

## Student Fee Advisory Committee

October 24, 2014

Meeting Minutes

Present: Sonali Madireddi, Sarada Cleary, Isaac Straley, John Delshadi, Matthew Tsai, Alexander Le, Sherwynn Umali

Absent: Felicia Martinez, Justin Chung, Myron Lozano, Sara Lone, Reza Zomorrodian

Staff: Karen Mizumoto

1. Meeting called to order.
2. October 24, 2014 meeting agenda approved.
3. October 17, 2014 meeting minutes approved.
4. Unit Survey Timeline
  - a. Distribute unit questionnaire and requests on November 7, 2014.
  - b. Unit questionnaires and requests will be due back to SFAC on February 6, 2015.
5. 2014-15 SFAC Program Timelines
  - a. Town Halls with Students and Faculty (end of fall quarter)
    - i. Staff Town Hall
      1. Staff town hall should be scheduled during week 10; should be during the workday around lunchtime to early afternoon.
      2. Need to reserve ballroom in Student Center.
      3. Both student representatives and staff representatives should be present.
    - ii. Student Town Hall
      1. December 2, 2014 from 5:00 pm to 6:30 pm.
      2. Student Center, Pacific Ballroom C.
  - b. Course Materials and Services Fee Review and Recommendations
    - i. Review period from the beginning to middle of the winter quarter.
      1. Committee will review proposals from February 27, 2015 through March 13, 2015 (three meetings).
      2. Recommendations should be sent to Provost by the end of winter quarter to beginning of spring quarter.
  - c. Student Fee Surveys
    - i. Survey will launch in the winter quarter (beginning of January 2015).
    - ii. Survey will close end of winter quarter.

- d. Spring Quarter Calendar
  - i. Review unit funding requests.
  - ii. Student Fee Survey analysis.
  - iii. Incremental Student Services Fee funding recommendations and annual report will be submitted to the Provost.
  - iv. Draft annual report draft will be distributed by May 29, 2014.
  - v. Annual report will be finalized first week of June and signed by committee.
  
- e. Student Referendum
  - i. Referendum language needs to be submitted to SFAC for review by week 10 of fall quarter.
  - ii. Need to add referendum review time to committee's program timeline.
  
- f. 2014-15 SFAC program timelines approved by the committee.
  
- 6. Student Fee Survey Revisions
  - a. Sarada and Matt reviewed survey questions and identified questions/survey sections that could be revised.
  - b. Referenda Fees
    - i. Blurbs about each campus-based fees should be made clearer; include what the fees go towards. The blurbs should be concise.
    - ii. Survey Pictures
      - 1. The pictures representing each campus-based fee should be updated with pictures that better represent what the fee is for (i.e., for TGIF, the survey can show a picture of a student garden or other sustainability projects, picture of Bren Center can show a basketball game or student event).
      - 2. Add a picture of the New U.
      - 3. The picture sizes should be modified so they are all the same size.
      - 4. Most pictures do not need citations; the need for citations will depend on the source of the pictures (i.e., copyrighted images).
      - 5. Campus Communications has a library of stock pictures that could be used. Isaac will forward a link to the Communications website.
    - iii. Add links to programs associated with particular campus-based fees.
    - iv. The Club Sports Fee needs to be added to the survey. The committee decided to add a drop box for the Club Sports Fee question.
    - v. The committee also discussed adding the SOAR Fee, which is not effective until fall 2016, but decided it may confuse students because they currently don't pay this fee and the committed decided to leave it off the survey until next year.
    - vi. Student Center Fee Question
      - 1. The current question doesn't gather a lot of information.

2. More questions can be added (i.e., if students are involved in clubs and how many times the clubs use Student Center space).
3. Add question about how often students book space on Ring Road for clubs or add a question about booking Student Center rooms.
- vii. Move question 18 after question 15 to keep all of the transportation-related fees (Measure S Fee and Anteater Express Fee) together.
- viii. Need to update the infographic on the Student Services Fee; Karen will provide 2013-14 data for the infographic.
- ix. Sarada and Matt will provide final modifications to the survey at next week's SFAC meeting.
- x. Survey Marketing
  1. John will contact Student Media for Student Center marquee ads.
  2. Isaac will take the lead to contact OIT for using campus screen savers in classrooms and libraries. The committee should be able to secure use of screen savers if there is enough lead time; two to three weeks should be adequate.

#### 7. Unit Questionnaires and Budget Requests

- a. Key survey goals will be to determine if: 1) the unit representing all students; and 2) if the unit received SFAC funds in the recent past, and how these funds are being used.
- b. Sonali will forward unit request language to the committee.
- c. The committee can review examples of good and less satisfactory submissions.
- d. Sonali and John will work on drafting guidelines/process for reviewing submissions.
- e. Submissions by units requesting funding should be reviewed first by the entire committee.
- f. Submissions by units not requesting funding should be reviewed by subcommittees who will then report back to the full committee.

#### 8. Planning and Budget AVC Rich Lynch will be coming to next week's meeting to speak to the committee.

#### 9. New Business

- a. Sonali reminded the committee the CSF fall quarter meeting this weekend at UCR.
- b. Sonali will provide summary of the meeting and an update on the CSF campaigns.

#### 10. Meeting adjourned.