

Student Fee Advisory Committee

February 22, 2019

Meeting Minutes

Present: Dashay Richmond, Gabrielle Escobedo, Sanjanaa Ellur, Taariq Elmahadi, Bryan Vo (winter qtr proxy for Travis Abshire), Teresa Gaspar, Amy Shine, Marcelle Hayashida, Annie Le

Absent: Auzzsa Eaton, Connor Strobel, Michelle Chan, Judy Zhu

Staff: Karen Mizumoto, Jonathan Saucedo

1. Meeting called to order.
2. Jonathan Saucedo introduced to committee as the new Administrative Analyst in the Budget Office supporting the SFAC.
3. Minutes from 2/15/19 meeting were approved.
4. Amy will act as proxy for Michelle and Conner for the meeting. Taariq will act as Auzzsa's proxy.
5. Course Materials & Services Fee (CMSF) Proposals
 - a. **Drama DR280A** – Discussion of \$40 optional CMSF for sewing machine parts replacement.
 - i. Discussion:
 1. Drama provided additional follow-up information (included in meeting materials) in response to questions raised during the 2/15/19 proposal discussion.
 2. Karen clarified that proposed fees should be based on the actual costs from the past and current year and a projection for the upcoming year. If the department has a surplus it can be asked to spend down the surplus by either reducing the fee or suspending the fee until the balance is spent down. The department can track actual expenditures during this time to re-evaluate the fee level and possibly purpose a permanent fee reduction. Bio Sciences has done this in the past.
 3. Amy expressed that approval of this budget would provide parts that will be protected for use only by students enrolled in DR280A.
 4. Taariq believed the costs of needles and bobbins make sense, but some of the other costs seem to be inflated. Also, balancing out purchases and creating a library of supplies, comes at students expense; seems excessive.
 5. Dashay asked if the two unused sewing machines Auzzsa mentioned last week could donated. It is not known if they are available, but they are industrial sewing machines. The optional CMSF will be for the portable sewing machines assigned to students enrolled in the course.
 - ii. Vote to recommend approval of the fee: 8 yes, 1 no, 1 abstain
6. Meeting adjourned.