**Student Fee Advisory Committee Meeting**

 **2325 Murphy Hall**

 **4:30 - 6:30**

**Tuesday, December 5, 2017**

**Attendees Present:**

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

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

Administration: Mike Cohn, Director, SOLE

Paolo Velasco, Director of Bruin Resource Center

Faculty: Karen Rowe, Professor

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

Absent: Barbara Wilson, Director, UCLA Housing & Hospitality

1. **Call to Order:**
	1. The meeting was called to order by ***Richard*** at 4:34 p.m.
2. **Approval of Minutes:**
	1. ***Nicole*** moved to approve the minutes from November 21st; ***Cody*** seconded the motion. The vote passes with one abstention.
	2. ***Jazz*** motioned to approve the minutes from November 28th. ***Nicole*** seconds the motion. Nine approved, one abstentions. The motion passes.
3. **Approval of Agenda**
	1. ***Richard*** noted that CAP will be rescheduled to present in January, as the person due to present had to evacuate because of the fires. ***Jazz*** motioned to approve amended the agenda; ***Cody*** seconded the motion. The motion passes unanimously.
4. **Review of Handouts**
	1. No handouts are reviewed.
5. **Unit Review: Student Affairs Info and Research Office (SAIRO)**
	1. ***Kristen McKinney***, Director of SAIRO introduced herself and described the work of her office and how it benefits students, via student research and surveys, working with various departments within the Division, etc. Major challenges include working closely with departments to frame and create proper assessments, plans, and provide data to help guide change and improvement, and guiding without directing those departments. Main focuses: communication, planning, support, data availability, as well a working closely in a consultant capacity with the various departments. ***Richard*** thanked ***Kristen*** and opened the floor for questions.
		1. ***Jazz*** asked which departments utilize their services the most— ***Kristen*** noted that the BRC, LGBT Center, and GSRC are top users. ***Cody*** asked how using SFF for academic departments to do their academic reviews is in line with the policy; ***Kristen*** noted that it is in line because it is an internal process within the University, and it eliminates the burden of asking students questions multiple times. ***Paolo*** asked how they work directly with students, and ***Kristen*** noted that it is typically through consultation for student groups and organizations, and by hiring and training students to do and conduct research and surveys. ***Christina*** asked how surveys are administered, and ***Kristen*** noted that the majority are done online via direct email, and through campus partners and the advisors. ***Neemat*** asked where the funding for incentives for students to respond to surveys comes from, and ***Kristen*** noted that it various—meal tickets from Res. Life, various departments involved, etc. ***Nicole*** asked about their carryforward and their hiring, and ***Kristen*** noted that they didn’t begin the recruitment process until the funding was received. ***Jazz*** asked how SAIRO decides to respond to requests for data, and ***Kristen*** noted that they always work with departments, unless it violates a confidentiality issue for the students.
6. **Unit Review: Spirit Squad**
	1. ***Mollie Vehling*,** Director of the UCLA Spirit Squad introduced herself and discussed the work of her unit, including the mascots, dance squad, etc., and perform at over one hundred athletic events per year, and ninety non-athletic events on campus—graduation, Bruin Day, any official UCLA event. Richard thanked her for her time and opened the floor for questions.
		1. ***Neemat*** asked how scholarships are awarded, and if they go to all students, and ***Mollie*** noted that it is open to all students in good standing. ***Mike*** asked why the number of program applicants may have gone down, and ***Mollie*** noted that it may be due to the need for the students to be at UCLA during the summer, as well as other academic needs. ***Mike*** asked why these students aren’t offered preferred enrollment, and ***Mollie*** noted that she is unsure, but it would be helpful to the teams. ***Cody*** expressed disappointment at learning that Athletics fails to extend, or extend fully, its tutoring, travel, and medical assets to support the Spirit Squad and asks that Mollie speak to the Spirit Squad's general relationship with Athletics. ***Mollie*** noted that it is to their benefit to be where they are, in order to best support and feature their students. ***Nicole*** asked about the tutoring program, and ***Mollie*** noted that due to their tight budget, they are modeling it after Athletics. ***Karen*** asked how they do recruitment for the junior spirit squad, and ***Mollie*** noted that they have only registration, and it is typically filled within two hours by many UCLA families.
7. **Parking Permit Fee E-mail**
	1. Due to the fact that students receiving stipends or compensation cannot have parking paid for them, the committee will decide whether or not to send the letter.
		1. ***Karen*** moved not to send the letter, and ***Jazz*** seconded the motion. Eleven approved, the motion passes.
8. **Meeting day and time**
	1. ***Richard*** noted that the Winter Quarter meetings will take place from 4-6pm on Fridays in 2325 Murphy Hall.
9. **Announcements**
	1. No new announcements were made.
10. **Adjournment**
	1. ***Jazz*** motions to adjourn the meeting.  ***Nicole*** seconds the motion. The motion passes, and the meeting adjourns at 6:19pm.