

Student Fee Advisory Committee

November 5, 2021

Meeting Minutes

Present: Andrew Hallak, Sarah Alkhatib, Lee Bardwell, Adeli Duron, Chico Hill, Jun Jang, Johnathan Li, Jeff Ludwig, Kasey Ning, Taeoni Norgaar, Nisha Sandhu, “Angel” Hsiao-Yun Tsui, Anganette Cisneros

Absent: Brionna Martinez, Wiley Wilson

Staff: Katherine Warnke-Carpenter, Karen Mizumoto

1. Meeting called to order.
2. Introductions.
3. SFAC Overview and General Timeline.
 - a. Andrew provided an overview of the committee’s purpose and a general timeline for the committee’s annual agenda.
 - b. Recommendations made to the Provost and campus leadership are voted on by students (only students are voting members), but staff and faculty provide needed advice and perspectives about what is going on around campus from the administrative and academic side.
 - c. Committee jurisdiction: the committee makes recommendations to the Provost on certain fees; the committee does not make recommendations on all student fees, but does provide input and perspective on:
 - i. Review unit budget requests for Student Services Fee (SSF): the umbrella system wide fee charged to all students that provides funds for services that enhance the university experience but are not necessarily essential features of the university (e.g., instruction, institutional activities, and statutory/mandated services). The committee does not allocate all of the SSF revenue, but has the opportunity to provide recommendations on about \$250,000 in new revenue on top of the cumulative funds recommended over past years.
 - ii. Review operating reports from units on prior year’s allocations given out
 - iii. Review proposals for Course Materials and Services Fee (CMSF): supplemental fees that are for specific courses, like Engineering. The CMSF are additional fees that are paid to fund unique materials, supplies and/or activities that enhance the regular instruction for a specific course.
 - iv. Review draft ballot language: the committee reviews ballot language for possible initiatives that will be on the student ballot, e.g., the Wellness Building, increases to Student Government fees, newspaper, etc.

- d. General calendar and committee workload
 - i. The committee will not meet more than once a week. Generally 1-4 meetings in fall quarter. Andrew will review the obligations and needs this quarter and update the exact number of meetings this quarter. The time held is Fridays 2-4pm, so please add to your standing calendar.
 - ii. AVC Gallardo will be present by Zoom to do a general campus budget overview expected 11/19/2021 for a one-hour time block.
 - iii. Beginning (fall quarter) will be slower and will mostly be for orientation and administrative activities gearing up to the major activities of the committee. The calls for operating reports and budget requests will be reviewed and sent out soon. These are due back December and February respectively
 - iv. Winter/Spring quarters could either be in-person or still virtual – more to come on that
 - v. Winter quarter:
 - 1. Town Hall with SSF-funded units: this forum will give the committee an opportunity to review the budget request process and get feedback from units on the process and to communicate priorities to units to help them draft their proposals.
 - 2. Review and make recommendations to Provost on CMSF proposals.
 - 3. Review draft referendum language.
 - 4. Review budget proposals.
 - vi. Spring quarter:
 - 1. Continue reviewing budget proposals.
 - 2. Deliberate and finalize recommendations.
 - 3. Chair and vice chair will draft annual report; committee will review and finalize report for submission to the Provost.
- 4. Please review and familiarize yourself with the committee's (SFAC) Drop Box. Link was provided in meeting invite. Look through the folders and read the past annual reports.
- 5. Housekeeping – Make sure your information is correct on the roster and that you have answered onboarding item requests from Lena in DFA HR, since this is a short quarter, so you can get your stipends on time.
- 6. No further questions.
- 7. Meeting adjourned.