Student Fee Advisory Committee
October 17, 2014
Meeting Minutes

Present: Sonali Madireddi, Sarada Cleary, Isaac Straley, John Delshadi, Matthew Tsai, Myron Lozano, Justin Chung, Sara Lone, Felicia Martinez, Raza Zomorrodian, Sherwynn Umali, Alexander Le, Sanaa Khan

Absent: None

Staff: Karen Mizumoto

1. Meeting called to order.

2. October 17, 2014 meeting agenda approved.

3. October 10, 2014 meeting minutes approved.

4. Backwards plans

    a. Fall quarter
        i. Unit Request Templates:
            1. Review/revise Unit Request Templates
                a. Finalize changes by the end of October.
                b. Form 1-A is used if units are asking for funding; units not requesting additional SSF funds will fill out form 1-B.
                c. The committee will need to review questions to see if they need to be edited. For instance, question #11 (1-B) was too vague and units asked for more funding than what SFAC could recommend.
                d. The committee will review previous surveys and be prepared to discuss the surveys at a future meeting.
                    i. Karen will put the 2012-13 budget surveys in 2014-15 SFAC drop box file for units that were funded.
                    ii. The committee will need to determine what goals the committee wants to accomplish with the survey.
                    iii. The request needs to provide clarity for units receiving budget survey requests; include why the committee is asking for this information. The committee can provide a guide for completing the information.
                    iv. The guide should give the background of where the funding comes from, how much funding is available, etc.
                    v. John, Sonali, Reza and Myron will draft guidelines for completing the submissions.

2. Timeline for distribution and submission:
   a. Distribute templates by November 7.
   b. Submissions will be due in the beginning of February 2015.
   c. Last year, submissions were due February 6, 2014. The committee discussed pushing up the timeline by one month, but due to the campus schedule during December, it was decided to leave the due date at the beginning of February.
3. Unit request review and recommendations:
   a. The committee will look at revising the review process to compress/streamline timeframe for reviewing proposals. Units who do not ask for funding still need to be reviewed; maybe these submissions can be reviewed after proposals for incremental funding are reviewed.
   ii. Student Fee Survey
1. 3.300 responses for the 2013-14 survey.
2. The survey will be used to include student input as part of making decisions on SSF fund recommendations.
3. Should be rolled out in winter quarter and be open about a month.
4. Consensus of the committee was to go forward with a survey for 2014-15.
5. The committee will need to determine timeline for roll out.
6. Survey will need to be reviewed and revised.
   a. Sarada and Matt will work on reviewing the survey and report back to the committee on 10/31.
7. Proposal to make changes in advance of the meeting
   iii. 2014-15 SFAC Calendar
1. Sonali and John will work on a timelines for the committee's 2014-15 calendar.
b. Winter quarter
   i. Review of unit request submissions.
   ii. Review campus-based student fee referenda
1. Are campus-based fees adjusted for inflation?
   a. Generally as fees are not adjusted for inflation.
   b. Some increases are included in referendum language if it makes sense; committee does not want to automatically include inflationary increases.
   c. The revised UCI campus-based fee policy mandated increases to campus-based (mandated by Chancellor Drake).
   iii. Begin review of Course Materials and Services Fees

5. New initiatives
   a. Open SFAC meetings (perhaps once a quarter) to the public/students.
   b. Brainstorm how to get students more involved both in terms of awareness of what the committee does and to give students a forum to bring their questions/views to the committee.

 c. Make information on funding available to students. Educate students on where SSF funds are allocated and where student services needs are.

  i. Take student fee survey data and create graphics, etc., to give students more access to the information collected by SFAC; include results of the survey and make an infographic on SFAC's Facebook page.

   1. Sanaa, John and Sara will work on data analysis and developing infographics.

   2. Draft will be presented to the committee on October 31.

  ii. Advertise on campus; send links/information through email; handle publishing/promotion through ASUCI and AGS.

 d. The committee can have town halls with students and staff.

  i. Student town hall can focus on the referendum process; plan for 3rd week of November.

  ii. The staff town hall can focus on the unit budget surveys; plan for 1st week of December.

  iii. The town halls should take place after the unit requests go out and after the infographic are published.

  iv. John, Reza, Matt, Justin and Sonali will be on the subcommittee for planning the student town halls

  v. Sherwynn, Justin, Sonali and John will be the subcommittee for planning the unit/staff town hall.

6. New Business

 a. E-Tech Board

  i. Myron has volunteered to serve on the board as the SFAC representative

 b. CSF fall meeting, October 25-26 at UCR

  i. Reza and Sanaa will also attend in addition to Sonali and John

7. Meeting adjourned.