

Student Fee Advisory Committee

November 6, 2018

Meeting Minutes

Present: Amy Shine, Auzzsa Eaton, Judy Zhu, Marcelle Hayashida, Michelle Chan, Sanjanaa Ellur, Taariq Elmahadi, Teresa Gaspar, Thao “Annie” Le

Absent: Connor Strobel, Gabrielle Escobedo, Travis Abshire

Staff: Karen Mizumoto, Lisa Grigaitis

1. Meeting minutes from November 2, 2018 approved.
2. SFAC Charge given by Provost and Executive Vice Chancellor Enrique Lavernia
 - a. SFAC reports to Provost and EVC Lavernia so he outlined the committee’s role and expectations and answered questions that the committee members had about the process for the year.
 - i. There will be separate calls this year regarding SSF:
 - 1) SSF unit reports- units to provide information on how they have spend their student services funds.
 - 2) Budget proposals- requests for funding. The committee should work on the wording of the call letter to make it clear what the priorities of SFAC are.
3. Financial Overview given by the Director of Strategic Planning- Budget Office, Katherine Gallardo
 - a. Discussed the Student Services Fee Fund, giving an overview of the fund amount for 2017-18 and the percentages allocated to different areas on campus in support of student services.
 - b. Overview of historical SFAC allocation recommendations showing distribution among various priorities: career staff positions, student positions, programming support, and supplies.
 - c. Reviewed the concept of permanent funding vs. temporary funding.
 - d. Discussed Course Materials and Services Fees and the timeline for approval process.
 - i. Call was sent out earlier this month.
 - ii. Submissions should be submitted to the Budget Office in early January.
 - iii. SFAC will review mid- late January
 - iv. Submit final CMSF recommendations to Provost and Chancellor mid-March.
 - e. Discussed campus-based student fees. SFAC reviews ballot language for appropriateness when fees are proposed to be established, increased, or renewed to fund student-related services, programs, and facilities.

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4. 2018-19 Meeting Schedule

- a. An availability poll was sent out to the committee member to fill out to try and identify a two hour time block that will work for everyone to hold the weekly meetings.
 - i. Could not identify a time that worked well for all committee members. Will continue to work on this- need to confirm availability for a few more individuals before a decision can be made.

5. Meeting adjourned.