**Student Fee Advisory Committee**

**1:00-3:00pm**

**Friday, November 6, 2020**

**Virtual Meeting**

**Attendees:**

Graduates: **Jackie Markt-Maloney, Gaby Barrios, Paarth Shah, Laxman Dahal**

Undergraduates: **Atreyi Mitra, Bradley Alvarado, Devanee Matcham, Samantha Solemnidad**

Administration: **Carina Salazar,** **Erinn McMahan, Charles**

Faculty Rep: N/A

SFAC Advisor: **Christine Wilson**

APB Advisor: **Ellen Hermann**

**Atreyi Mitra** called the meeting to order at 1:02pm.

1. **Approval of Agenda for Week 5**
	1. **Gaby Barrios** motioned and **Paarth Shah** seconded to amend the agenda. **Bradley Alvarado** made a motion to approve the amended agenda. **Samantha Solemnidad** seconded the motion. The agenda was approved unanimously.
2. **Rose Bud, Thorn**
	1. **Atreyi Mitra** opened the floor for the committee to discuss the good that has been happening in their lives, the not so good and things they have grown into and are looking forward to.
3. **Approval of Minutes for Fall 2020 Week 3 (10/23/20)**
	1. **Laxman Dahal** motioned and **Bradley Alvarado** seconded to approve Week 3 (10/23/20) minutes. The minutes were approved unanimously.
4. **Reviewing drafted SFAC Call Letter**
	1. **Atreyi Mitra** shared the call letter with the committee to discuss. The committee reviewed the letter, shared their thoughts, made edits and added notes directly to the document live. The committee brainstormed collectively.
5. **Reviewing SSF Request Form**
	1. **Atreyi Mitra** shared the Questionnaire for Student Services Fee Funding with the committee to discuss. **Ellen Hermann** shared that there is a spreadsheet that will accompany the questionnaire and will ask for additional information. She shared that an important question that is on the spreadsheet and not on the questionnaire is the priority and is important to consider. **Atreyi Mitra** shared that as an ad hoc committee, **Christine Wilson, Jackie Markt-Maloney, Bradley Alvarado, Carina Salazar** and **Atreyi Mitra** could discuss ways things could be include on the form.
6. **Finalizing timeline and process for SFAC**
	1. **Atreyi Mitra** asked **Christine Wilson** and **Ellen Hermann** for their assistance on the SFAC timeline. **Christine Wilson** suggested working backwards. She suggested coming up with assumptions before working backwards. For example, the committee may receive fewer funding requests or the committee will more easily dismiss funding requests. **Ellen Hermann** shared that she agreed with **Christine Wilson’s** suggestion working backwards and believes that the committee will have less requests this year. She shared that people are getting used to the idea that money is tight. However, there still will be a lot of requests and in terms of the timeline, the committee needs to think about how much time they want for interviews. How much time does the committee want for funding requests and what will be the process. She shared that each person filling out their own spreadsheet and then everyone coming together to discuss does speed things up and maybe something to consider. **Christine Wilson** and **Ellen Hermann** both agreed that sending out the call letter before winter break would be tough. **Ellen Hermann** shared that this would not provide a benefit if the committee was not going read them over winter break. **Atreyi Mitra** asked the committee if they had any specific goals by the end of the quarter. **Atreyi Mitra** shared that her goal was to send the call letter out to units by week 8 and request documentation back to SFAC winter quarter week 2. **Christine Wilson** shared that week 2 would be too tight and perhaps week 3 would work best. **Atreyi Mitra** asked **Carina Salazar** and **Erinn McMahan**, since they are directly involved in the SFAC process and within their unit, if they had any concerns. **Carina Salazar** shared that there is an internal due date for Student Affairs. **Erinn McMahan** shared that he agreed with working backwards and asked when SFAC was going to be ready to take action on the reviews. He offered to ask the VCSA office about their timeline and how far in advance Vice Chancellor Gorden would want to see them. **Christine Wilson** shared that getting these letters out ASAP is best and suggested perhaps next Monday. **Atreyi Mitra** shared that asking VC Gorden clarifying questions of what the internal process looks like would be helpful so that the committee could be as adapting and conscientious of limitations. **Ellen Hermann** suggested having the unit reviews and requests due on different dates and having the unit reviews due earlier that way the committee could start reviewing. **Jackie Markt-Maloney** shared that she would like to see the call letter and the questionnaire sent ASAP. **Devanee Matcham** shared that she is happy with extending the due date. **Atreyi Mitra** asked the committee if they are ok with sending all documents by week 8. Week 6 the committee would draft the unit review questionnaire, week 7 they would finalize everything, week 8, Monday send documents out to units. Due date to return documents back to SFAC would be winter quarter Monday of week 4. **Gaby Barrios** made a motion to approve Monday ofwinter quarter week 4 as the due date for unit reviews and motion to approve January 25 funding requests. **Carina Salazar** seconded the motion. The motion passed unanimously. **Gaby Barrios** made amotioned to send email to units with call letter, unit review questionnaire, funding request form, request for spreadsheet and any other additional materials by Monday week 8. **Bradley Alvarado** seconded the motion. The motion passed unanimously. **Jackie Markt-Maloney** shared that getting as much student feedback type data to support the committees’ priorities and start thinking of units that they might be most interested in looking at. **Paarth Shah** and **Bradley Alvarado** agreed with **Jackie Markt-Maloney.**

 **Bradley Alvarado** made a motion to adjourn the meeting and **Carina Salazar** seconded. The meeting adjourned at 2:42pm.