

Student Fee Advisory Committee

October 22, 2012

Meeting Minutes

Present: Justin Chung, Traci Ishigo, Jason Lee, Johnson Liu, Myron Lozano, Naaz Mirreghabie, Meerae Park, Melody Wang, Elizabeth Pace, Robert Gomez

Absent: Andrea Gaspar, Patrice Kiiru, Vishal Patel

Staff: Karen Mizumoto

- 1) Meeting called to order
- 2) Minutes from October 15, 2012 meeting approved.
- 3) eTech Fee
 - a) Need to find out when the 2012-13 EITAC will convene for the academic year. Karen will contact OIT staff.
 - b) Overview
 - i) There was a push at UC and campuses to implement IT fees to support the education technology at each campus. UCLA and Santa Barbara currently have IT type of fees, and UCI has the new eTech fee. Other campuses were looking into an IT fee as well after UCI's fee was approved, but after some discussion, none were implemented.
 - ii) Faced with budget cuts, the eTech fee supports classroom IT and other costs supporting students IT needs. The fee is proportionately based on the number of undergraduate lecture units taken.
 - c) SFAC role:
 - i) SFAC will need to monitor the fee revenue usage and to make sure the fee does not increase too fast.
 - ii) Review the entire eTech budget and how the fee revenue will be spent.
 - iii) Karen distributed information on eTech, including the 2011-12 spending plan, eTech FAQs and the committee's guidelines.
 - iv) Johnson (for fall 2012 only) and Meerae will be the SFAC representatives to the EITAC for 2012-13.
- 4) Unit Budget Questionnaire and Survey Templates
 - a) Karen distributed samples of the 2011 SFAC budget questionnaire and survey blank templates and Intercollegiate Athletics submission from 2011.

- b) Electronic copies of all of the 2011 submissions are available on Drop Box. Karen will email the Drop Box link to the committee.
- c) The Budget Survey and Questionnaire serves two main purposes to assist the committee in reviewing unit budgets and for making budget recommendations:
 - i) To give the committee an overview of the SSF-funded units' programs, activities, student population served, budget situation, etc.;
 - ii) To give the committee information on the units' last full fiscal year budgetary appropriation and expenditure data, the costs of the units' major programs and the effects of recent budget reductions.
- d) The committee will need to determine if the questionnaire and survey include pertinent information the SFAC needs to review unit budgets and to make funding recommendations.
- e) Red Flags the committee should consider while reviewing budget submissions:
 - i) Overall increases to budgets including non-SSF funds;
 - ii) Detailed components of program expenditures;
 - iii) How budget reductions have affected the units and programs and services provided to students.
- f) A subcommittee (Justin, Traci, Meerae, Bob, and Melody) will meet on Wednesday (10/24) from 3:00 pm to 3:45 in the AGS offices to discuss revising the questionnaire and survey.
 - i) Need specific questions regarding the overall budget (other, non-SSF funds available to the units, etc.).
 - ii) Add a question asking how a hypothetical 5% budget cut may affect student services provided on this campus.
 - iii) As for more information and detail on unit financial information.
 - iv) The subcommittee should send draft revisions to the committee.
 - v) Naaz and Johnson can create Google forms and make them available through gmail.
- g) Timelines for sending out templates, receiving submissions, reviewing the submissions and for making recommendations need to be determined.

5) Unit Reviews

- a) The committee needs to determine what units will be part of the detailed unit reviews (i.e., Athletics).
- b) A review process needs to be established. Justin will check with other SFACs to see if they can provide process information or examples of their unit reviews.
- c) The committee can invite units to come to an SFAC meeting to discuss their budget and provide more detailed information to the committee.
- d) The committee should determine what type of information the units can provide during their visit to the committee.
- e) Follow up meetings can be scheduled with the units if necessary.

6) Other Budget Issues

- a) The committee needs to review the incremental allocation process and how to make defunding recommendations if applicable.
- b) The committee should send the EVCP a letter of intent requesting advanced notification of changes to SSF allocations made from discretionary funds for specific allocations and overall changes due to merit/ranges/other salary adjustments and changes to benefits appropriations.

7) Standing Meeting Times

- a) Based on Doodle poll results, the standing meetings will continue to be on Mondays from 3:00 pm to 5:00 pm in the Student Center Aliso Beach A unless another location is identified (next Monday's meeting will be in Newport Beach A, and the October 26, 2012 meeting will be in Woods' Cove A).
- b) Committee members who cannot attend the meetings on Mondays may need to be replaced; student government elected representatives should identify proxies or designees to attend in their absence.

8) SFAC Guidelines

- a) The committee should review guidelines and make necessary revisions to address changes in membership.
- b) The guidelines need to be reviewed to address summer activity.

9) Meeting Adjourned.