

Student Fee Advisory Committee

November 12, 2021

Meeting Minutes

Present: Andrew Hallak, Sarah Alkhatib, Anganette Cisneros, Chico Hill, Jun Jang, Johnathan Li, Jeff Ludwig, Elianna Elaine Martinez, Kasey Ning, Taeoni Norgaar, Nisha Sandhu, "Angel" Hsiao-Yun Tsui, Wiley Wilson

Absent: Lee Bardwell, Adeli Duron

Staff: Katherine Warnke-Carpenter, Karen Mizumoto

1. Meeting called to order.
2. Motion to approve the agenda. No objections. Agenda approved.
3. Motion to approve the minutes from the 4/30/2021 and 11/5/2021 meetings. No objections. Minutes approved.
4. Committee to vote to send separate e-mails for Budget call and Operating reports. Will target to send out request for Operating reports the last week of November. Due last week of January. Last year we sent separately. Assessment Questionnaire and Financial Information Survey. Budget call goes out early December and will be due back early to mid-February. A committee member said separate was helpful from a unit perspective. Question posed about different distribution lists? Determined that we sent a separate call to student services versus academic units last year. Keep same as last year. 10 voted in favor. NEED SPECIFIC DUE DATES.
5. Tentative Date: January 21 SFAC Forum 2-3pm during regular meeting time.
6. Proposed Revisions to the attachments. Keep section 2 or not? Voted to keep it.
7. Will have the full committee review the call documents in more detail and discuss next Friday, 11/19 to finalize before sending the call out the following week.
8. Budget request e-mail and attachments. Condense questions 1 & 2. Include Table on item 1 and include dollar amount for each budget item. Add to e-mail/indicate in body a reminder to coordinate with their Dean's Office about requests made to SFAC.
9. Andrew reviewed previously funded proposals: sometimes the ask is to hire people and sometimes it is for an event. The committee has a lot of latitude. 22 total applications last year. 12 selected for funding. Units that got temp funding last year will need to re-apply this year and can ask for temp or perm funding. Operating reports can be used to inform decisions this year, such as success of program? Any proposed changes?

10. Andrew explained to the committee how deliberations happen. A Google sheet is shared by all where each member could rank order the proposals and then we can get statistics about rank order objectively. Andrew explained the 5 pillars so units can focus a submission / frame a proposal on at least one, but this is not required. They are: 1) Health & Wellness; 2) Career & Professional Development; 3) Academic Engagement; 4) Campus Climate; and 5) Student Life. If the committee gets enough applications, we can break out into sub-groups to review in more details. SFAC did not get too many last year, so this wasn't necessary. We reviewed them all together. Not required by the units to submit based on a specific pillar. Formal vote on process next week.
11. Reminder by next week please review all attachments on calls for both Operating reports and Budget requests, and review the 5 categories (pillars) for suggestions to modify if desired as well as the master spreadsheet for central review. Meeting next week, Friday, 11/19 2-4pm on zoom. KG will be presenting budget overview.
12. No further questions.
13. Meeting adjourned.