**Student Fee Advisory Committee Meeting**

**Room 2206, Murphy Hall**

**4:30-6:30pm Wednesday, January 15, 2020**

Attendees:

Graduates: **Jackie Markt-Maloney**

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

Administration: **Carina Salazar, Deb Geller, Kevin Kilgore**

Faculty Rep: **Karen Rowe**

SFAC Advisor: **Christine Wilson**

APB Advisor: **Ellen Hermann**

Absent: **Brittnee Meitzenheimer, Janay Williams, Denise Marshall**

**Nicole Corona Diaz** calls the meeting to order at 4:37 PM.

1. **Approval of the agenda**
	1. **Paulina Macias** motions to approve agenda and **Karen Rowe** seconds this motion.

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

1. **Review of Handouts**
	1. Course Materials Fee
2. **Approval of Minutes**
	1. **Paulina Macias** motions to approve the 01/08/20 minutes and **Jackie Markt-Maloney** seconds the motion.

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

1. **Discussion and Approval of Course**
	1. **Nicole Corona Diaz** reviews the proposed fee for the course and says that there are pros and cons to the fee.
	2. **Nicole Corona Diaz** mentions student who commented that they purchased materials for the course that totaled less than $60 and asks the committee for thoughts.
	3. **Karen KP Patron** asks if the committee can approve the fee with the stipulation of renewal in order to receive feedback from students who pay the fee. **Nicole Corona Diaz** responds by saying that she is not sure but can send concerns to the Chancellor.
	4. **Deb Geller** suggests not approving the $60 fee but approving a $45 fee instead because $15 of the $60 course fee goes to a $15 grocery store gift card which is given back to the student. **Jackie** **Markt-Maloney** strongly agrees with the idea with the stipulation that there is an option for students who cannot pay the fee at all.
	5. **Nicole Corona Diaz** introduces the idea that fee assistance for students who cannot afford to pay the course fee be made known publicly by the department.
	6. **Karen KP Patron** suggests making a collaboration with another grocery store other than Whole Foods.
	7. **Paulina Macias** likes the idea of making a collaboration with another store but believes there may not be enough time to do so between now and next quarter.
	8. **Atreyi Mitra** asks if approval by the Chancellor must be submitted by January 15. **Nicole Corona Diaz** responds by saying that as long as the Chancellor submits an approval by January 23, it is fine.
	9. **Deb Geller** asks the committee if it would be effective to implement the course fee in spring or during the 2020-21 year and mentions that it might not be possible to incorporate into financial aid. **Carina Salazar** says that it is possible for the student to submit an adjustment for financial aid to include fees related to course material.
	10. **Karen Rowe** moved to recommend to the Chancellor approval of the Physiological Sciences 7 requested course fee for spring 2020 in the reduced amount of $45.00, not to include funding for the “gift card,” and stipulating that before enrolling students be informed of financial assistance, if needed, and how to apply for adjustments to existing financial aid to cover the fee. **Karen KP Patron** seconds this motion.
	11. **Nicole Corona Diaz** agrees to send recommendation letter to the Chancellor either tonight or on Thursday, January 16.

*8 approve, 0 disapprove, 1 abstains to advise the Chancellor to approve a $45 course fee.*

1. **Review SSF Unallocated Account/ Perm & Temp Scenarios**
	1. **Nicole Corona Diaz** opens the Excel document ‘Perm and Temp Scenarios.’
	2. **Ellen Hermann** leads the discussion on perm & temp scenarios by introducing two scenarios where one is a 0% increase and one is a 3% increase. Realistically, the annual increase in SSF would be between 0-3% in the coming years. Permanent budget will be going down because there is a reserved portion of the revenue allocated for employee benefits and merits.
	3. **Karen Rowe** asks why the 3% increase is a steady percentage. **Ellen Hermann** says that for the last several years, UCOP has mandated that 3% of permanent staff salaries must be allocated for merit and benefits annually.
	4. **Karen Rowe** expresses concern about merits and merit increases relating to the 3% increase, which should be based on employee review, but in recent years act as cost-of-living adjustments for everyone. **Ellen Hermann** says that the 3% increase is not given out to each employee individually and **Deb Geller** adds that a 3% increase is only an average number.
	5. **Ellen Hermann** shows a scenario with a 0% increase for future SFACs and that there will be a baseline budget of $2 million for each future year.
	6. **Deb Geller** asks if the $2 million will cover the merits and benefits aspect of the budget. **Ellen Hermann** says with her projections, merits and benefits would be covered, but it is hard to project.
	7. **Ellen Hermann** advises not giving out $2 million in the first year and suggests that $1.5 million should be the maximum for the first year. **Jackie Markt-Maloney** agrees with giving a larger amount to future years.
	8. **Kevin Kilgore** asks if there can be consistency going forward that will allow money to come in. **Ellen Hermann** says it is difficult to predict what the increase will be and wants to emphasize the 2021-22 year and **Christine Wilson** and **Karen Rowe** agree to the notion to focus on 2021-22.
	9. **Karen Rowe** raises a concern regarding permanent funding and suggests advising the Chancellor on the review of permanent allocation resources.
	10. **Deb Geller** strongly recommends that the committee not advise departments on how to use their permanent fund allocation.
	11. **Karen KP Patron** favors finding new funding sources so funding requests can be met without cutting anything out.
	12. Due to the broad nature of the topic, **Nicole Corona Diaz** suggests that this agenda item be discussed in further detail with structure during future meetings.
2. **Discussion and Approval of Unit submissions**
	1. **Nicole Corona Diaz** opens the Excel document ‘BRC Spreadsheet for Student Services Fee Funding (2019)’ in Box and reiterates that the point of unit submissions is not to make decisions for units but note any concerns so that the committee can decide together.
	2. **Ellen Hermann** advises that whole programs be priorities for funding rather than individual line items to avoid partial funding. **Karen Rowe** challenges by saying that there can be insufficient justification for some unit/program line item requests or, given budget constraints, increases.
	3. **Nicole Corona Diaz** says that it is important to read the supplemental documents from funding requests to help understand what funding will be used for.
	4. **Deb Geller** strongly encourages financial support for priority programs as a whole rather than prorating cuts across the board.
	5. **Nicole Corona Diaz** proposes the idea that 2-3 people present their unit recommendations in future meetings.
	6. **Nicole Corona Diaz** informs the committee that everyone has access to unit request spreadsheets in Box.
	7. **Jackie Markt-Maloney** requests for guidance to approach unit recommendations. **Nicole Corona Diaz** advises to look at the priority number of each request.
	8. **Karen KP Patron** asks if it would be advised to personally reach out to units for more information. **Nicole Corona Diaz** says that information requests can be sent to her and she will send it to unit directors to ensure that all committee members are informed.
	9. **Atreyi Mitra** asks how do units receive funding if they are not funded by SFAC. **Nicole Corona Diaz** says that units are asked to give a brief answer in the funding request questionnaire in the event that their funding request is not approved.
	10. **Ellen Hermann** advises putting together a rubric or a guideline to help navigate unit submissions and organize the top priorities. **Christine Wilson** offers to help with this.
3. **Announcements**
	1. No announcements
4. **Adjournment**
	1. **Atreyi Mitra** motions and **Deb Geller** seconds to adjourn the meeting at 6:32 pm.