STUDENT FEE ADVISORY COMMITTEE MEETING

2325 Murphy Hall

Tuesday, October 25, 2016

**Attendees Present:**

Graduates: Theresa Ambo, Manpreet Dhillon Brar, May Bhetraratana, and Nicole Ngaosi

Undergraduates: Neemat Abdusemed, Ashraf Beshay(Chair), Katie Kim, & Richard White

Administration: John Bollard, ASHE Student Health Center

Paolo Velasco, Director of Bruin Resource Center

Nancy Greenstein, Director of Police Community Services

Faculty: Karen Rowe, Professor

Advisor: Marilyn Alkin

Absent: Mark Ramseyer, Academic Planning and Budget (Ex-Officio)

**Call to Order:**

The meeting was called to order at 4:08 p.m.

1. **Approval of Agenda**
	* 1. A motion by ***Richard White*** and seconded by ***Nancy Greenstein*** to approve the agenda. The vote passes unanimously.
2. **Review of Handouts**
	* 1. Budget and Funding Request Document
		2. Excel Document
3. **Review of Minutes**
	* 1. A motion was made by ***Katie Kim*** and seconded by ***Theresa Ambo*** to approve the 10/18/16 minutes. The vote passes unanimously.
4. **Call Letter Package Review and Finalize**
	* 1. ***Theresa Ambo*** led the discussion for changes to the call letter. There were discussions on word limits and differences between new and continuing requests.
			1. ***Ashraf Beshay*** stated that continuing requests should provide data/assessment information.
			2. ***Nancy Greenstein*** moved and was seconded by ***Manpreet Dhillon Brar*** to approve the call letter. The vote passes unanimously.
		2. ***Ashraf Beshay*** then led the discussion the excel budget document.
			1. ***Theresa Ambo*** stated that SFC needs to ask ***Mark Ramseyer*** how this document would be completed for each department. She recommended that column B have dropdown options since they are standard items units would be listing.
			2. ***Paolo Velasco*** stated that one unit could complete one document but include its various programs. The first column was to identify the program within the unit and the second column was to clarify the service or use.
			3. ***Nancy Greenstein*** recommended that SFAC use the last year’s document and work with Academic Planning and Budget (APB) to create a revised document for the next year.
			4. ***Karen Rowe*** moved and seconded by ***John Bollard*** to use the excel document from 2015-16. The vote passes unanimously.
			5. ***Theresa Ambo*** stated the importance of receiving the carryforward for each units. ***John Bollard*** stated that it would be easier to request the lump sum of carryforward for each unit rather than for each program within a unit. ***Theresa Ambo*** shared that APB could provide a list of units and their carryforward if needed. ***John Bollard*** had recommended that SFAC ask the question of the percentage of carryforward and units can explain why they have that amount and how they intend to use it. SFAC decided to ask how much carryforward from the 20000 fund is not spent. ***Nancy Greenstein*** moved and seconded by ***Karen Rowe*** to amend the changes in the budget document.
			6. ***Ashraf Beshay*** also stated that ***Mark Ramseyer*** had uploaded a Budget Request Description document that explains the budget. SFAC decided this document is unnecessary if they use 2015-16’s excel budget document.
5. **CSF Report**
	* 1. ***Ashraf Beshay*** shared that he and ***& Richard White*** attended the CSF meeting last week. The meeting included working to redefine their relationship with UCSA and creating budget cuts such as having only one advisor from UCSA.
			1. There are 3 campaigns:
				1. System-wide referendum campaign which is a policy on how to submit a UC-wide referendum.
				2. Food and security
				3. Course material fee to identify the history and how it is managed by each campus.
6. **Announcements**
	* 1. ***Marilyn Alkin*** will send out this letter next week.
7. **Adjournment**
	* 1. A motion was made by ***Karen Rowe*** and seconded by ***John Bollard*** to adjourn the meeting. This vote was unanimous.
		2. Meeting was adjourned at 5:51pm.