

Student Fee Advisory Committee

November 14, 2014

Meeting Minutes

Present: Sonali Madireddi, Matthew Tsai, Felicia Martinez, Sherwynn Umali, Alexander Le, John Delshadi, Sarada Cleary, Myron Lozano, Sara Lone

Absent: Justin Chung, Reza Zomorrodian, Sanaa Khan, Isaac Straley

Staff: Karen Mizumoto

1. Meeting called to order.
2. November 14, 2014 meeting agenda approved.
3. November 7, 2014 meeting minutes approved.
4. Final Review of Updated Unit Survey Templates and Documents - Sonali
 - a. Unit Survey Questionnaires
 - i. Form A for units with more than \$100K in SSF funds.
 1. Question 2: Revised to get more demographic information about what students are served.
 2. Question 3: Add question to ask if there were any demographics changes from previous years.
 3. Question 18: Modified so that all units are aware that the maximum allocation available is \$250K; this is also included in the guidelines.
 - ii. Form B for units with less than \$100K in SSF funds (abridged version of the questionnaire).
 1. Same changes.
 - b. Guidelines Cover Sheet
 - i. States the maximum allocation is \$250K.
 - ii. Includes major points/information from Regents/UC guidelines for implementing the SSF portion of the UC student fee policy.
 - iii. Clarifies that all benefits for new positions will be centrally funded; units should only ask for the salary portion of the FTE funding.
 - iv. Emphasizes that units should only include their highest priority needs in their request.
 - c. Summary of Previous SFAC Allocations
 - i. Committee felt that any unit requesting new funding would find it helpful to understand what was funded last year and what student services activities and programs were priorities for students.
 - d. Email will go out on Monday, November 17, 2014 with templates, guidelines and summary of previous allocations. Questionnaires and budget surveys will be due back to the committee on February 6, 2015.

5. Student Fee Survey Distribution – Sarada and Matt
 - a. Infographic
 - i. Being revised; will be completed by Monday.
 - b. Advertising – Sarada and Matt will coordinate.
 - i. EEE and lab space.
 - ii. Student Government Facebook pages. AS will help publicize the survey.
 - c. Survey will be launched on the evening before the Wednesday, November 19, Regents' meeting via the Provost's Zot Mail account.
 - d. Survey closes February 28, 2015.
6. Student Town Hall Planning
 - a. Date: Thursday, December 4, 2014 from 5:30 pm – 8:00 pm
 - b. Content will include:
 - i. An introduction to SFAC.
 - ii. Information and answers to questions about student fees (what they are and how they are changing).
 - iii. A focus on SSF and student mental health funding.
 - iv. Student funding priorities going forward.
 - c. Student Center space has been booked (John).
 - d. Sonali will send out email to students.
 - e. Karen will ask if either VC Michaels or AVC Lynch are available to attend.
 - f. Subcommittee should compile a list of potential questions that may come up.
7. Staff Town Hall Planning
 - a. Date: Week of December 15th (Monday, 12/15 or Thursday, 12/17) at 12:00 pm.
 - b. John will look into booking a room in the Student Center
 - c. This town hall will be fairly informal. The committee can answer questions about the unit request form (how to complete the form, clarification on what is being asked, etc.).
 - d. Add information about the staff town hall in the email call for the unit surveys and budget requests.
8. Meeting adjourned.