

Student Fee Advisory Committee

January 9, 2015
Meeting Minutes

Present: Sonali Madireddi, Matthew Tsai, Felicia Martinez, Sherwynn Umali, Alexander Le, Sara Lone, Justin Chung

Absent: Reza Zomorrodian, Sanaa Khan, Isaac Straley, John Delshadi, Myron Lozano, Ami Glazer

Staff: Karen Mizumoto

1. Meeting called to order.
2. January 9, 2015 meeting agenda approved.
3. November 14, 2014 meeting minutes approved.
4. Recap of Fall 2014
 - a. Unit budget questionnaires and requests were sent out.
 - b. Staff Town Hall Feedback
 - i. Sherwynn took the lead and provided attendees with insight into SFAC process including how recommendations are made for incremental SSF funds to be allocated and what amount is available to be allocated.
 - ii. There was feedback that the question regarding student demographics may be difficult to answer because the demographics on what sub-population of students served (i.e., how many army veterans are served, number of disabled students served) may not be necessarily counted. The question could be subdivided for demographics not available and demographics not available (i.e., undergrads and grads).
 - iii. There was some confusion about the layers of an organization and what layer is submitting the information to SFAC. This may depend on coordination within departments of an organization and the coordination point of the organization. Student Affairs is the largest organization with the most SSF funds and has multiple departments with SSF funds. Each individual department fills out the budget questionnaire and survey information, but the Vice Chancellor's office coordinates the submissions and provides a summary of the organization's overall funding priorities.
 - iv. Since this was the first year for the staff town hall, there was some confusion about the location and time and maybe the town hall can be one week earlier (before finals) so the students can attend.
 - v. It would be good if the timeline for when units will receive incremental SSF funds can be sooner. The Annual Report to the Provost needs to be submitted in early June before finals.
 - vi. It would also be helpful to notify units of results of their requests.

- c. Student Fee Survey
 - i. The survey opened in the 3rd week of November, during the Regents' meeting that included discussions and approval of 2015-16 mandatory systemwide fees.
 - ii. Received 891 survey responses to date.
5. SFAC Schedule for Winter/Spring 2015 Quarters
- a. The Student Fee Survey will now close at the beginning of February. Matt will ask if an EEE advertisement can be sent out two weeks before survey closes (last two of January). Karen will see if another Zot Mail can be sent out from the Provost's Zot Mail account.
 - b. Interim Provost Clark's visit on 1/23/15 from 2:00 pm – 3:00 pm
 - i. Sonali will prepare an agenda. Please let Sonali know if there are specific topics that can be added to the agenda or questions that may come up during the discussion.
 - c. Unit Budget Questionnaire/Survey Review Process (due February 6, 2015).
 - i. Last year, the entire committee reviewed the submissions and then the entire committee discussed and ranked the requests. It took approximately 2-2 ½ months to go through the entire requests.
 - ii. This year, the committee will first focus on submissions from units requesting funds and then review submissions that do not include incremental SSF funds.
 - 1. Karen will update the budget request spreadsheet and list all of the requests by unit.
 - 2. Two subcommittees will be formed to review the submissions with incremental funding requests and rank the requests.
 - 3. The subcommittees will present their recommendations to committee as a whole and the committee will determine the final rankings and recommendations.
 - iii. Justin and Sara will work as a subcommittee to edit budget survey guidelines, process and content for the SFAC website (may need some page redesign). The goal is to have this done by the end of the winter quarter.
 - iv. The committee may recommend funding in part if the unit making the request can still use partial funding; the committee could include a recommendation in the Annual Report to the P-EVC that additional campus funding should be identified.
 - v. Form subcommittee and determine workload at February 13th meeting and start subcommittee deliberations between 2/13/15 and 2/27/15.
 - d. Course Materials and Service Fee deliberations will be moved after 2/27/15, to 3/6/15 and 3/13/15 if necessary.
 - e. CSF Campaigns
 - i. The spring meeting quarter meeting will be at UCLA.
 - f. Compulsory Campus-Based Fee Referendum Timeline
 - i. Currently timeframe is as follows:
 - 1. Fall Quarter: Initial ballot language and guidelines document should be sent to Student Affairs, Budget Office and UCOP for feedback.

2. Winter Quarter: Provide legislative review/approval through respective Student Government bodies (ASUCI Legislative Council and AGS Council) then comes to SFAC for ballot language feedback/suggestions; students can come to SFAC to discuss their ballot initiatives.
 3. Spring Quarter: Week-three election cycle.
 - ii. Guidelines need to be revised to change timeframe and process of how referenda language is reviewed and approved. Justin, Matt, Felicia and Sonali will form a subcommittee to work on this.
 - g. An updated version of the committee's calendar will be distributed at the January 30th meeting.
 - h. The next SFAC meeting will be on January 23rd.
6. Meeting adjourned.