

Student Fee Advisory Committee

November 15, 2013

Meeting Minutes

Present: Dominique Doan, Justin Chung, Jason Lee, Naaz Mirreghabie, Sarada Cleary, Kevin Bache, Sonali Madireddi (for Kyle Benson), Myron Lozano, Nicole Hisatomi

Absent: Melissa Gamble, Meerae Park, Bob Gomez, Isaac Straley

Staff: Karen Mizumoto

- 1) Meeting called to order
- 2) November 1, 2013 meeting minutes approved.
- 3) SFAC ETIAC (Educational Technology Initiative Advisory Committee) Representative
 - a) AGS concerns/issues include system for license plate recognition in parking areas and designing UCI aps for specific purposes
 - b) The SFAC representative would be required to attend all ETIAC meetings (1-2 per quarter), and review and opine on how the eTech Fee is being used and allocated. The representative needs to report back to SFAC and provide the ETIAC with feedback from SFAC.
 - c) Sonali Madireddi will be the SFAC representative on ETIAC.
- 4) 2013 Budget Survey and Questionnaire Templates
 - a) Today the committee will review and note things that may need to be revised. The new SFAC chair/vice chair can then use the suggestions as a starting point the revision process and assign areas of the template to committee members to revise.
 - b) Template 1-A is for units receiving more than \$100K in Student Services Fee funds, and template 1-B is for units receiving less than \$100K in SSF funds.
 - c) What questions should be revised/streamlined?
 - i) Review and revise questions #1-4; some of the questions can be combined.
 - ii) Keep question #5, but change “any recent evaluations” to “all recent evaluations”.
 - iii) Delete questions #9 and #10. Question #10 can be a follow up question to specific units after reviewing financial information.
 - iv) Combine and revise questions #11 and 12. Many units did not provide information requested in question #11 (they may not have understood what needed to be provided).
 - (1) Some of the information is included in the organizational chart the units are required to include in their submissions. The requirement is in the call letter/memo emailed to the units, but the request can also be included in the rewritten questions, e.g., “Please attach an organizational chart for your unit making sure to note any open positions, newly created FTE, and the job title.”
 - (2) Keep the question about what expanded services are provided by new FTE.
 - v) Keep questions #16-18.

- vi) Add a question regarding past SSF allocations received via SFAC recommendations approved by the Provost (need to determine how far back to go...5 years?). Request that units specify if any past allocations have been reallocated for other purposes other than the original purposes included in their funding requests and why the redistributions of SSF funds were made.
 - vii) Committee members need to bring their laptops to next week's meeting to work on the template revisions during the meeting.
- 5) Sonali Madireddi will be replacing Kyle Benson as one of the graduate student representatives to SFAC. Justin will send a nomination request to the Provost via the Budget Office.
- 6) 2013-14 Student Survey
- a) Updates
 - i) Naaz has already made some updates.
 - ii) Dates and newly passed referenda need to be included.
 - b) SFAC members should take survey to see how survey works/flows and to see if they have any recommended changes.
 - c) Prizes
 - i) Naaz used the random number generator in Survey Monkey for the prize winners.
 - ii) Naaz will draft email to prize winners and the prize winners can arrange to pick up their prizes in the Budget Office.
 - d) Data – keep all data from the 2012-13 survey.
 - e) Naaz can generate a Survey Monkey report and will send out a link.
 - f) The goal is to send out the 2013-14 survey in winter quarter.
 - i) Naaz will write a backwards plan for the 2013-14 survey launch.
- 7) Other 2013-14 SFAC Calendar/Agenda Items
- a) CMSF recommendations will need to be provided to the Provost around the third week of March.
 - b) The remainder of the spring quarter can be used for in-depth unit analyses, finalizing the 2013-14 SFAC funding recommendations, and drafting and finalizing the 2013-14 SFAC Annual Report to the Provost.
- 8) 2013-14 CSF Campaigns
- a) SSF Enforcement Campaign
 - i) Focus is on accountability and transparency of the use of SSF funds.
 - ii) CSF has a chart for each campus.
 - b) Funding Streams Assessment Campaign
 - i) Determine how the UCOP tax is assessed at each campus.
 - (1) At UCI, most of the tax is funded by central campus funds (including SSF funds). Academic units and non-revenue generating areas have also been protected. Auxiliaries and sales and services areas (Housing, Parking, Medical Center, etc.) have been assessed for the tax.
 - c) Referenda Campaign

- i) CSF is documenting the process for creating campus-based fees on each of the campuses.
 - ii) CSF is also looking at the campus committees overseeing the fees.
 - d) Naaz will email additional information to the committee on the CSF campaigns.
- 9) CSF Winter Meeting, February 8-9
 - a) UCI will be hosting the CSF winter meeting.
 - b) Campus administrators (Vice Chancellors Student Affairs, Provost, VC Planning and Budget) may visit the CSF meeting.
 - c) Irvine SFAC will be responsible for organizing the logistics of the meeting including
 - i) Food
 - ii) Block of hotel rooms
 - iii) Transportation and parking
 - iv) Meeting room(s)
 - d) SFAC can work with Louise Hendrickson, CSF Interim Executive Director, organizing the meeting and making the meeting arrangements.
- 10) CSF spring meeting will be on April 26-27 at UCSB.
- 11) The next SFAC meeting will be on Friday, November 22nd from noon – 1:00 pm (instead of 11:00 am to 1:00 pm) in the Student Center, Woods Cove A.
- 12) Meeting adjourned.