denise Ilarina

SFAC