

Student Fee Advisory Committee

November 18, 2022

Meeting Minutes

Present: Jun Jang, Johnathan Li, Lee Bardwell, Anahi Acosta, Adeli Duron, Angela Yun, Francesca Fong, Joshua Ma, Kasey Ning, Parleen Brar, Reginald Gardner, Shruti Gundu

Absent: Taeoni Norgaar and Sharad Mehrotra

Staff: Karen Mizumoto and Patti Cooper

1. Meeting called to order.
2. Introductions.
3. Jun gave SFAC Overview and General Timeline.
 - a. Provided an overview of the committee's purpose and a general timeline for the committee's annual agenda.
 - b. The SFAC is an advisory group to the Provost that reviews use of student fees and how fees are allocated and managed. This includes the Student Service Fee and Course and Materials Services Fees, and Campus-Based Fees.
 - c. For Campus-Based Fees there are specific advisory groups for each fee that are separate from the SFAC. The SFAC provides feedback on the language of proposed Campus-Based Fees, but not recommendations or oversight of the fees.
 - d. Student Service Fee revenue is used for to support student life and non-academic activities not for course materials or to support instruction.
 - e. The committee reviews Student Services Fee operating reports for the use of Student Services Fee and also reviews budget proposals prior to advising the Provost on recommended funding. The committee does not have purview over Tuition. The committee's role in the student fee referendum process is looking at language of the proposed referenda.
 - f. Students are the only voting members. Faculty and staff provide advice, guidance, and opinions during fee discussions, but do not vote on final recommendations.
 - g. Attendance
 - i. The committee can determine at the start of each year what is an acceptable excused absence. Karen provided examples what an excused absence was for past SFACs (generally if there was a conflicting student-government related meeting, but conflicts in course schedules and personal reasons, e.g., illness, were not considered excused absences). There were no changes to the attendance rules/excused absences.
 - h. Member Terms
 - i. Students terms are two-year terms, renewable up to two terms (maximum of 4 years).
 - ii. Faculty and staff maximum term limits are one-year renewable terms for up to 2 years.

- i. Stipends
 - i. Students paid stipends – there are different base amounts for the chair, vice chair and at-large members, plus a % of the quarterly Student Services Fee.
 - ii. Karen asked members to let her know if they are not currently student employees. Students not currently in UC Path will need to be on-boarded by DFA HR before they can get their stipends.
 - j. Proxies and Nominations
 - i. If a student is unable to attend a meeting, they may designate a proxy and notify the chair who the proxy will be.
 - ii. Karen clarified nomination process for at-large members nominated by the student governments. AGS and ASUCI can nominate one student representative each via their respective senate/council’s selection process, submit their nomination to the Budget Office with their names, degree program, year, contact information and a couple of sentences why the nominees are qualified to serve on the committee. The Budget Office will forward the nominees to the Provost to appoint the new representatives.
4. Timeline Attachment
- a. Fall Quarter
 - i. Review calls for operating reports and budget requests (week-8 and week-10)
 - b. Winter Quarter
 - i. SFAC Forum is optional to attend, but members are encouraged to attend.
 - ii. Review and make recommendations on Course Material and Service Fee proposals.
 - 1. Karen added a general timeframe to forward CMSF recommendations to Provost for approval (early-to-mid-March for approval by the end of March).
 - iii. Review proposed student fee referenda ballot language. Karen will verify with the Student Government Executive Director what the deadline is for the committee’s review of proposed ballot language.
 - c. Spring Quarter
 - i. SFAC members review and rank budget requests.
 - ii. Possibly push back the deadlines for the operating reports and budget request proposals by a week. This can be finalized at the 12/2 meeting.
 - iii. The chair and vice chair will draft the annual report, including budget recommendations. The committee will review and provide feedback on the annual report. After a vote is taken on the final annual report, the report will be submitted to the Provost for approval of recommendations included in the annual report.
 - iv. Karen said ideally the budget recommendations will be approved by the Provost end of the fiscal year so the funding can be included the July 1, budget.

5. Other business/actions:
 - a. Karen will send out attachments/templates/guidelines from last year for the committee to review and revise at the December 2nd meeting.
 - b. The committee can review 2021-22 Annual report to discuss the committee's 2022-23 priorities at the December 2nd meeting.
 - c. Resource notebook, guidelines, etc. are in a Drop Box folder. Karen will send link to Drop Box.
 - d. Joshua asked what happens if students have conflicts at meeting times; Jun offered information on proxies.

6. Meeting Adjourned