SANTA CRUZ: DIVISION OF STUDENT AFFAIRS AND SUCCESS

May 30, 2023

Richard Hughey

Vice Provost and Dean

Undergraduate Education

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

Dear Richard,

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** |
| --- | --- | --- | --- | --- | --- |
| Undergraduate Education | Cowell College | Shelly Grabe, Alice Folkins | Experiential student engagement with the Eloise Pickard Smith Gallery at Cowell College (2 student workers $5,706 and supplies $750). | M7 (20360) | **$6,721.85** |
| Undergraduate Education | College Scholars Program, Office of Campus Advising Coordination | Amanda Smith | Sustain the College Scholars Program Peer Mentoring Program (Student stipends for 2 students) | M7 (20360) | **$9,865.85** |
| Undergraduate Education | College 9 and J.R. Lewis College | Linnea Beckett and Michelle Hernandez Romero | (Re)connecting for Social Justice (Payroll for student leads and costs for videographer) | M7 (20360) | **$8,265.85** |
| Undergraduate Education | Council of Provosts (sponsored through Oakes College) | Andrea Seeger, The Writing Center Director and Marcia Ochoa, Oakes College Provost | College Sponsored Writing Centers (5 graduate student tutors) | SSF (20000) | **$25,265.85** |

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: Tracy Crick

 Shelly Grabe

 Alice Folkins

 Amanda Smith

 Linnea Beckett

 Michelle Hernandez Romero

 Andrea Seeger

 Marcia Ochoa

 Denise Ilarina

SFAC