

## Student Fee Advisory Committee

January 10, 2014

Meeting Minutes

Present: Dominique Doan, Jason Lee, Naaz Mirreghabie, Sonali Madireddi, Nicole Hisatomi, Bob Gomez, Myron Lozano, Melissa Gamble

Absent: Justin Chung, Kevin Bache, Isaac Straley, Meerae Park, Sarada Cleary

Staff: Karen Mizumoto

- 1) Meeting called to order.
- 2) December 6, 2013 meeting minutes approved.
- 3) 2013-14 Student Fee Survey
  - a) Naaz will send out link to survey.
  - b) Committee members should take the quiz and let Naaz and Sonali know if they have comments or suggested questions by this Monday, 1/13.
  - c) The survey can be rolled out next week and the committee can begin getting the results by the first week of February and share the survey results at the CSF meeting on February 8-9.
  - d) Marketing
    - i) Budget for 2012-13 survey was about \$1,600.
    - ii) Was the marketing campaign effective?
      - (1) It was not visible enough; not enough people knew about it.
      - (2) Timing was not good. The initial marketing rollout was early and the survey did not go out until much later.
- 4) CSF Winter Quarter Meeting, February 8-9
  - a) ~27 to 30 CSF members will be attending, plus UCI SFAC members.
  - b) We will need to start making hotel reservations for the February 7th and 8<sup>th</sup>.
  - c) Meals
    - i) Breakfast: 10:00 am Saturday; 9:00 am Sunday.
    - ii) Lunch for both days.
    - iii) Optional Saturday evening CSF dinner offsite; location TBD.
    - iv) Refreshments for both days.
    - v) UCI SFAC will cover the cost of breakfast, lunch and refreshments for both days.
  - d) Campus guests
    - i) The Provost will not be able to attend.
    - ii) Invitations need to be sent to VC Michaels and VC Parham with time slots.
  - e) Campus Tour: we will need to arrange for campus tour Saturday after lunch.
  - f) Budget
    - i) Sonali will provide the Budget Office with a budget for the conference.

- g) Meeting Rooms
  - i) The Alumni Center is probably not an option. The cost is \$450 per day for room rental, plus \$144 per day for staff because they are not normally open on weekends.
  - ii) Two rooms in the Student Center are on hold. Saturday- Balboa Island B will accommodate 20 people for a conference set-up and 30 people for a lecture set-up. Sunday -Woods Cove will accommodate 36 people.
  - iii) The Cross Cultural Center may be available; Nicole will check the availability.
  
- 5) P-EVC's Visit on 1/17/14 (next meeting)
  - a) Questions
    - i) Overview of what goes on in P-EVC's office?
    - ii) How are funds allocated?
    - iii) What are the focus areas of the campus budget in terms of student fees?
    - iv) Does the Provost have a different view of how student fees and tuition are used than the previous administration?
    - v) What are the most important priorities for the campus in the next few years?
    - vi) The committee can provide updates to P-EVC on Budget Survey and CSF campaigns.
  
- 6) Funding Streams/UCOP Tax
  - a) Karen presented the UCI information requested by CSF on how the campus deals with the UCOP tax in relation to campus-based fees and the Student Services Fee.
  - b) The completed template will be uploaded to Drop Box.
  - c) Why did UCOP tax rate change over the last three years?
  
- 7) New Business
  - a) Recruitments
    - i) Send out applications?
    - ii) Review applicants
    - iii) Based on interest applicants can sit in on meetings
  - b) SFAC Jackets
    - i) \$1,500 budget
    - ii) Designs should be sent to Sonali by Monday/Tuesday and design finalized mid-week.
      - (1) What should be included in the design? Logo on the back?
      - (2) Where should the jackets be printed? Alta Garcia is sweatshop free.
      - (3) Timeline for design:
        - (a) Email designs to Sonali by Monday or Tuesday
        - (b) Finalize design and vote by email next week.
  - c) Public Meetings
    - i) The committee can open the meetings to the public during the first half hour of the last meeting of each month.
    - ii) Announcements of the public meetings could be made in the *New U* and the committee can print flyers.
  
- 8) Meeting adjourned.