

Student Activities & Leadership Programs

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November 25, 2009

Dear Student Fee Committee:

This memo is to address the transition from the Organization Budget Council (OBC) to the Student Fee Committee (SFC) for the student group Growing Roots.

- **Longevity of Organization:**
 - Growing Roots has existed on the PSU campus since 2006. Prior to this, it was recognized through Portland Campus Christian Ministries as Covenant 5.
 - Autonomy of group from the Spiritual Life Center has been a concern.
- **Quality of Transition of Leadership:**
 - Officers are elected, 08-09 Officers transitioned new Officers through a retreat to overview programs, budget planning for upcoming year, review of roles, group decision making process (consensus model).
 - Has had an issue with new leadership and transitions. For example, new officers have missed essential trainings, etc.
- **Level of Communication:**
 - Within group – email and phone with officers, listserv not used, general contact list used from attendees at events, not utilizing Orgsync for calendar, but have plans to in the future.
 - With advisor – regular meetings for SOAR process, budgeting, paperwork – also connect through community partner.
- **Quality of Programming:**
 - Regular and consistent programs including monthly Labyrinth walk, weekly Women's Circle, Thursday Gatherings.
- **Uniqueness of mission and constitution:**
 - Not a duplicate of other student organizations or departmental missions on campus.
 - Provides a space where students can explore their spirituality in general in addition to developing their own spirituality.
- **Ability as a group to manage a budget**
 - Has had some difficulty in submitting budgets on time and turning in paperwork with necessary documents.
- **Membership size:**
 - Current membership size is around 50 students. Membership is determined as regular attendance at programs and events.

Overall, Growing Roots is an emerging student organization, with another year to prepare their leadership and come up with a solid budget; I think they may become a high-functioning SFC group. This year, I do not recommend them for SFC funding. This is largely based on their last minute request for SFC funding, their last minute meetings with OBC and their strong reliance on the Spiritual Life Center (a non-PSU entity) for consistency in leadership and programming.

Please let me know if you have any questions regarding this memo.

Thank you!

Tana Atchley
Multicultural & Spiritual Cluster Adviser

Student Activities and Leadership Programs – SALP

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Wednesday, November 25, 2009

Student Fee Committee (SFC) 2009-2010

Portland State University

Letter of Recommendation for Philosophy Club

Greetings SFC,

I am writing this letter of recommendation that the Philosophy Club remain funded through the Organizational Budget

Council (OBC) for the upcoming 2010-2011 academic fiscal year. Below is some of the reasoning behind my recommendation:

Longevity of organization: have they proven to be a group that can or has been recognized consistently.

The Philosophy Club is moving into their third year of recognition under SALP. They have met all deadlines to keep recognition up-to-date.

Quality of Transition of Leadership: leadership has been transitioned properly; continuity of knowledge and information sharing.

I am not aware of their transition between the incoming and outgoing president but they have in the past attended

leadership trainings. Each year for the SOAR process I have met with each new president and guided them through the

processes and procedures of paperwork, etc. I will be encouraging the group to think of a better system to transition

information between the presidents as moving this direction for funding seemed to be an afterthought from recognition

without step structures or a plan to move towards different funding.

Level of Communication: both among the group and with advisor.

Communication between the group and I has been consistent in regards to questions they have asked about their funding

and recognition. I have emailed them to meet about the term and to follow up with the SOAR process and SFC budget.

Quality of Programming: successful programs and efficiently run, proper preparation and planning put in to programming.

The events/programs that Philosophy Club has planned with success although I have received requests with the minimum

amount of processing time which have been denied or that required further conversations with the group. This then delays

the process and the needs of the group. Updates and reminders are sent to the group's PDX email account throughout the

term. These notices include trainings, SFC notices, OBC notices, reminders about quarterly reports and recognition among

other things.

Uniqueness of mission and constitution: group is not an offshoot or replicates other activities being funded on a large level.

Currently listed on the SALP website Philosophy Club's is to "provide a place and outlet for networking, discussing, and

engaging with other people interested in all things philosophical. We address these needs primarily by meeting three or

four times a term to discuss and critically assess various philosophical articles. We aim to do so with maturity and attentiveness and hope that these values will assist others in their philosophical thinking as well.” The SOAR application they submitted for recognition states their mission is “to represent the graduate students in the biology department at Portland State. We will also facilitate discussion of research, education, and logistics. We will promote scientific education.”

This mission is in-line with being a student organization.

Ability as a group to manage a budget: successfully managed budgets in the past; communication and input from group during the budgeting process.

This group has managed their budget successfully in not going over allocation with the OBC. The day the budget was due I was called about the process and asked what they needed to do to input the budget. I have contacted the group to meet about their budget submission but have not heard back to set up a meeting review to date.

I have not seen their OBC budget submission for this academic year either but that was not a requirement.

Membership size: membership large and committed enough to merit more access to more funding; it is growing and consistent over the course of time.

I am unaware of the number of membership and if it has been growing. Their past two events have had good attendance but this is different from membership.

Student Activities and Leadership Programs – SALP

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Tuesday, November 24, 2009

Student Fee Committee (SFC) 2009-2010

Portland State University

Letter of Recommendation for Biology Association of Graduate Students

Greetings SFC,

I am writing this letter of recommendation that the Biology Association of Graduate Students (BAGS) remain funded

through the Organizational Budget Council (OBC) for the upcoming 2010-2011 academic fiscal year. Below is some of the

reasoning behind my recommendation:

Longevity of organization: have they proven to be a group that can or has been recognized consistently.

Currently BAGS is Conditionally Recognized under SALP. There is a matriculation fee that each graduate student is paying

that is intended for the department to use on recruitment, retention activities, and outreach of research of their graduate

programs. We have been in conversation about the group and its focus on the promotion of labs, research and other

opportunities that tie it to the department. Some these activities limit students and PSU community from across campus,

not attending the event, yes, but in who can participate in those opportunities. In our meetings together I have highlighted

student organizations are to provide promotion of a particular field or focus across campus and not activities/research

specifically related to a department's programs, initiatives, or academic courses. I want to meet again about promotion of

the field of biology to campus and not the programs, research or a particular department.

Quality of Transition of Leadership: leadership has been transitioned properly; continuity of knowledge and information sharing.

Current leadership has been held by the same individuals and I have not been aware of their transition.

Their constitution

was not put into the budget system and I did not receive one at the 3-officer SOAR meeting we had for recognition.

Level of Communication: both among the group and with advisor.

Communication between the group and I has been consistent in regards to questions they have asked about their funding.

Our communication of late has been in regards their activities and purchases that have been in question. I have emailed

them to meet about the term and to follow up with the SOAR process and SFC budget.

Quality of Programming: successful programs and efficiently run, proper preparation and planning put in to programming.

The events/programs that BAGS has planned have not been without challenges. Some of their activities have been stopped

due to policies or changes to be more inclusive towards the PSU community and not just to the graduate students within

the department. I have received requests with the minimum amount of processing time which have been denied or that

required further conversations with the group. This then delays the process and the needs of the group. Updates and reminders are sent to the group's PDX email account throughout the term. These notices include trainings, SFC notices OBC notices, reminders about quarterly reports and recognition among other things.

Uniqueness of mission and constitution: group is not an offshoot or replicates other activities being funded on a large level.

Currently listed on the SALP website BAGS mission is 1. to provide guidance to biology graduate students on matters of policy and practice mandated by the Graduate Affairs Committee (GAC) in the Biology Department, 2. to organize social activities for the benefit of fostering communication among students and faculty, 3. to provide representation for biology graduate students (at departmental and university levels) and act as a voice for biology graduate student concerns, and 4. to make graduate students aware that the BGSA is a resource for them to use when they have questions about degree requirements, departmental policy, etc.

The SOAR application they submitted for recognition states their mission is "to represent the graduate students in the biology department at Portland State. We will also facilitate discussion of research, education, and logistics. We will promote scientific education."

These two missions reflect the reason why this group is conditionally recognized but there is a new mission listed in the questionnaire. This new mission is one that seems to be more in-line with being a student organization.

Ability as a group to manage a budget: successfully managed budgets in the past; communication and input from group during the budgeting process.

This group has managed their budget successfully in not going over allocation. The communication and input from the group during the budget process has been different in that they did not complete the request on time to the system and did not notify me that they were granted permission to input their request after the deadline. I received an email stating that they had just input a budget today (11.24.2009). I have not seen their OBC budget submission for this academic year either but that was not a requirement.

Membership size: membership large and committed enough to merit more access to more funding; it is growing and consistent over the course of time.

I am unaware of the number of membership and if it has been growing. Their past two events have had good attendance but this is different from membership.

To: Student Fee Committee

From: Shannon Timm, Advisor

Date: September 9, 2009

RE: The Spectrum student organization and SFC Funding

I have been asked to write a memo on behalf of The Spectrum regarding their application for funding by the Student Fee Committee. I was asked to comment on seven items regarding this organization, and I do so below.

Longevity of organization:

The organization formed early in Fall term of 2008 and became officially recognized by SALP and funded by the Student Organization Council in Winter of 2009.

Quality of Transition of Leadership: During this Fall term, the group completed a transition of leadership from Nathan Keep to Davis La Muerta. Davis and Nathan worked together all last year, and the transition went smoothly.

Level of Communication: I have been meeting weekly with Davis to discuss the publication, expenditures, the transition to the Publications Board, and the SFC budget process. Due to the nature of their organization, they met very frequently over the summer and at the beginning of the year, pending the publication of their paper. They meet when they analyze submissions and construct the publication. When it is released, they host a small event to launch it. During the 'down time' when they are collecting submissions, they meet infrequently (this is for about a month in between publications).

Quality of Programming: The Spectrum has come out twice (last spring and this fall). It is well done, and is available in stands throughout SMSU, in the residence halls and in the WRC, as well as a few places in Portland.

Uniqueness of mission and constitution: The group grew out of the ideas of a person involved with the Queer Resource Center, but now is not affiliated with that organization. They have met with the Publications board and preliminary conversations indicate favorability to the idea of a transition to that organization's purview.

Ability as a group to manage a budget: They have successfully managed a very small budget. Their costs are low and their expenditures are not complicated. Their ask is very small.

Membership size: I don't know how the organization measures members because they are more of a service. If you count people who work on the paper, it's about 5. If you count people who submit work, or readers, I don't know those numbers.

In conclusion, I recommend giving The Spectrum Student Fee funding pending their admission to the Publications Board umbrella.

December 2, 2009

To: Student Fee Committee

From: Marie Schramke

Re: PSU Bicycle Advocacy Collective transition to SFC funding

The PSU Bicycle Advocacy Collective (originally Bicycle Advocacy Committee) was first recognized by SALP in winter 2008. It has remained continuously recognized since then with an active membership that fluctuates between five to ten members. From my perspective as their SALP Advisor, the student organization has effectively transitioned between outgoing and incoming leaders by having elections in the spring, sending their new officers to the annual New Student Leader Luncheon, and having the incoming officers meet with me during their three person meeting.

I can attest to the level of communication between members of the organization insofar as I see evidence of it on their list serve, which is very active and includes information about community events in addition to Portland State ones. The group's communication pattern with me is on an as-needed basis, which is typical for most student organizations, but I would like to see PSU BAC improve their follow up communication. For example, during New Student Week 2009, PSU BAC organized a bike ride to introduce new students to biking around Portland. The student organization took responsibility for finding experienced bike ride leaders to lead the group, agreed to have all participants sign a liability waiver before the ride commenced, and submitted their planned bike route for prior approval. After the event, however, I did not receive copies of the liability waivers nor any other feedback about how the event went or what could be improved upon next time. Thus, I am extrapolating to say that if the SFC expects PSU BAC to communicate with them regarding how the group's money is spent, then the SFC might want to clearly delineate when and how PSU BAC is to provide that information.

PSU BAC has done a good job of planning and executing Bikers' Breakfasts; to learn more about PSU BAC's activities, I went to their website (<http://psubac.weebly.com/index.html>), at which point I discovered that the student organization has been organizing weekly rides on Saturdays. Based upon their experience organizing the New Student Week 2009 ride, PSU BAC's leaders should have learned that certain information (i.e., a copy of the bike route, liability waivers for participants, and names of approved ride leaders) must be submitted to me prior to embarking on a group-sanctioned ride in order for the university to mitigate the risk associated with the activity. Even if this

was not made clear during the New Student Week 2009 planning process, if the group maintained better communication with me, then I would be able to advise them accordingly. In sum, I find there to be room for improvement regarding PSU BAC's communication with me as well as their preparation process for bike rides.

The Bicycle Advocacy Collective's mission to "unite students, faculty, staff, and community members in the common interest of creating better conditions for PSU cyclists and increasing the percent of students and employees of PSU who commute by bicycle" inhabits the gray area between the end of the Bicycle Co-op's mission and the beginning of the Cycle Club's. In fact, my questions during the recognition process about how PSU BAC's mission differs from the Bike Co-op's and Cycling Club's led to the formation of the Bike Summit, a group comprised of representatives from various campus entities related to bicycling (Campus Recreation, Parking and Transportation, and SALP) who meet quarterly to vet out what activities should fall under which department. For example, when PSU BAC proposed sponsoring the New Student Week 2009 bike ride, I felt that it should fall under Campus Recreation because they have experience orchestrating rides with the Cycling Club and the Cycling Club's mission states that it exists to "promote the sport of cycling through group rides." However, the Bike Summit group determined that Cycling Club rides are done with the intention of grooming participants for future involvement in competition, so PSU BAC ended up organizing the New Student Week 2009 ride. Due to the intertwined nature of bike activities at Portland State, the Bike Summit continues to meet and is a helpful tool for me to determine how PSU BAC's mission and activities are distinct from other campus entities'.

In the past, the student organizations that I endorsed to move from OBC to SFC funding have experienced significant growth in membership and the size of the population served; have demonstrated a need for increased funding based upon the size and scope of their events; and the officers of the organization had regular, frequent meetings with me. In PSU BAC's case, I do not feel as though they have crossed the same threshold of growth and communication that the other student organizations have. I was unaware that PSU Bicycle Advocacy Collective planned on asking for direct SFC funding for 2010-11 and had I known, I would have explained the differences to PSU BAC that I see between them and previous groups that I've endorsed for direct SFC funding. I believe that the student organization has the potential to increase its active membership and population served to a level that warrants direct SFC funding but would like to see the group improve its communication

with me and have a comprehensive funding plan in place with the other entities represented at the Bike Summit before taking that step.

If you have additional questions or would like to discuss this matter further, please contact me at schramke@pdx.edu or 725-5745.