

## Student Fee Advisory Committee

January 15, 2021

Meeting Minutes

Present: Connor Strobel, Joseph Acevedo, Isabella Blake, Alan Doig, Darlene Esparza, Amihai Glazer, Andrew Hallak, Chico Hill, “Angel” Hsiao-Yun Tsui, Nisha Sandhu, Wiley Wilson,

Absent: Ashkuor Abdulkader, Sarah Alkhatib, Brionna Martinez

Staff: Katherine Warnke-Carpenter, Karen Mizumoto

1. Meeting called to order.
2. Minutes approved.
3. Reviewed the format and timing of the forum next week:
  - a. Friday, 1/22/21, from 2:30-3:30pm.
  - b. Will be a separate Zoom invitation from the regular meeting.
  - c. Will also cover referenda items for course materials fees.
4. Reviewed Assistant Vice Chancellor Katherine Gallardo’s presentation in general from the last meeting of 12/4/2020 and noted her COVID commentary as an important reminder.
5. Connor covered stipends. Asked the Committee members in attendance if everybody got their stipends on UCPATH for last quarter. Encouraged to login to UCPATH and check if they have not done so already. Nobody spoke up with any issues except Connor, so he will follow-up with Karen Mizumoto separately.
6. Comments from a Committee member:
  - a. Units seem to be confused this year – regarding timing of the application process. Not sure if it is due to most people being remote? Wants a good timeline or a centralized consolidated (chart). Connor agreed to prepare.
  - b. Recommended that in the future the Proposed Assessments (Operating Reports) template and call be made available (Fall) and New Requests template and call still to come in winter quarter (as is done currently).
  - c. Also asking to change the titles of the requests so each is clearer what it is for or covers.
  - d. Plan will be to target fall (week 5) once the orientation meeting happens in AY 21-22 for the Operating Reports. The call goes to the Vice Chancellor’s office for distribution so that has a trickle-down effect and often takes more time. Just for reference.
7. Forum/Town Hall

- a. This is an opportunity to meet with Units who want to propose funding requests and find out what would be meaningful or persuasive to the Committee and to offer feedback to Units' representatives whose funding requests didn't get chosen in previous years (if requested).
  - b. A request was made to the Committee members for format suggestions for the forum on 1/22/21.
    - i. What should we cover and how?
    - ii. Forum is a separate Zoom session from 2:30-3:30pm.
    - iii. Committee members should meet on our Committee Zoom first at 2pm, switch over to the Forum/Town Hall, and return after to finish Committee duties. (This has been changed since the 1/15/21 meeting. There are no other items for the Committee this week so just join the separate Forum/Town Hall Zoom session from 2:30-3:30pm.)
8. Question came up as to what is the purpose of this Forum/Town Hall?
  - a. It is to support questions and clarifications for Units' representatives preparing applications for funds for the next AY/FY.
9. Can we highlight as a question on the application...loss of funds due to COVID?
  - a. This year may be more focused on transitory funds (temporary), which was AVC Gallardo's message as well from the budget review during the last meeting on 12/4/20.
  - b. Agreed and understood.
10. What is the timeline for reviewing?
  - a. We look at them all at the same time. We do personal review ranking and then the group will rank them, which may be altogether and may be in sub-committees depending on how many applications/request are received.
  - b. An application is not first come first served.
11. How important is data on the application?
  - a. Advised to look through the Dropbox of last year's applications. Think of survey method.
12. Should a Unit submit multiple smaller requests or one big request?
  - a. A Unit should effectively communicate to the Committee what their highest priority is.
13. The speakers at the forum should be everybody on the Committee. It is important to hear from everybody not just the Chairperson.
14. Will a PowerPoint be available?
  - a. Connor will make a PowerPoint presentation available.
15. Will there be break out rooms in the Zoom session for Units to collaborate?

- a. There are 17 RSVPs from Students Affairs. Only two other Units have RSVP'd: Engineering and Education.
- b. Connor believes the Zoom account set-up being used will allow for break out rooms if needed.

16. No further questions.

17. Meeting adjourned.