**Student Fee Advisory Committee Meeting**

 **2325 Murphy Hall**

**Friday, February 9, 2018 from 3:00- 5:00pm**

**Present:**

Graduates: Jazz Kiang, Nicole Ngaosi, Javier Rodríguez, & Cody Trojan

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

Administration: Mike Cohn, Director of SOLE

 Paolo Velasco, Director of Bruin Resource Center

Barbara Wilson, Director of Room Divisions in HHS

Faculty: Karen Rowe, Professor

SFAC Advisor: Marilyn Alkin, (Ex-Officio)

APB Advisor Ellen Hermann

* **Call to Order:**
	1. The meeting was called to order at 3:02p.m.
* **Approval of Agenda**

A motion was made by ***Cody Trojan*** and seconded by ***Neemat Abdusemed*** on approved agenda. The vote passed unanimously.

* **Review and Approve Minutes**
	1. ***Nicole Ngaosi*** requested an edit for her duplicate name.
	2. ***Neemat Abdusemed*** moved to approve the 2/2/18 minutes and was seconded by ***Christina Wang.*** Motioned passed with 9 votes to approve with 2 abstentions.
* **Course Materials Fee Discussion**
	1. ***Richard White*** received an email with responses to questions. Ellen Hermann stated that if enrollment begins before the description is present; the Registrar’s office would notify students who are enrolled in the course.
	2. ***Richard White*** opened the floor for discussion before voting. ***Jazz Kiang*** asked how long before the quarter starts does a course description need to be finalized on the Registrar’s website. Ellen Hermann stated before the scheduled of classes is published.
	3. ***Barbara Wilson*** recommended that the course description should include materials required for this course and that students should be given a list on the first day of class with required materials to purchase. Ellen Hermann stated that students have expressed that they would rather put their input into the cost, if is imposed.
	4. ***Karen*** ***Rowe*** proposed to approve course fee because it is a legitimate request for this particular course and is an essential component of the class. This also ensures that students are working with the same technology, rather than buying materials on their own.
	5. ***Karen Rowe*** made a motion to pass course materials fee and was second by ***Jazz Kiang.*** 10 in favor to pass motion and no abstention. Motion passed.
	6. ***Richard*** ***White*** asked SFAC to read the letter he prepared for the Chancellor regarding course materials fee and asked everyone to take 5 minutes to review letter upon vote.
	7. ***Karen Rowe*** made a motion to approve letter and was seconded by ***Neemat Abdusemed***. 11 approved and motion was unanimous. Motion passed.
* **Budget Update Temp to Perm**
	1. ***Richard White*** opened floor to Ellen Hermann.
	2. Ellen Hermann presented on student services fee revenue. She stated that the vast majority of revenue goes to Student Affairs and to a variety of other units.
	3. Ellen presented on Campus Budget calendar for fiscal year 2018/19. Opened January 16th and will close February 27th. Budget packets are due March 6th. APB then reviews submissions and budgets and then meet with EVC, Provost, and CFO to go over recommendations and analysis. At Chancellor’s Retreat, approved campus budgets and approval announcements are made. Units are told to budget 3% increases.
	4. ***Karen Rowe*** asked when feedback from SFAC presented. Ellen Hermann stated that requests to APB differ from the request to SFAC.
	5. ***Richard White*** asked when a department could apply for Chancellor Funds. Ellen Hermann stated for things that are not student services.
	6. Ellen Hermann presented on UCOP Tax. Previously, there was no tax. Then UCOP decentralized the state funds and sent them back to each of the campuses and now there is a tax. The tax is passed onto the rest of the campus. The Deans and the Vice Chancellors within each unit determine who will be paying these taxes. ***Cody Trojan*** asked what was the appropriateness and the legitimacy of using the SSF to pay to Oakland for the UCOP tax and if it is allowable. Ellen Hermann stated that UCOP tax is charged on all funds and is a separate tax that all units are required to pay. Taxes are based on expenses. Tax is calculated based on 2015/16 expenditures and a percent is calculated based on a total that needs to be sent to UCOP for UCOP services. This change is yearly.
	7. Ellen Hermann explained that the Campus is assessed a tax, Chancellor pays about 50%, and the remaining balance is distributed to the rest of the campus. The Deans and the Vice Chancellors determine how they want to distribute among their units. APB calculates the tax at the organization level.
	8. ***Nicole Ngaosi*** asked what the tax was being allocated towards. Ellen Hermann stated it goes to UCOP and their expenses.
	9. Ellen Hermann presented on benefits and salary increases. Benefits keep increasing every year and salaries increase by 3% as mandated by UCOP. Units will include this increase in their budgets. SFAC votes on whether or not to recommend to the chancellor to cover benefit shortfalls. The 3% increase for permanent, non-represented employees has already been decided for this year and next year by last year’s SFAC. Ellen Hermann explained that union employees are represented and non-union are non-represented.
	10. Ellen Hermann explained key terms:
		1. Permanent Budget - shows up every year on July 1st
		2. Temporary Funding – a one-time funding that will not hit again next year
		3. Surplus – revenue less expenses - what’s left at the end of the year
		4. Deficit – revenue less expenses - money spent more than received
		5. Carryforwards – funding carried over from the previous year
		6. Ending Balance – End of the year balance
		7. Permanent vs Temp Funds
			1. Perm funds –funds given on a reoccurring basis
			2. Temp Funds – one-time funding
	11. Based on the Governor’s January Budget Proposal, Ellen Hermann recommended to not giving out perm funding. The proposal proposed a much lower state funding increase than anticipated and suggests that tuitions and student services fees may not increase.
	12. Ellen Hermann presented that SFAC’s permanent budget started off at 3.1 million with a carryforward and additional temp of 15 million. Expenses for the year about 10 million. Leaving an ending balance of about 8 million. ***Neemat Abdusemed*** asked for clarification of the ending balance. Ellen Hermann stated that the ending balance decreases for several reasons and referred to chart.
	13. ***Barbara Wilson*** asked if the 0% was reflected on the chart. Ellen Hermann stated that it was.
	14. ***Nicole Ngaosi*** asked how APB was deciding on the number of temporary funds converting to permanent dollars. Ellen Hermann stated that the goal is to stabilize the permanent budget.
	15. ***Richard White*** asked if SFAC increased their permanent budget could they recommend more permanent funding to the departments. Ellen Hermann stated yes, if they had a larger permanent budget they could, but SFAC has to have recurring temporary funds coming in each year to convert to perm, so if they do not have the recurring temporary funds, they cannot increase perm.
	16. Ellen Hermann stated that the entire student services fee funds are allocated based on students’ inputs.
	17. Ellen Hermann will redraft a chart for a better understanding of how funds are allocated.
	18. ***Paolo Velasco*** asked if Ellen Hermann could go back 5 years on the chart trends.
* **Announcements**
	1. ***Richard White*** asked sub-committee to meet next week. He proposed to do the Unit Review: Recap and Discussion next week. Enrollment for students starts next week. He suggested not having SFAC meetings on Friday.
	2. ***Paolo Velasco*** suggested spending more time talking about prioritizing requests.
	3. ***Javier Rodriguez*** stated that the climate of education looks like it is going to be more of a privilege. Seeing how money is going to be allocated is important.
* **Adjournment**
	1. A motion was made by ***Jazz Kiang*** and seconded by ***Nicole Ngaosi*** to adjourn the meeting. The motion passed unanimously.Meeting adjourned at ***4:58*** pm.