STUDENT FEE ADVISORY COMMITTEE MEETING

2325 Murphy Hall, 4:30--6:30pm

Tuesday November 14th 2017

**Attendees Present:**

Graduates: Jazz Kiang, Javier Rodriguez, Nicole Ngaosi, Cody Trojan

Undergraduates: Neemat Abdusemed, Richard White (Chair), & Christina Wang

Administration: Mike Cohn, Director, SOLE

Barbara Wilson, Director, UCLA Housing & Hospitality

Paolo Velasco, Director of Bruin Resource Center

Faculty: Karen Rowe, Professor

Advisor: Marilyn Alkin, SFAC Advisor (Ex-Officio)

Absent: Katie Kim, Undergraduate Representative

1. **Call to Order:**
	1. The meeting was called to order by ***Richard*** at 4:31 p.m.
2. **Approval of Minutes:**
	1. ***Neemat*** motioned to approve the minutes; ***Christina*** seconded the motion. Six approved, two abstentions. The motion passes.
3. **Approval of Agenda**
	1. ***Jazz*** motioned to approve the agenda; ***Karen*** seconded the motion. The motion passes unanimously.
4. **Review of Handouts**
	1. No handouts are reviewed.
5. **Unit Review: Athletics**
	1. ***Richard*** thanked the Athletics representatives, Dan Guerrero, Josh Rebholz, and Chris Iacoi, for joining the meeting, who discussed the needs and priorities of their office, which oversees over 750 student athletes, 25 intercollegiate sports for men and women. 86% graduate rate among the athletic affiliated students. Over 3,000 hours of community service were completed last year. Student benefits of the athletic program include work experience, skill training, networking, campus community involvement. High emphasis on student engagement— “Den Specific” positions, such as Director of game day operations, Director of Creative content, Director of Marketing and Campus Outreach, community building.
		1. ***Richard*** thanked the representatives for their time and opened the discussion up for questions. ***Cody*** asked how they would respond fees going to Athletics, while the department has already generated so much financially itself. Dan responded by noting that with SFAC support, the Athletics department was able to create women’s’ team sports, and excellence across the board and diversity of players and sports offered. ***Nicole*** asked about number 6 in the unit review summary and the carryover funds, and asked if they have existing carryforward amounts, what the amount is, and the justification for that amount. ***Neemat*** asked about the challenge of maintaining the 97% self-generating budget, and if the budget is in danger, and how that may affect their requests in the future. They responded by noting that they find revenue in multiple sources, and that to be competitive, they must maintain that amount. ***Richard*** asked how and why SFAC may be able to assist them in their challenge with ticket sales. The representatives noted that their desire is to keep ticket costs low, in packages, and accessible for the students—the SFAC funds assist with this, and avoid price raises. ***Jazz*** asked about SSF funds paying for shared use facilities, and asked for examples of those expenses. They noted that the venues include Pauley, Drake, Marsha Field, LATC, and the expenses include maintenance, playing conditions, cleanliness. ***Paolo*** asked about their evaluation processes, and if they can provide any evaluations to the committee, which will be sent in. ***Richard*** thanked the representatives for their time and information.
6. **Unit Review: Student Legal Services**
	1. ***Richard*** thanked Elizabeth Kemper for joining the meeting and invited her to introduce herself and the unit. SSF account for 97% of the SLS office budget. SLS provides high quality, confidential and personal service to all UC students, other than tax and immigration issues. Students pay ten dollars for the initial intake, which can be waived if the student is unable to pay. Most issues are landlord issues, university related issues, auto related matters, and criminal matters—including sexual violence, and substance abuse. The office also negotiates on behalf of the student when needed and appropriate, as well as demand letters. The serve a large number of underrepresented students, undocumented students, LGBT, low income students. They have three -part time attorneys, and five student staff who fully support the office. They have a 100% acceptance rating for all of their student workers who apply to law school. They also educate students regarding their legal rights, and do so through workshops, “Lunch with a Lawyer”, and have done satellite operations to reach as many students as possible. They also bring immigration attorneys to campus for free consultations with students. They evaluate their services and workshops at the conclusion of the events, and incorporate the feedback. Their carryforward is projected to be $49,000 this year, though $41,000 is reserved for other expenses and retirement needs, and the actual carryforward is just $8,000.
		1. ***Richard*** thanked Elizabeth for her time and information and opened the discussion up for questions. ***Richard*** asked about the data regarding attendance at the mobile law clinics. ***Elizabeth*** noted that attendance is not noteworthy at the events, though they take place in SAC, which is accessible to many students. ***Mike*** asked if the department is able to meet the demands of a growing campus. ***Elizabeth*** noted that what falls by the wayside is the educational materials and outreach, due to the small staff that they have. ***Christina*** asked do they partner or collaborate with the law school on campus. ***Elizabeth*** noted that they used to have law students in the office, though the supervision time required, and the feedback regarding the advice given by the law students was not supportive of the program. ***Neemat*** noted that they do a great deal of outreach with such little funding, but asked about potential plans to expand, and in what way. ***Elizabeth*** noted that more attorney time would be great, but more funding and a larger space would be needed to do so. ***Barbara*** asked if there are collaborations with DASHEW regarding immigration attorneys, and ***Elizabeth*** noted that there are, and that she partners with them on workshops as well. ***Cody*** asked is they have data on referrals, both received and given. ***Elizabeth*** said that they do, and most referrals are online and staff and faculty. ***Jazz*** asked about the utilization chart, and the number of students assisted being larger than the sessions—***Elizabeth*** noted that often one student completes the forms, but include multiple students—landlord disputes, car accidents, etc. ***Jazz*** asked about the sales and services amount, and ***Elizabeth*** said that they have an intake fee, and bundled amounts for further services—negotiations, drafting of letters, etc. ***Nicole*** asked if there is a need in the future to increase costs and funding requests. ***Elizabeth*** noted that this would remain stable if SFAC funding remaining stable. ***Jazz*** asked what would happen if a student seeks legal action against the University or a staff member in Student Affairs—***Elizabeth*** said that this has and does happen, and this office supports the students’ needs through this process, while remaining collegial.
7. **Unit Review: Student Affairs Strategic Plan and OTC**
	1. ***Richard*** noted that Student Affairs will discuss their strategic plan, and OTC will be working closely on that as well. ***Karen Hedges*** introduced herself and explained that SFAC funds most offices within Student Affairs. Their strategic plan is for OTC to be the decision makers around computer replacements throughout Student Affairs. OVCSA asks for funding to cover the following: OP Tax, benefits, and merits for staff throughout Student Affairs—this takes the burden off of the individual units.
		1. ***Richard*** opened the floor for questions. ***Richard*** asked for more information regarding the computer replacement plan, and ***Karen*** noted that this will be explained by OTC and SAIT. ***Nicole*** asked for clarification regarding challenges for increases to benefits. ***Karen*** noted that the Office of the President determines and negotiates the benefits increase, and depending on what those numbers are, the funding requests may change. ***Cody*** asked how the OP Tax is consistent with SSF requirements, and ***Karen*** noted that this has been historically done, and a justification for what OP spends the money on, and whether the funds align with the SSF policy. ***Barbara*** asked if there is a typical amount for the OP tax—***Karen*** said that she would find the answer and report back. ***Nicole*** also asked how the rising retirement costs potentially impact the committee. ***Jazz*** noted that one goal was renovating and creating new student service spaces. ***Karen*** noted that Student Affairs is collaborating with groups, units, etc., to find solutions, and no current plans for how SFAC will be involved exists. ***Nicole*** asked about the carryforward amount from last year, and ***Karen*** noted that she will find out and report back, but this is most likely due to full time staff leaving and the merit benefits not being used.
	2. ***Mitra Ashtari*** introduced herself and discussed the Office of Technology. They support the needs of all of Student Affairs staff, students, and the Chancellor’s office, provide IT support, networks, etc.
		1. ***Richard*** asked about student staff in OTC; ***Roozbeh*** noted that funding comes from multiple sources and departments, thus the students, about 15-20 total, are funded via the departments themselves—Res Life, Recreation, GSRC, and two others. ***Barbara*** asked the breakdown between the IT units—***Mitra*** noted that these are mainframe and network differences—OTC is more closely affiliated to the Student Affairs departments and on their needs. ***Cody*** asked about the timeframe between opening a ticket and getting the issue resolved. ***Mitra*** noted that it would depend on if this is within IT, College, and Student Affairs, and that they respond to the requester within one hour of the original request to resolve or begin resolving the issue. ***Nicole*** asked for an example of an evaluative survey of the services they provide, and asked for more information regarding the challenges they face in hiring IT staff. ***Kevin*** noted that one challenge they face is that many companies offer more money and benefits in recruitment, and the University is not always able to compete with the finances, and the skill level needed. ***Jazz*** asked about how much technology will potentially be needed for replacement. ***Mitra*** noted that they have a five-year plan for all replacements, and that up to 40% need to be replaced. ***Richard*** thanked them for their presentation and time.
8. **Call Letter Final Letter**
	1. ***Richard*** asked for the committee to review the letter; he would ideally like to send it out this Thursday. ***Barbra*** motion to approve the letter, ***Christina*** seconds the motion. Ten in favor, the motion passes.
9. **Announcements**
	1. ***Richard*** will send out a poll regarding times for SFAC meetings next quarter.
10. **Adjournment**
	1. ***Jazz*** motions to adjourn the meeting. ***Cody*** seconds the motion. the motion passes, and the meeting adjourns at 6:27pm