STUDENT FEE ADVISORY COMMITTEE MEETING

A-239 Murphy Hall

Tuesday, January 06, 2015

**Attendees Present:**

**Graduates:** **Theresa Stewart (Chair), Erik Peña, Michael Soh**

**Undergraduates: Moneel Chand, Janay Williams, Angela Yip**

**Administration: Maureen Wadleigh, Associate Director, CRA**

**Nancy Greenstein, Director of Police Community Services**

**Advisor: Marilyn Alkin**

**Absent: Nicole Robinson (Graduate Rep)**

**Alexia Gonzalez (Undergraduate Rep)**

**Thomas Vondriska, Associate Professor (Faculty Rep)**

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

**Christine Wilson, Director, GSRC (Admin Rep)**

**Call to Order:**

The meeting was called to order at 2:10 p.m.

1. **Approval of Agenda**
   * 1. A motion was made by ***Nancy Greenstein*** to approve the 1/06/2015 agenda and seconded by ***Angela Yip***. The vote was unanimous.
2. **Review of Handouts**
   * + 1. User Fee Letter
       2. Course Material Fee
       3. SFAC Minutes from 12/10/14
3. **Review of Minutes and Process**
   * 1. A motion was made by ***Erik Peña*** to approve the 12/10/2014 minutes and seconded by ***Nancy Greenstein***. The vote was unanimous.
4. **Student User Fee Request Letter Review**
   * 1. ***Theresa Stewart*** and ***Michael Soh*** requested that SFAC review the recommendation letter they drafted to send to the Chancellor regarding the request for Data Fest.
     2. ***Angela Yip*** requested that the letter should include that although SFAC approves this fee to ensure attendance from those who register, organizations are encouraged to seek alternative funding methods to reduce charging students.
     3. ***Moneel Chand*** requested to remove the language in the letter stating that the request “meets the User Fee requirement” as it sets a precedent that future requests are approved due to the fact that the request meets the requirement. ***Moneel Chand*** reiterated that each user fee request is viewed as a unique circumstance, however SFAC urges future organizations to seek our creative alternatives for funding.
     4. ***Theresa Stewart*** will send the letter once more to SFAC for a final review.
     5. ***Michael Soh*** moved to approve the letter to be sent to the Chancellor, and seconded by ***Moneel Chand.*** The vote was unanimous.
5. **Course Material Fee – Neuroscience course**
   * 1. ***Moneel Chand*** stated that he did not approve this fee if it includes the cost to purchase lab coats because most students purchase their own lab coats.
        1. ***Janay Williams*** also clarified that most lab coats and goggles can be rented at a low cost if they forget their own.
        2. ***Moneel Chand*** also reviewed the cost and amount of gloves requested and found it reasonable.
        3. After further review of the request, it does not include the cost to purchase lab coats, only a cleaning fee for lab coats.
     2. ***Marilyn Alkin*** clarified that SFAC recommends the fee cost to the Chancellor, however, the department decides how to spend the funding incurred from the fee.
     3. ***Janay Williams*** stated that $55 is too much for a required course and prefers to lower the fee to $45.
     4. ***Theresa Stewart*** asked if SFAC had any further questions to ask the department or if SFAC could vote in favor to approve as is and recommending a reduction of the fee.
        1. ***Erik Peña*** wanted to know what was the departments’ back up plan if SFAC approves the request at a reduced cost.
        2. ***Maureen Wadleigh*** recommended informing the department that SFAC is prepared to recommend $45 to the Chancellor.
        3. After further discussion, SFAC did not have any further questions that would change their decision.
     5. ***Nancy Greenstein*** calls the question. ***Janay Williams*** moves to approve the course material fee with a change to the fee to $45 and is seconded by ***Angela Yip***. There was a vote to change the fee from $55 to $45. This vote was approved unanimously.
     6. ***Janay Williams*** moves to approve the course material fee for $45 as amended and is seconded by ***Angela Yip***. This vote was approved unanimously.
     7. ***Theresa Stewart*** and ***Michael Soh*** will draft the letter for next week.
6. **Compensation Policy Subcommittee**
   * 1. No updates. In the process of scheduling meetings and revising materials for SFAC to review.
7. **Template Unit Review/Funding Request Subcommittee**
   * 1. Unit review subcommittee will meet today.
     2. ***Moneel Chand*** will plan the Funding Request meeting.
     3. Student Affairs asked if there was request to provide a status report from units (specifically in regards to the funding received for the collaborative efforts between Career Center, Business Science Center, and Graduate Division) that were funded for the last two years. SFAC confirmed that they would like to receive a status report. The Business Center was not included in this year’s call letter and ***Theresa Stewart*** sent out the information to them.
8. **Announcements**
   * 1. Next week, SFAC needs to plan for the CSF meeting from February 21-22, 2015. Rooms are reserved. ***Theresa Stewart*** will contact Hotel Angeleno. ***Marilyn Alkin*** will order the food.
9. **Adjournment**
   * 1. Motion was made by ***Michael Soh*** and seconded by ***Erik Peña*** to adjourn the meeting. This vote was unanimous.
     2. Meeting was adjourned at 3:04pm.