

Student Fee Advisory Committee

November 16, 2018

Meeting Minutes

Present: Amy Shine, Auzzsa Eaton, Connor Strobel, Gabrielle Escobedo, Judy Zhu, Marcelle Hayashida, Michelle Chan, Rivka Jones (proxy for Annie), Sanjanaa Ellur, Taariq Elmahadi, Teresa Gaspar, Travis Abshire

Absent: Thao "Annie" Le

Staff: Karen Mizumoto, Lisa Grigaitis

1. Meeting minutes from November 6, 2018 approved.
2. Review of Master SFAC Timeline for 2018-19
 - a. An outline of SFAC's major responsibilities and deadlines for 2018-19 was drafted and discussed amongst the committee.
 - b. After group discussion, a few adjustments were made to the timeline, detailing what needs to be accomplished each quarter.
3. Draft Call for Student Services Fee-Funded Unit Reports
 - a. This year, SFAC is changing its process regarding Student Services Fee requests. Instead of sending out one call to units asking for both a report on student services operations and for funding request proposals at the same time, these requests will be sent out separately.
 - b. The call for the SSF unit operations reports will be sent out first, so the committee worked on drafting this.
 - i. The question was raised regarding the proposed idea of requesting a letter of intent from units prior to them submitting full funding requests- is this step necessary if coordinating points will be prioritizing funding proposals? The committee was in agreement that there is no need.
 - ii. SFAC will hold two Open Forums in the Winter Quarter to assist those units who intend to submit funding requests.
 - 1.) Dates were chosen for forums: 1/16/18 and 1/18/19
 - 2.) To provide framework for the forums, a short (optional) questionnaire was added to the call letter to units.
 - iii. The final version of the call will be sent out to units next week.
4. CSF Meetings
 - a. Information shared about when/where upcoming CSF meetings will be held so that SFAC can be aware and try to participate.

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5. 2018-19 Meeting Schedule

- a. Most of the undergraduate SFAC members anticipate finalizing their winter school schedules prior to Thanksgiving, but the graduate students schedules are less predictable. Auzzsa will send out another WhenToMeet poll and ask that it be completed by each member by 1/2/19.

6. Finalize SFAC Guidelines

- a. Towards the end of last year, SFAC discussed making revisions to the committee's guidelines. This draft was shared with the committee- they wish to make a few more changes:
 - i. The committee suggested implementing Robert's Rules in meetings. Connor will draft language regarding these proposed procedures to see if the group would like to add to the guidelines.
 - ii. The question was raised on if ASUCI could make their committee nominations by the end of Spring Quarter (for the following years SFAC) so that SFAC can start meeting early in Fall Quarter. ASUCI has a senate meeting on the 1st Tuesday of week 1 of Fall Quarter to approve nominations, so that is the earliest they can do.
- b. Once the committee finalizes revisions, they will be sent to the Provost for approval.

7. Meeting adjourned.