STUDENT FEE ADVISORY COMMITTEE MEETING

2121 Murphy Hall

Tuesday, September 29, 2015

**Attendees Present:**

Graduates: Manpreet Dhillon, Erik Peña (Chair), Nicole Robinson, and Theresa Stewart

Undergraduates: Ashraf Beshay, Moneel Chand, and Angela Yip

Administration: John Bollard, ASHE Student Health Center

Maureen Wadleigh, Associate Director, CRA

Advisor: Marilyn Alkin

Rebecca Lee-Garcia, Academic Planning and Budget (Ex-Officio)

Absent: Alexia Gonzalez (Undergrad Rep)

Thomas Vondriska, Associate Professor (Faculty Rep)

Nancy Greenstein, Director of Police Community Services (Admin Rep)

**Call to Order:**

The meeting was called to order at 11:13a.m.

1. **Approval of Agenda**
   * 1. A motion by ***Nicole Robinson*** and seconded by ***Angela Yip*** to approve the agenda. The vote passes unanimously.
2. **Review of Handouts**
   * 1. The 2015-16 SFAC Roster
     2. The meeting minutes from 05/26/15 and 06/02/15
3. **Review of Minutes**
   * 1. A motion was made by ***Nicole Robinson*** and second by ***Angela Yip*** to approve the 05/26/15 minutes. The votes resulted in five to approve and four votes to abstain. A motion was made by ***Nicole Robinson*** and second by ***Angela Yip*** to approve the 06/02/15 minutes. The votes resulted in five votes to approve and four votes to abstain.
4. **CSF Payment Approval**
   * 1. ***Erik Peña*** clarified and received the calculation of the membership cost from CSF. CSF is the overall umbrella of UCSA. The CSF membership cost comes out of student fees. Travel costs for CSF meetings comes from UCLA but travel costs to UCSA meetings comes from CSF.
     2. ***Nicole Robinson*** movesto approve the payment and is seconded by ***Ashraf Beshay*.** The vote passes unanimously.
5. **Sub Committee Selection- Four committees**
   * 1. Compensation Policy and Accountability subcommittee will be blended together- ***Erik Peña, Angela Yip, and Nancy Greenstein*** will be on this subcommittee. The chair will be determined internally.
     2. The PRG (Project Review Group) subcommittee attends 1 two-hour meeting of the PRG. ***Nicole Robinson*** and ***Alexia Gonzalez*** will be on this subcommittee.
     3. Call Letter subcommittee sends the letter requesting applications for funding. ***Alexia Gonzalez, Theresa Stewart***, ***Ashraf Beshay, Thomas Vondriska,*** ***and John Bollard*** will be on this subcommittee. The chair will be determined internally.
     4. Unit Director and Unit Review subcommittee is responsible for putting together the rubric and sending out the letter and Unit Review for all units. The subcommittee is responsible for a rubric and letter for the Units. The subcommittee will plan a meeting ASAP. ***Nicole Robinson, Moneel Chand, Manpreet Dhillon, and Maureen Wadleigh*** will be on this subcommittee. The chair will be determined internally.
6. **Unit Director Presentations and Unit Review Scheduling** 
   * 1. ***Erik Peña*** shared that one of the biggest issues over the previous years is to reduce biases of departments and recommended a brainstorm of ideas such as inviting unit directors to come into the meetings to make a presentation on their unit’s use of SSF and the unit’s goals and vision for the future. Another idea is to have half of the unit directors come this year and the other half next year.
     2. ***Nicole Robinson*** shared concerns of now adding a presentation to the unit reviews and funding requests. ***Marilyn Alkin*** asked if the unit review would be also requested this year. ***Maureen Wadleigh*** suggested that the presentation could accompany a unit review/executive summary that highlights the unit’s requests. ***Nicole Robinson*** asked for clarification for the need for unit review and presentations. ***Theresa Stewart*** explained that the unit director presentations accompanied by an executive summary may be a better way to communicate their needs rather than the unit review. ***Marilyn Alkin*** stated that if they invite directors, SFAC will need to invite all. ***Maureen Wadleigh*** recommended a 15min presentation and 5 min for questions. The subcommittee will determine the details for presentations.
     3. ***Manpreet Dhillon*** suggested that SFAC hold 2-3 presentations per meeting beginning week 4 of fall quarter to finish all departments in time. The units should have the call letter by the end of fall quarter or earlier. ***Marilyn Alkin*** recommended that the directors would provide an overview of who they are, how the funds are being spent, and their goals for the future.
     4. ***Maureen Wadleigh*** asked how the questions were last year and suggestions for the subcommittee to review this year. ***Theresa Stewart*** reviewed the unit review questions from last year. ***Angela Yip*** shared that the questions were good but the issue was that units were not providing adequate information. ***Theresa Stewart*** suggested that departments include data to help quantify the use of services in the executive summary. ***Maureen Wadleigh*** recommended providing a standardized form outlining the various funding sources for the unit. The subcommittee will determine the outline and recommended units dates to present and share it with ***Marilyn Alkin***.
7. **Vice Chair Nominations** 
   * 1. ***Erik Peña*** informed the committee of the responsibilities of the Vice Chairperson and must be on for a two year appointment and a student.
     2. ***Angela Yip*** nominated ***Ashraf Beshay,*** seconded by ***Nicole Robinson*** and was accepted by ***Ashraf Beshay.***
     3. ***Angela Yip*** nominated ***Moneel Chand,*** seconded by ***Nicole Robinson*** and was accepted by ***Moneel Chand***.
     4. ***Nicole Robinson*** nominated ***Manpreet Dhillon,*** seconded b***y Maureen Wadleigh*** and was accepted by ***Manpreet Dhillon.***
     5. ***Nicole Robinson*** nominated ***Theresa Stewart,*** seconded by ***Maureen Wadleigh*** and was respectfully declined by ***Theresa Stewart.***
     6. ***Erik Peña*** asked that all nominees review the Vice Chairperson roles and responsibilities.
8. **Finalize SFAC Regular Meeting Time**
   * 1. The meeting will be kept at 11am-1pm on Tuesday for fall quarter.
9. **Announcements**
   * 1. ***Erik Peña*** asked that SFAC members attend the breakfast with the Chancellor in the Faculty Center on Monday, Oct 5 from 8-10am to network and collaborate with other student leaders.
     2. ***Moneel Chand*** and ***Angela Yi*** shared that the Activities Fair went well. Talked to many first year and transfer students. Transfer students asked how they could get involved with SFAC. SFAC currently has one transfer student on the committee. Many students were intrigued and surprised because they didn’t know much about SFAC. ***Ashraf Beshay*** asked if there was a way SFAC could have open forums for students to learn about SFAC. ***Nicole Robinson*** recommended having USAC or GSA host these events.
10. **Adjournment**
    * 1. Motion was made by ***Ashraf Beshay*** and seconded by ***Nicole Robinson*** to adjourn the meeting. This vote was unanimous.
      2. Meeting was adjourned at 12:15pm.