Student Fee Advisory Committee

October 21, 2016
Meeting Minutes

Present: Matthew Tsai, Kajal Bains, Michelle Chan, Robert Dang, Will Devanny, Brennan Gonering, Tracy La, Kim Sadler, Michael McCarthy

Absent: Chance Pardon, Taylor Chanes, Edgar Dormitorio, Auzzsa Eaton (@ CSF Mtg.), Judy Zhu (@ CSF Mtg.)

Staff: Karen Mizumoto, Lisa Grigaitis

1. October 14, 2016 Meeting Minutes Approved.

2. Review of SFAC funding recommendations over the last five years
    a. Are there any funding trends that should be considered going forward?
    b. There are five categories in which past proposals have generally fallen under. The Chair reviewed the process of how proposals have been reviewed and the criteria that was used to make funding decisions. Committee discussed if this processes should be continued this year of if there are suggestions of a better approach. SFAC decided to continue the process as is and to look for funding requests with the following priorities (not listed in priority order):
        1) Health & Wellness
        2) Career/ professional development
        3) Academic engagement
        4) Student Life
        5) Campus Climate

3. Campus Engagement
    a. Is there a way to increase the response rate from the student fee funded units who submit proposals? Various ideas were discussed:
        - Should SFAC be more involved in student organizations?
        - Hold a student town hall?
        - Since town halls typically do not get a good audience turnout, would there be a greater impact to go out to units rather than to ask them to come to us? Could go out to different campus committees such as Academic Senate, etc. and give brief presentations to explain what SFAC is, answer questions, etc.?
        - Go out to meet with undergraduate financial directors of units?
        - Meet with units that have not been receiving funding and those that have not been submitting proposals?
        - Should the SFAC proposal request be more specific in regards to what kind of proposals SFAC is looking to fund?

b. The committee decided that the best approach would be for the Chair to send a follow-up email to the units (those that have submitted and those that have not), outlining what kinds of proposals SFAC is looking for with examples of past proposals that fit within each category. Email will also include state that $250,000 is the total pot of money that we have to work with, to give units an idea of budget and will include the SFAC contact information if there are further questions.

4. SFAC Funding Recommendations
    a. Discussions of SFAC deliberations once proposals are received.
    b. Last year there were 40-50 proposals. Units submit two parts:
    1) Questionnaire- a set of questions that all units are asked to complete, whether they are asking for funding or not, plus additional questions for units requesting funding.
    2) Financial Reporting- includes funding and expenditure information etc., and can be quite long.
    b. Chair discussed model that committee has used the past two years or so and is asking if they are comfortable going forward with this process.
        - Committee split into 5 different groups, randomly.
        - Each group reviewed and deliberated the merit of proposals based on one of the 5 criteria (mentioned above) only. Ranked on scale of 1-5 (least to most). More productive in smaller groups than the whole committee being involved in discussions for all.
        - After this, then the committee as a whole would go over the subcommittee rankings, discuss, and possibly re-rank the requests.

5. Meeting adjourned.