

GRADUATE & PROFESSIONAL STUDENT ASSOCIATION

Council Meeting Minutes

Graduate Student Commons, LLB 2141

Monday, June 6, 2016, 10:00 – 11:30am

ROLL CALL:

School of Allied Health	A	College of Engineering	N/A	School of Nursing	A
Kristyne Wiegand	_____	<i>Vacant</i>	_____	Maria Poggio	_____
College of Business	✓	College of Fine Arts	✓	College of Sciences	✓
Brittany Stuck	_____	Thaddeus Zoellner	_____	Amanda Kidman	_____
College of Community Health Sciences	✓	College of Hotel Administration	A	College of Urban Affairs	✓
Saruna Ghimire	_____	Lenna Shulga	_____	Milia Heen	_____
School of Dental Medicine	N/A	Law School	A	Executive Board	_____
<i>Vacant</i>	_____	Adrian Viesca	_____	Meghan Pierce, President	✓
College of Education	✓	College of Liberal Arts	✓	Patrick Daleiden, Vice President	✓
Rebecca Gates	_____	Lauren Galloway	_____	Kimberly Florence, Treasurer	✓
				Kirk Talib-Deen, Secretary	✓

Other(s) present: Tad McDowell, Director of Parking and Transportation Services

President Pierce called the meeting to order at 10:01 p.m.

1. PUBLIC COMMENT - none

INFORMATION ONLY

2. APPROVAL OF MINUTES

FOR POSSIBLE ACTION

A request was made to approve the May 2nd, 2016 Summer Council meeting minutes. College of Sciences motioned to approve the May 2nd minutes. College of Education seconded the motion. There was no discussion. The minutes were approved unanimously.

3. SPEAKER

INFORMATION ONLY

Tad McDowell, Director of Parking and Transportation Services, discussed with the current and planned parking and transportation issues/projects for UNLV. Currently a new parking garage is under construction on Maryland Parkway. This project is scheduled to be completed by December or January. A second structure should be completed by 2022. A location for the second structure is under consideration. The use of more technology is being considered, i.e. incorporating sophisticated applications to provide better parking, additional lighting in parking structures, lot signs and the current visitor booth will be replaced. Several of the projects are projected to provide student employment opportunities. There is a push to be more cognizant of motorcycle rider's needs, etc. Plans for the upcoming 2016 Presidential Debate include collaborating with McCarran Airport for the use of their reserve parking space. Busing will be provided to guest and visitors, and the allotment of parking spaces is under discussion. Currently there are 610 spaces being allocated for the debate. Questions were taken: College of Education enquired about the allotted spaces and questioned the app being developed. Again, 610 spaces are presently being allotted for the debate; and due to the student culture, the question of the app being synchronized with license plates is under discussion. College of Sciences asked about students that had more than one car and parking spaces. Mr. McDowell responded that currently, students are permitted to have up to 7 cars registered for parking; and due to security reasons. College of Sciences also asked how long the Presidential Debate will require spaces. Mr. McDowell replied that with busing visitors the parking situation could change with the request by the Secret Service. President Pierce thanked Mr. McDowell for the UNLV parking updates.

4. BUDGET REPORT

FOR POSSIBLE ACTION

Treasurer Florence reported the GPSA budge report for June 6th, 2016. Treasurer Florence directed the Council to the top of the report (hard copies available at the sign-in table). The May student wages are listed at \$5830.00 this includes the May GPSA Council stipends (\$987.50) and the wages for the student staff in the Graduate Student Commons. Operating expenses for May (listed in the monthly expenditure column): routine postage office supplies,

BUDGET REPORT *continued*

NY Times subscription and telephone costs. Research Forum expenses are listed under prizes and awards, this is for remaining payment to the recipients receiving recognition for their outstanding presentations and the GPSA Award recipients. The Graduate College generously paid for the Research Awards. Those funds (\$6,825.00) are reflected below under the Revenue header. Other Forum expenses were for the set-up and use of the Student Union. The printing expense (\$105.27) for the month is for business cards purchased for the incoming E-Board. Hosting expenses for the month of May included the refreshments provided at the GPSA Mixer held April 15th and also for the purchase of the replenishment of snacks sold in the Graduate Student Commons. Revenue from the snacks sold in the Graduate Commons and student fees came in at \$1,352.21. Treasurer Florence conclude the report stating that the revenue total for the fiscal year to \$263,699.87. The balance forward is \$138,748.52 with a balance of \$139,067.16. There was a call for a motion to approve the June 6th budget. The College of Education motioned to approve the report. College of Sciences seconded the motion. There was no discussion. The motion to approve the June 6th Budget Report was approved unanimously.

5. COMMITTEE REPORT

INFORMATION ONLY

- Board of Regents / Nevada Student Alliance – President Pierce gave a brief background on the BoR/NSA. Meghan Pierce will meet with the BoR/NSA in Reno later this week. Both the BoR/NSA held a special meeting on May 12th. Topics of discussion were the early retirement of NSHE Chancellor Dan Klaich; and following on May 22nd a second special meeting was held discussing the appointment of John V. White (former UNLV Executive Assistant President and Provost) as Acting Chancellor. President Pierce will update the council on the search for a new chancellor at a later date.
- GPSA Activities / Community Service – The UNLV Cares Food Pantry is open to the UNLV community during the summer months. Details are available on the GPSA Website. The pantry is always in need of volunteers.
- Government Relations – Treasurer Florence is in the process of scheduling a meeting with Luis Valera, Vice President of Government Affairs, Diversity Initiatives and Compliance, and Constance Brooks, Vice Chancellor for Government & Community Affairs. The committee plans to discuss w/ Mr. Valera and Dr. Brooks ways the GPSA can be actively involved in the upcoming 79th Legislative Session to promote higher education. They will also discuss the projected GPSA Lobby Day to be held in February 2017.
- GPSA Publications – Treasurer Talib-deen talked briefly on upcoming Luminary Publication. The first Luminary newsletter publication will be published prior to the various new student orientations (law, dental and graduate). He asked council members to forward any ideas, articles to him. He will send out an email as a reminder to E-Board and Summer Council members for article requests.
- Vice President Daleiden shared the GPSA Sponsorship awards for: Fall 2016 Sponsorship Awards – 54 apps submitted, 50 awarded \$35,954.86; May Emergency Awards – 5 apps submitted, all awarded @ \$2100.00; 3 modifications submitted, all approved. The Sponsorship Committee will be meeting directly after the Council meeting to review the June emergency applications.

6. OLD BUSINESS

FOR POSSIBLE ACTION

- President Pierce discussed the Lifetime Transcript Fee (*white paper attached*). There was a general consensus that more items need to be considered and more research needs to be included in the white paper. Overall, students are in favor of providing an option for the fee.

7. NEW BUSINESS

FOR POSSIBLE ACTION

- GPSA 2016 – 2017 Goals – The E-Board and Summer Council broke off into groups to brainstorm on ideas for future GPSA 2016-2017 Goals. Themes discussed by groups include the GPSA as advocates for Graduate and Professionals, Funding/Scholarships for research, and community service/activities to create a community atmosphere.
- GPSA Summer Council stipends - \$3,000 – President Pierce noted Council members receive a stipend for attending each Council meeting. She called for a motion to approve the GPSA Summer Council stipends. College of Fine Arts motioned to approve the Summer Council stipends. College of Sciences seconded the motion. There was no discussion. The motion to approve the GPSA Summer Council Stipends was approved unanimously.

8. ANNOUNCEMENTS

INFORMATION ONLY

- GPSA Emergency Sponsorship applications for funding research and conference travel are due the 20th of each month. Applications must be submitted prior to travel. More information available on the [GPSA website](#).
- [UNLV Creates](#) – August 26th @ 9:00am-10:30am, Thomas & Mack Center. [RSVP online](#).

9. PUBLIC COMMENT

INFORMATION ONLY

- President Pierce informed the Summer Council that the Presidential Debate is still in need of volunteers. The debate is scheduled for the 19th of Oct. The student will have to pass a background check, and the application can be found on the GPSA Website (or the student(s) can contact President Pierce).

10. ADJOURNMENT

FOR POSSIBLE ACTION

President Pierce called for a motion to adjourn the June 6th, 2016 Summer Council meeting. College of Education motioned to adjourn the June 6th meeting. School of Business seconded the motion. There was no discussion. The motion to adjourn the meeting was approved unanimously. The June 6th, 2016 Summer Council meeting adjourned at 11:05 a.m.

GPSA Summer 2016 Council Meetings

Graduate Student Commons, LLB 2141; 10:00 – 11:30am

- Monday, July 11, 2016
- Monday, August 1, 2016

GPSA Fall 2016 Council Meetings

UNLV Student Union rooms 208 A, B & C; 2:00 – 3:30pm

- Monday, September 12, 2016
- Monday, October 3, 2016
- Monday, November 7, 2016
- Monday, December 5, 2016

Lifetime Transcript Fee

I. Statement of Issue:

A request has been made, or an inquiry submitted, regarding the need/desire to institute a “lifetime” fee for transcripts. The business case for this request has not been fully articulated, nor have the details of exactly what the expectations are, so some assumptions will be made during the initial review of the current process of transcript requests and associated fees. Therefore, the following assumptions will be made:

- a. All students will pay one fee that would enable them to request and receive as many “official” transcripts from UNLV as they desire, throughout their lifetime.
- b. The volume of multiple transcript requests, or the impacts of not providing this service, is significant enough to change the current model.
- c. Any adjustment made to the model must take into account future costs as well as the current funding model.

II. Background on the current transcript fee:

The “transcript fee” is part of the Enrollment Management Fee account (2221-269-7517) that supports all Enrollment and Student Services AVP activities and any other ESS budget shortfalls. This account supports the enrollment management area of the university, more substantially the offices of the Registrar and Admissions. While several fees make up the whole of this account, it should be noted that not all of the revenue generated by the fees remains in the account (e.g. some percentage of monies are transferred to other departments per agreements). The account receives a portion of application fees paid by domestic and international students to offset resource expenses to process admissions and/or conduct enrollment activities. **Additionally, the account receives the revenue for a non-admitted student fee, transcript & postage fees, and a portion of the semester fee paid by international students.** Again, these fees supplement limited State resources and enable the area to provide more timely and effective services to students.

Given the current funding model of the university and the usage of the Enrollment Management Fee (account), focusing in on one fee without regards to this model, the impact of other fees and what they cumulative cover is not recommended. However, in an attempt to provide an overview for discussion of the Transcript Fee it will be reviewed as part of the Enrollment Management Fee and contributes in the following way:

- 1) The account receives the revenue for a transcript & postage fees. These fees supplement limited state resources and enable the area to provide more timely and effective services to students.
- 2) This account supports the enrollment management area of the university, more specifically the offices of the Registrar, Admissions and Enrollment Service Center. These functions include processing of transfer students, degree audit, grades posting, enrollment changes, student data changes, graduation, etc.

- 3) Areas like Veterans Services, Enterprise Application Services and Enrollment Technology teams do not have a self-supporting accounts, and therefore this fee supports their staff (salaries) as well as their activities (operating).
- 4) This fee supports at least 4-6 positions at any given time (professional, classified, graduate assistants and hourly employees) from ESS area that may or may not directly be related to the fee.
- 5) This account also supports Admissions related shortfalls to maintain yearly recruitment efforts.
- 6) Fee is also used to support AVP's activities with professional travel funding, contractual needs, special projects, infrastructure improvements (including new computers and furniture)
- 7) In the past (prior to 2011), this fee supported the services of Disability Resources Center (DRC), federally mandated service provided at UNLV; where budget requests exceed \$150,000/year.

III. Budget Needs/ Operating Costs

Transcript fee enables Enrollment & Student Services areas to perform its essential functions, allowing these areas to provide more timely and effective services to students.

The fee increased from \$5 to \$10 during a Board of Regent meeting in December 2010, in order to support continuous demands in this area, along with the growing costs of products (software and other), mailings, and staff's time. It should be noted that the transcript fee was targeted as source for this increase not only because the fee was low (and still remains lower than many peer institutions), but that there was not an appetite for growing other existing fees (e.g. graduation, etc.) or creating new ones to pay for services that were (and are currently) provided for free.

The current \$10 transcript fee covers postage, ink, paper and staff's time required to pull up individual records, take orders over the phone, print, and mail the transcript. We currently offer same day (walk-in) transcript orders, as well as online orders that are processed within 3-5 business days, and available for pick-up or mailing on behalf of the student to desired destination (all USPS domestic and international postage fees apply). Unofficial transcripts are always free of charge, and accessible by students at any time.

In addition, the fee supports many of the other services provided within ESS, including salary of Director of Veteran Services (no state allocation for this area, with the veteran student body of 1,200 students). Lastly, the fees pay for annual licenses for software within ESS, including Graduate Assistant AY Application used by Graduate College (\$60,000).

Transcript (\$10 as of Spring 2011)	Revenue
Units order (38,000-42,000)	\$380,000-\$420,000

Transcripts (based on 38,000-42,000 units)	Cost
Transcript Paper (30,000-50,000 @ 62.19/K)	\$2,000-\$3,000
Envelopes (40,000- 42,000 @ .028 each)	\$1,120-\$2,000
Postage	\$32,000-35,000
Bank Fee (3%-5%)	\$10,000-15,0000
Salaries & Fringe: 5 professional (including Director of Veteran Services); 2 classified positions, GA positions & student wages in Enrollment Services Center/ ESS	\$491,338**
ESS Contracts: Hobsons CRM (including \$60,000 for license for Grad College)	\$150,000
Operating: Records Imaging/Catalog Contracts (Registrar)	\$45,000
Other Expenses Other special projects (e.g. temp workers, consulting, LOA, LOB for special projects, etc.)	\$60,000-\$100,000
Total Expenses	\$791,458-\$841,238

** 7.0 FTE at full time /offset by state salary saving at the end of the year (if any)

IV. What Other School are Doing

Through quick, but limited, research, we found that there are number of schools that have adopted the lifetime transcript fee, or a combination of the fee. Additional data on the schools that are currently administering the lifetime transcript fee and what model would work at UNLV needs to be collected and assessed. What is clear is that, from a cursory view, many of the institutions charge for other services that we currently do not charge for, or have other fees that are much higher than fees that we have, which area all currently supported from our Enrollment Management Fee account.

For example, such a model like one that is used at The University of Chicago (UChicago) where students have an option to pay for individual transcript or pay for the lifetime transcript fee might be considered a suitable option for UNLV, but before engaging in such a move we would need to revisit our current funding model and compare to their full funding models to determine the prudent path and to not incur any unintended consequences.

Below are a few schools and their transcript fee models:

University of Oregon

Services	Fees	Notes
Lifetime Transcript Fee	Yes/ Cost Unknown	
Secure Electronic PDF Transcript	\$15	Available within 30 minutes of ordering
Rush Service Fee	\$15	Mailed out the same day if receive before 10am PST
Excessive Fee	\$5	Charged when more than five copies are ordered in a single day, or more than 30 in a single 12month period

UCLA

Services	Fees	Notes
Lifetime Transcript Fee	\$165	Fall 2013: Fee assessed to all students, variable fee. Current students, alumni are grandfathered in. Financial Aid can apply
Secure Electronic PDF Transcript	n/a	
Rush Service Fee	YES	

The University of Chicago

Services	Fees	Notes
Lifetime Transcript Fee	YES	\$15 per transcript or FREE with \$65 lifetime Transcript Fee
Secure Electronic PDF Transcript	Yes/ Cost Unknown	
Rush Service Fee	\$30	\$30 domestic destinations, \$55 Canada/Mexico, \$65 other international destinations.

While not an exhaustive list by any means, and not a full review of all of their fees, it is clear that while they do provide a lifetime fee, that fee is much higher (and their fee for individual transcripts is higher than our current fee, and they charge for rush or excessive requests as well).

V. UNLV Volume

In reviewing some data regarding the demand for transcripts we looked first at what volume of requests was being submitted from our graduated students (e.g. students who received an undergraduate or graduate degree from UNLV). The majority of transcript requests at UNLV are for one to two transcripts. Only small percentage of students request multiple transcripts. A sample of 15,226* undergraduate transcript requests shows $\frac{3}{4}$ (74%) of all requests are for one or two transcripts, one in five students (22%) will order 3-5 transcripts, and only 5% of students request 6 or more transcripts. Graduate student behavior is very similar seeing the breakdown as 71%, 24% and 5% respectively.

The data suggests that, unless students are going/transferring to another school, students request only one to two transcripts. In addition, unless student/alumni are seeking employment outside of the higher education sector, most employers may seek verification that a degree was granted/received but often do not require a copy of the official transcript.

Further, in reviewing our current front line services areas, ESS has not received any major complaints about the current transcript fee. What we have seen is an elevated interest by some students in the ability to order a Secure Electronic PDF Transcript (e.g. this would allow students to receive or request an official transcript be sent to a recipient from a secure UNLV email, fully authenticated).

VI. UNLV Proposal

It is suggested that a clearer statement of the perceived problem be articulated, along with the stated goals related to instituting a “lifetime” fee. Based upon current volume, known “complaints”, and usage of “official” transcripts, it does not appear that a significant shift in practice is warranted. However, if such a shift is ultimately deemed necessary, a more extensive review of other existing fees and free services should be undertaken in order to determine the amount of the lifetime fee that would adequately cover any current and future costs.

*Some of the numbers may have been rounded for this report