**Student Fee Advisory Committee**

**3:00-5:00pm**

**Friday, February 12, 2021**

**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**

The meeting was not called to order.

1. **Community Sharing – What is one act of self-love you are going to do for yourself this weekend?**
	1. **Atreyi Mitra** opened the floor for the committee to share their one act of self-love.
2. **Approval of Agenda for Week 6 Winter Quarter 2021**
	1. **Laxman Dahal** motioned and **Devanee Matcham** seconded to approve the agenda. The agenda was approved unanimously.
3. **Approval of Minutes for Week 5 Winter Quarter 2021**
	1. **Bradley Alvarado** motioned and **Gaby Barrios** secondedto approve Week 5 minutes. The minutes were approved unanimously.
4. **SSF Permanent Budget Discussion**
	1. **Atreyi Mitra** opened the floor for the committee to discuss the SSF permanent budget. **Ellen Hermann** shared the permanent budget allocation spreadsheet with the committee on her screen and explained the categories on the spreadsheet. **Samantha Solemnidad** asked if CARE received permanent funding because when looking at their unit review and the spreadsheet, they are not requesting temp funds either. **Ellen Hermann** shared that CARE accounts are housed within CAPS and she would double check to see if they are receiving permanent funds and get back to the committee. **Gaby Barrios** asked about the Student Affairs unit reviews, since she did not receive one. **Ellen Hermann** shared that she will double to check about their unit review. **Christine Wilson** shared that she will ask VC Gorden when she and **Atreyi Mitra** meet with the VC next week. **Atreyi Mitra** and **Gabby Barrios** shared that they do not know how some units are using their funding or if it is a normal use of funding. **Ellen Hermann** shared that if the committee feels that the services the unit is providing align with the funding they are giving them, she personally does not think it is worth going into the line item. If the committee has questions regarding services provided then send follow-up questions to evaluate. She also shared that it would be helpful when the committee thinks about these questions, to evaluate what the answer going to cause them to do. Does the committee need answers to change their opinion of the unit, an answer to potentially reallocate funding, or just wondering about a specific thing. The questions should be interesting and useful. **Atreyi Mitra** asked the committee how can they be more intentional with their questions to the units. **Christine Wilson** shared that one thing that the committee can pay attention to is the long-standing permanent budget. **Bradley Alvarado** asked if the committee is allowed to give less than what the unit is asking for. **Atreyi Mitra** said yes. **Ellen Hermann** shared that in some cases giving half funding does not necessarily make sense, but should be determined on a case by case basis, however, yes you can give less.
5. **How to Read a Trend Report**
	1. **Atreyi Mitra** opened the floor for **Ellen Hermann** to discuss how to read a trend report. **Ellen Hermann** described how to read a trend report. She described that revenues are shown at the top, with permanent funding shown as “Perm Approp”, which means perm appropriations, or permanent revenues that the unit receives. “Temp Approp” will include the temp funding requests that were approved and sent to the units. In addition, since Student Affairs funds benefits centrally, SFAC may see additional Temp Approp funding as Student Affairs transfers in benefits funding for staff. She described that the next section shows expenditures. Almost all Salaries & Wage expenditures should be under the line “Total Staff”. She described the non-compensation expenditures that fall under the “Total Operating Expenses” sub-categories, and also mentioned that there are some expenses related to staffing that will fall under these categories. TIF will fall under “Communications” and charges for campus liability insurance will fall under “Services”. She explained that “Surplus/(Deficit)” is the balance of inflows and outflows for just that year. It does not include carryforward. Carryforward is shown towards the bottom, and is the amount that units have left over from the year before. It will usually equal the Ending Balance from the prior year. All carryforward is temp. Ending Balance is the Surplus/(Deficit) plus the carryforward. She described that some things to look for are large or recurring Surplus/(Deficits), and increases in Ending Balance. SFAC should compare the size of the ending balance to the amount of the unit’s expenditures, because although it may seem large, it might not be that large in comparison to their expenditures. She said that especially for FY19-20, some units may have higher than normal ending balances, due to Covid and the switch to remote. She said that the main thing to look at when reviewing the trend reports is does it line up with what the unit is describing in their unit reviews.
6. **Unit Review Break Out Rooms**
	1. **Atreyi Mitra** had the subgroups break out into their groups to;
		* Continue with group discussion of unit reviews
		* Finalize list of questions from last week’s unit review and this week unit review and send them to Christine and Atreyi
	2. **Samantha Solemnidad** shared that she will be creating a google drive for easy collaboration with her subcommittee, the committee and **Atreyi Mitra. Devanee Matcham** shared her concerns with one of her unit reviews and the use of their carryforward being used for renovations. **Gaby Barrios** shared her concerns with her unit reviews regarding employment.
7. **Announcements**
	1. **Atreyi Mitra** shared updates about the CSF meeting.

**Samantha Solemnidad** made a motion to adjourn the meeting and **Gaby Barrios** seconded. The meeting adjourned at 5:00pm.