STUDENT FEE ADVISORY COMMITTEE MEETING

2121 Murphy Hall

Tuesday, November 8, 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: Nancy Greenstein, Director of Police Community Services

Paolo Velasco, Director of Bruin Resource Center

Faculty: Karen Rowe, Professor

Advisor: Marilyn Alkin

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

**Absent**: John Bollard, ASHE Student Health Center

**Call to Order:**

The meeting was called to order at 4:06 p.m.

1. **Approval of Agenda**
	* 1. A motion by ***Manpreet Dhillon Brar*** and seconded by ***May Bhetraratana*** to approve the agenda. The vote passes unanimously.
2. **Review of Handouts**
	* 1. Unit Review documents
3. **Review of Minutes**
	* 1. A motion was made by ***Nancy Greenstein*** and seconded by ***Manpreet Dhillon Brar*** to approve the 10/25/16 minutes. The vote passes unanimously.
		2. A motion was made by ***Nicole Ngaosi*** and seconded by ***Theresa Ambo*** to approve the 11/01/16 minutes. The vote passes unanimously.
4. **Unit Review Discussion**
	* 1. ***Manpreet Dhillon Brar*** led the discussion from the unit review subcommittee highlighting changes from last year’s document.
			+ 1. ***Manpreet Dhillon Brar*** asked for clarification whether the expectations were to have subcommittees review both the unit review documents and funding requests over winter break in order to start site visits when students return for winter quarter. ***Ashraf Beshay*** believes it is important to review documents over winter break in order to keep on time to finish recommendations by spring quarter. ***Neemat Abdusemed*** clarified that SFAC members will read the documents on their own rather than with the subcommittees. ***Paolo Velasco*** clarified that the site visits would be completed by first week of February. ***Marilyn Alkin*** suggested that subcommittees communicate directly with the units to schedule their site visits, rather than have her schedule the meetings.
			1. ***May Bhetraratana*** moved and ***Theresa Ambo*** seconded that SFAC prioritize reading the unit review responses for their subcommittees groups first and then funding requests if time allows. The vote passes unanimously.
			2. Decided timeline-Unit review written responses are due 12/21/16, SFAC review unit review responses and funding requests over break, and site visits will be held in January 2017.
		2. Unit Review Written Summary
			1. ***Manpreet Dhillon Brar*** summarized the differences from last year’s document.
				1. SFAC members provided additional recommended changes.
				2. ***Paolo Velasco*** asked about the importance of requesting information on temporary and permanent funding data. ***Mark Ramseyer*** stated that this question also allows units to share how much funding units receive as well as express which funding was important to them. ***Karen Rowe*** asked if SFAC should specifically request for programming expenses rather than general operating expenses. ***Ashraf Beshay*** asked SFAC about separating the operating expenses and programming expenses. ***Paolo Velasco*** shared that departments will interpret it differently and felt that showing the percentage of their budget that is funded by SSF is more important. SFAC decided to keep the request for operating cost the same.
				3. ***Karen Rowe*** asked if questions four and five could be written more clearly. ***Ashraf Beshay*** recommended clarifying to request for funding sources. ***Nancy Greenstein*** asked what the importance of this funding question was. ***Marilyn Alkin*** also shared that SFAC members could ask clarifying questions at the site visits if they do not receive the information requested. ***Paolo Velasco*** recommended asking for both operating and programming funds for both question three and four for each unit rather than by programs. He also recommended that SFAC allow units define operating expense on their own.
				4. ***Nicole Ngaosi*** provided a suggestion for the next SFAC meetings to discuss what specific questions would be asked at the site visit so they are consistent and fair.
			2. ***May Bhetraratana*** described the basic framework and questions that would be asked at the site visits in the Agenda for Unit Visits document. The last question was open for flexibility and clarifying questions subcommittees may have for the unit.
				1. ***Karen Rowe*** asked if they should include the question about their standard evaluation processes. ***Paolo Velasco*** recommended not duplicating questions that are asked in funding request questiosn as well.
				2. ***Karen Rowe*** also stated that there is no question about fulfilling student needs. She also recommended asking how units rank the priority of their programs. ***Paolo Velasco*** stated that questions four and five would address those concerns.
				3. ***Nancy Greenstein*** felt comfortable with the questions. ***Neemat Abdusemed*** felt the questions were broad enough for all of the units to answer.
				4. ***Manpreet Dhillon Brar*** asked that SFAC provide clarification for the site visits. SFAC decided on the following:

All three SFAC members need to be present at the site visits.

If possible, students may be present at the site visits but is not required.

Site visit appointments will be scheduled by subcommittee members.

* + - * 1. ***Paolo Velasco*** proposed adding time in the agenda for the last meeting for subcommittees to start to schedule site visits. ***May Bhetraratana*** moved and seconded by ***Theresa Ambo*** to have the subcommittee chairs set meetings for the site visits. The vote passes unanimously.
1. **APB inquiry re student services**
	* 1. ***Mark Ramseyer*** shared that APB was looking for student input about student services in the next two days.
2. **Announcements**
	* 1. None.
3. **Adjournment**
	* 1. A motion was made by ***Nicole Ngaosi*** and seconded by ***Karen Rowe*** to adjourn the meeting. The vote passes unanimously.
		2. Meeting was adjourned at 5:30.