

## Student Fee Advisory Committee

December 6, 2013

Meeting Minutes

Present: Dominique Doan, Jason Lee, Naaz Mirreghabie, Sarada Cleary, Sonali Madireddi, Nicole Hisatomi, Bob Gomez, Isaac Straley, Myron Lozano, Melissa Gamble, Meerae Park

Absent: Justin Chung, Kevin Bache

Staff: Karen Mizumoto

- 1) Meeting called to order.
- 2) November 22, 2013 meeting minutes approved.
- 3) Budget Survey and Questionnaire Templates
  - a) Final Concerns/Edits
    - i) Question #15:
      - (1) Is request for past 5 years' information sufficient? Yes.
    - ii) Questions #8, 9:
      - (1) #9 helps to determine if future allocations will be made.
      - (2) #8 major cost drivers; the question may need to be revised to be more specific (feedback was that the information received in the 2012-13 submissions wasn't necessarily useful), and perhaps eliminate the first question in #8 and expand second question, i.e., Have there been any unexpected large cost increases in the essential services your department provides? Myron will draft the question and forward it to Sonali and Karen.
    - iii) Dates have been modified.
- 4) Student Survey
  - a) Last year's survey focused on mental health and transportation issues because of proposed undergraduate referenda and these issues may not be as prominent in 2013-14.
  - b) There was not a lot of response from the students even with the incentives.
  - c) The committee should try to complete the survey to get a feel for how it flows and if the questions make sense, etc. We can target the first meeting of winter quarter to take the survey.
  - d) Naaz and Sonali will draft a backwards plan with a target date to launch the new survey in the winter quarter (January 10<sup>th</sup>?).
  - e) The survey results should be returned by first few weeks of spring (first week of April) to use information gained from the survey in the unit reviews.
- 5) Committee Schedule for 2013-14
  - a) Budget Survey and Questionnaire
    - i) Submissions will be due February 6<sup>th</sup>.

- b) CMSFs
    - i) Final recommendations need to be sent to the Provost-EVC by March 17<sup>th</sup>.
    - ii) The committee can send out an email at end of February asking if any units would like to make a presentation to the committee regarding incremental budget requests.
  - c) Annual Report
    - i) The final draft needs to be completed by the first week of June 2014 or earlier.
    - ii) The final report needs to be completed and signed by the committee by the second week of June and sent to the Provost-EVC.
- 6) CSF Organizing Subcommittee
- a) Dom, Meerae, Nicole, Sarada, Naaz and Sonali will be the SFAC's organizing committee for the CSF winter quarter meeting during the weekend of February 8-9.
  - b) Campus invitees to the CSF meeting:
    - i) Provost Gillman (confirmed?)
    - ii) The committee should invite VC Meredith Michaels and VC Thomas Parham.
    - iii) The committee needs to finalize date/time when invitees will come to the meeting.
  - c) There will be about 30-35 attendees including UCI SFAC members.
  - d) Nicole will make arrangements for conference rooms in the Student Center.
  - e) The committee will need a budget from CSF. CSF will provide some funding; some of the expenses can be covered by SFAC budget.
  - f) UC has contracts for group rates with some local hotels (attendees need to have their home campuses reimburse the cost of travel/transportation to the meeting, hotel accommodations and meals outside of the meeting).
  - g) The committee should set up a campus tour for the attendees.
  - h) Melissa will work on the food arrangements.
- 7) New Business
- a) Recruitment Committee
    - i) There will be four undergraduate open positions next year, so the committee will need to begin nominating students to fill the open seats.
    - ii) Advertisements/announcements can be sent out during the winter quarter (February)
    - iii) New prospective members could attend meetings.
  - b) Jackets
    - i) Committee members can submit designs
    - ii) The committee will need to propose a budget and work on alternatives. Bob will work with a committee member(s) on this.
  - c) Lunches at Meetings
    - i) Committee members can take turns/rotate coordinating lunches. Sonali will send out a Google Doc.
  - d) Public Meetings:
    - i) Would they be productive? The committee could designate specific meeting and/or times to open committee meetings to the general student population for students to discuss their concerns.
    - ii) There could also be separate forums (town halls) outside regular meetings.
- 8) Meeting adjourned.