**Student Fee Advisory Committee**

**1:00-3:00pm**

**Friday, November 20, 2020**

**Virtual Meeting**

**Attendees:**

Graduates: **Jackie Markt-Maloney, Gaby Barrios, Paarth Shah, Laxman Dahal**

Undergraduates: **Atreyi Mitra, Bradley Alvarado, Devanee Matcham, Samantha Solemnidad**

Administration: **Carina Salazar,** **Erinn McMahan, Charles Turner**

Faculty Rep: N/A

SFAC Advisor: **Christine Wilson**

APB Advisor: **Ellen Hermann** (absent)

**Atreyi Mitra** called the meeting to order at 1:02pm.

1. **Community Sharing – One favorite quote/mantra and why**
	1. **Atreyi Mitra** opened the floor for the committee to share their favorite quote/mantra and why.
2. **Approval of Agenda for Week 7**
	1. **Bradley Alvarado** motioned and seconded to approve the agenda. **Paarth Shah** seconded. The agenda was approved unanimously.
3. **Approval of Minutes for Fall 2020 Week 5 (11/06/20)**
	1. **Gaby Barrios,** motioned and **Paarth Shah** seconded to approve Week 5 (11/06/20) minutes. The minutes were approved unanimously.
4. **Finish reviewing drafted SFAC 2020 Unit Review Questionnaire**
	1. **Atreyi Mitra** shared the Unit Review Questionnaire with the committee to discuss questions, format and word limit per questions. The committee discussed the questionnaire in depth per sections and made live edits. The committee decided on 14 to 15 questions with a 500 word max per question. **Gaby Barrios** made a motion to approve the document including logo and hyperlinks. **Bradley Alvarado** seconded the motion. There were no objections from the committee and the motion passed.
5. **Reviewing of SSF Request Form**
	1. **Atreyi Mitra** shared the SSF Request Form with the committee to discuss. **Bradley Alvarado** and **Erinn McMahan** shared that they are ok with going with a template that has been used in past years. **Jackie Markt-Maloney** made a motion to approve the SSF Request Form with minor grammatical and formatting edits. **Laxman Dahal** seconded the motion. There were no objections from the committee and the motion passed.
6. **Finish reviewing SFAC 2020 Call Letter**
	1. **Atreyi Mitra** shared the SFAC 2020 Call Letterwith the committee to discuss and make live edits. **Carina Salazar** made a motion to approve the SFAC 2020 Call Letter with small formatting changes. **Paarth Shah** seconded. There were no objections from the committee and the motion passed.
7. **Announcements**
	1. Subcommittee meetings (stipend + charter/bylaws) - **Atreyi Mitra** asked **Charles Turner** if he would like to join a subcommittee. **Charles Turner** accepted. **Atreyi Mitra** asked the subcommittees to meet within the next two weeks before the next SFAC meeting.

**Paarth Shah** made a motion to adjourn the meeting and **Samantha Solemnidad** seconded. The meeting adjourned at 2:54pm.