

## Student Fee Advisory Committee

April 15, 2016  
436 Aldrich Hall  
Meeting Minutes

Present: Alexander Li, Matthew Tsai, Haruka Hatori, Taylor Chanes (for Kristine Jermakian), Liuyi Pei, Brennan Gonerling, Alvin Phan, Kim Sadler

Absent: Chance Pardon, Parshan Khosravi, Valerie Sanchez, Sherwynn Umali, John Alejandro

Staff: Karen Mizumoto

1. Meeting called to order.
2. Minutes from April 1, 2016 meeting approved.
3. Budget Submission Guidelines and Unit Student Survey Feedback
  - a. Unit Student Survey
    - i. On academic side (Dean's Offices/school Student Affairs offices), it may be difficult to get feedback from students and may not be representative of entire campus community.
    - ii. Adds additional burden on units.
    - iii. May not get information we are looking for.
    - iv. The committee still would like most of the units to survey their students in order to get them into the habit of thinking about their requests from student perspective rather than from an administrative perspective, and to have the units think carefully about requesting funds for their absolute highest priority needs rather than for a long list of needs.
    - v. If units feel like their requests do not lend themselves to conducting student surveys, they can request an exemption to preparing a survey.
    - vi. Include a deadline to ask for exception in the call for budget submissions; make sure to provide the deadline well in advance in case their request is denied.
  - b. Budget Submission Guidelines
    - i. No major suggested changes other than what has already been provided via email.
4. 2015-16 Annual Report
  - a. No changes.
  - b. Committee votes to approve the annual report to be sent to the Provost (Karen).
5. Budget survey results will be sent to Provost and VC Michaels (Matt) and the campus units (Karen).
6. Next Meeting – Last Meeting of 2015-16

- a. Week 9 (May 27) 11:00 am to 1:00 pm in 436 Aldrich Hall.
- b. Lunch will be provided.
- c. Any new potential members will be invited to the meeting.
- d. Elect new chair in current year in case any SFAC business needs to be conducted over the summer, and so the chair can attend the CSF summer quarter meeting.
- e. Next year's committee will elect vice chair.
- f. Discuss a permanent meeting time.

7. Meeting adjourned.