**Student Fee Advisory Committee Meeting**

**Room 2206, Murphy Hall**

**4:30-6:30pm Wednesday, January 8, 2020**

Attendees:

Graduates: **Janay Williams, Brittnee Meitzenheimer, Jackie Markt-Maloney, Denise Marshall**

Undergraduates: **Nicole Corona Diaz, Atreyi Mitra, Paulina Macias, Karen KP Patron**

Administration: **Deb Geller, Kevin Kilgore**

Faculty Rep: **Karen Rowe**

SFAC Advisor: **Christine Wilson**

Special Guest: **Rebecca Lee-Garcia, APB office**

Absent: **Carina Salazar, Ellen Hermann**

**Nicole Corona Diaz** calls the meeting to order at 4:32 PM.

1. **Approval of the agenda** 
   1. **Nicole Corona Diaz** motions to approve amendment to the agenda to include section 4 “Introduction to Course Material Fee (APB)”. **Deb Geller** seconds this motion.
   2. **Kevin** **Kilgore** motions to approve agenda and **Karen Rowe** seconds this motion.

***Agenda APPROVED by unanimous consent.***

1. **Review of Handouts**
   1. Meeting handouts on Box, excluding the letter to unit directors
   2. Course Material Fee handouts administered by **Rebecca Lee-Garcia**
2. **Approval of Minutes**
   1. **Deb Geller** motions to approve the 12/3/19 minutes and **Kevin Kilgore** seconds the motion.

***Minutes APPROVED by unanimous consent.***

1. **Introduction to Course Material Fee (APB)**
   1. **Rebecca Lee-Garcia** briefly introduces the course material fee proposal that the department would like to have approved for Spring quarter, but because of the need to publish the fee in the schedule of classes would have to be approved by the committee and the Chancellor by January 15th, which means it is not likely to be approved in time. The department did not know SFAC’s meeting schedule and did not submit the request in time for the committee to review it in the fall
      1. Course material fee is for ‘consumables’. Fee must be directly related to consumable and cannot be marked up. Some items are excluded (e.g. something that is attached to the building and is not ‘consumable’).
      2. The process of fee approval involves a form that the department will submit to APB and SFAC submits a recommendation to the Chancellor. No immediate questions asked by committee regarding the fee overview.
   2. **Nicole Corona-Diaz** asks **Rebecca Lee-Garcia** to forward the proposal to her so she can disseminate to the committee.
   3. **Brittnee Meitzenheimer** asks if the course material fee for the course will apply every quarter or one time only. **Rebecca Lee-Garcia** confirms that it will apply every quarter.
   4. **Rebecca Lee-Garcia** says the fee is $60 per student per course and covers the supplies for consumables. Breakdown of consumables covered by the fee is listed on the handout. Over 70% of the 24 students surveyed approve of the fee.
   5. **Brittnee** **Meitzenheimer** asks several questions including: a) if the course is required for graduation, b) if the fee can be subsidized (in part) c) if the department has worked in inflation into their proposal, d) how students are notified of the fee prior to enrollment. **Rebecca Lee-Garcia** says that it is a GE course, so is not required. Regarding fee subsidization, she notes Whole Foods covered the cost in the past but this fee is being proposed now in order to cover the cost in the future.
   6. **Nicole Corona Diaz** asks who to ask regarding further questions. **Rebecca Lee-Garcia** says to send all further questions to her so she can get it to the appropriate person.
   7. **Christine Wilson** asks if the fee would get covered by financial aid for low income students. **Deb Geller** says it is unlikely to be covered in Spring 2020 because financial aid has already been processed for the year.
   8. **Deb Geller** asks what the exact title of the class is. **Rebecca Lee-Garcia** responds that the class is called ‘Physiological Science 7’.
   9. **Paulina Macias** voices her concerns about the fairness of the fee for students who may not be able to afford the fee required to take the class. **Atreyi Mitra** similarly offers input that departments might be able to pay the fee for students and gives an example. **Rebecca Lee-Garcia** says these questions would be good to ask the department.
   10. **Nicole Corona Diaz** tells the committee that once they are forwarded a copy of the proposal and review it, they can send her any additional questions for the department.
2. **Discussion and Approval of Letter to Unit Directors**

*Much of this discussion contains dialogue regarding the correction of clerical and grammatical errors that may not be reflected in the minutes.*

* 1. **Nicole Corona Diaz** discusses the request that was approved by the Chancellor and discusses the letter she drafted to the unit directors notifying them of the Chancellor’s decision. This letter comprises all the concerns that the committee had regarding partially funded programs on campus. **Nicole Corona Diaz** shares the letter with **Christine Wilson** and **Denise Marshall** via email because they are attending the meeting via Zoom and asks the committee to read over the letter for any suggestions.
  2. **Deb Geller, Karen Rowe** and **Kevin Kilgore** suggest minor amendments to the letter. **Nicole Corona Diaz** approves the amendments and edits the letter accordingly.
  3. **Nicole Corona Diaz** asks the committee what their thoughts are after amendments have been made.
     1. **Karen Rowe** asks if unit reviews will reflect use of flexible funds in the future. **Brittnee** **Meitzenheimer** disagrees with the sentiment and suggests an amendment to the letter. **Nicole Corona Diaz** responds that it might be good for the next committee to enforce next year.
     2. **Jackie Markt-Maloney** says that she likes the idea of knowing how funds are being used but questions whether or not the requirement to detail the use of flexible funds will even be relevant in the future.
     3. **Christine Wilson** advises that the committee should not limit itself by eliminating funding categories that have been included in the past. Some units and programs need funding in certain categories, others don’t.
     4. **Brittnee Meitzenheimer** says that the letter should not advise on how to spend flexible funding because it implies that they don’t know how to already and undermines trust/authority for the departments to make requests and use funds that are in the best interests of the students. SFAC is not responsible for policing and enforcement. .
     5. **Karen Rowe** says that programs will have to consider what is the highest priority with their allocation of funds.
     6. **Atreyi Mitra** says that this current change should be benefiting students and should be evaluated if it is a good change.
  4. **Nicole Corona Diaz** says that the committee needs to come to a decision about adding a new clause for next year’s committee and initiates an unofficial poll.
     1. **Christine Wilson** advises that the clause be left out of the letter and saved for the next Unit Review.
     2. All students of the committee agree that the new clause can be included in next year’s Unit Review.
  5. **Atreyi Mitra** asks what the timeline is regarding request submission. **Nicole Corona Diaz** says that the letter will be sent out to unit directors within the next two days.
  6. **Denise Marshall** motions to approve the letter. **Atreyi Mitra** seconds the approval.

***Letter APPROVED by unanimous consent***

1. **Review SSF Unallocated Account/Perm & Temp Scenarios**
   1. **Nicole Corona Diaz** opens Excel spreadsheet for unit requests in Box.
   2. **Karen Rowe** asks if there were any permanent requests as there should only have been temporary requests at the moment. **Nicole Corona Diaz** says that perm and temp requests will be discussed separately.
   3. Total amount of requests in dollars for SSF funds in the 2020-21 year is $1,430,815 and the 2021-22 year is $4,219,590. **Nicole Corona Diaz** says that currently, $2m is the budget for both years respectively.
   4. **Deb Geller** requests **Ellen Hermann** to update funding approved and add missing column needed for ‘21-22 approved funding and amend any errors in the approved funding for years prior to the current year. **Nicole Corona Diaz** says that she will email **Ellen Hermann**.
   5. **Nicole Corona Diaz** says that further discussion of the spreadsheet will be tabled for next week’s meeting when **Ellen Hermann** is here.
2. **Discussion of Evaluation Process and Timeline**
   1. **Nicole Corona Diaz** mentions subcommittee assignments and encourages everyone to review them thoroughly to understand what each unit is requesting.
   2. Funding applications and unit reviews have been uploaded to Box.
   3. **Nicole Corona Diaz** asks what the committee thinks about the timeline of the review process.
      1. **Karen KP Patron** suggests review in alphabetical order.
      2. **Paulina Macias** suggests using last year’s approach. The subcommittee made preliminary fiscal recommendations and came to final recommendations after weeks of review by the committee.
      3. **Kevin Kilgore** seeks to clarify the role of subcommittee members versus the role of the committee as a whole in the decision making process.
      4. **Karen Rowe** agrees that subcommittees should be on the same page about reviewing process. **Atreyi Mitra** agrees with this statement.
      5. **Karen KP Patron** suggests setting guidelines moving forward, despite the extra work involved.
      6. **Brittnee Meitzenheimer** suggests finding out what is a priority in the school in order to come to a decision about allocating funds. She suggests a soft budget to give subcommittees a realistic view of how much funding is available to work with.
      7. **Deb Geller** approves of prioritizing the most important programs for funding rather than allocating funding to each group but disapproves of subcommittees making any funding recommendations. She also expresses concern about time constraints on decision making. **Christine Wilson** strongly advises the committee to follow **Deb Geller’s** recommendation, adding that this is where the student voice matters most –they decide what is most important.
      8. **Nicole Corona Diaz** closes the topic by saying that she will present one or two units during next week’s meeting for group review and advises that each member of the committee begins to review request applications in the meantime.
3. **Adjournment**
   1. **Atreyi Mitra** motions to end the meeting and **Brittnee Meitzenheimer** seconds to adjourn the meeting at 6:33 pm.