**Student Fee Advisory Committee Meeting**

**Room 2206, Murphy Hall**

**4:30-6:30pm Tuesday, December 3, 2019**

Attendees:

Graduates: **Jackie Markt-Maloney, Denise Marshall, Brittnee Meitzenheimer**

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: **Janay Williams**

**Nicole Corona Diaz** calls the meeting to order at 4:38 PM.

1. **Approval of the agenda**
	1. **Karen** **Rowe** motions to approve the agenda and **Atreyi Mitra** seconds this motion.
	2. **Karen Rowe** motions to retroactively amend the date from “December 2, 2019” to “December 3, 2019” **Kevin Kilgore** seconds this motion.

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

1. **Review of Handouts**
	1. Subcommittee assignments
	2. Letter to the Chancellor
	3. Doodle Poll (link sent to email)
2. **Approval of Minutes**
	1. **Paulina Macias** motions to approve the 11/26/19 minutes and **Atreyi Mitra** seconds the motion.

***11/26/19 minutes APPROVED by unanimous consent.***

* 1. **Kevin Kilgore** motions to approve the motions to approve the 10/22/19 minutes and **Atreyi Mitra** seconds the motion.

***10/22/19 minutes APPROVED by unanimous consent.***

1. **Approval of Letter to Chancellor**

*Much of this discussion contains dialogue regarding the correction of clerical and grammatical errors that may not be reflected in the minutes.*

* 1. **Nicole Corona Diaz** asks group to read over the letter to the Chancellor for any suggestions of changes to be made.
	2. **Kevin Kilgore** asks if this letter will have consistency in the years.
	3. **Atreyi Mitra** suggests everyone read the Letter to the Chancellor on their own.

*The committee reads over the Letter to Chancellor.*

* 1. **Ellen Hermann** recites list of line item categories the committee did not recommend funding in year 2020 – 2021 to include, communications, mail, electronics, audio and visual equipment, food, IT software services, or marketing and promotional services.
	2. **Deb Geller** suggests disregarding these recommendations from the previous year committee and stay consistent with the information that was sent out on the call letter.
	3. **Christine Wilson** recommends SFAC to put language so that people understand that the line items had a specific financial purpose to allow units to move line items around as necessary.
	4. **Karen Patron** disagrees with **Christine Wilson** saying that thought process would be contradicting if we have specifically outlined things we will not fund.
	5. **Deb Geller** says salary, travel, etc... are things SFAC are not making cuts towards.
	6. **Ellen Hermann** asks **Nicole Corona Diaz** to elaborate when she mentions “parameters set by SFAC” in the letter.
	7. **Nicole Corona Diaz** says this wording was intentionally vague because we haven’t decided as a committee how exactly this new process will work. **Ellen Hermann** replies that the language needs to be as specific as possible when sending it out to units.
	8. **Nicole Corona Diaz** says we can all recognize making category wide cuts created issue.
	9. **Deb Geller** says to mitigate these unanticipated impacts we would like to grant department heads permission to reallocate the provided funds for programs that were provided partial funding or for which we approved only funding for the staff, in which the program expenses themselves were not approved. All of this would be subject to three restrictions: that our funds not be used for honorarium, professional development, and travel for career staff.
	10. **Nicole Corona** **Diaz** says department heads or directors should have the flexibility to redistribute funds.
	11. **Karen Rowe** is concerned people will purchase equipment such as a vehicle under the guise of transportation if given the flexibility.
	12. **Deb Geller** emphasized that some departments may find an avenue to use funding to purchase vehicle however, the exclusion of equipment would also preclude the purchase of a vehicle.
	13. **Deb Geller** motions to approve the Letter as edited **Carina Salazar** seconds the motion.
		1. **Atreyi Mitra** amends motion **Carina Salazar** seconds the amendment.

***Letter to Chancellor APPROVED by unanimous consent.***

1. **Approval of Subcommittee Assignments**
	1. **Nicole Corona Diaz** says everyone has the units that they are assigned and these are viewable from Box. Please contact her if there are any questions or concerns. Undergraduates are yellow, Graduates are blue, Administrative Staff are green. The committee will ascertain the details of subcommittee meetings in the next quarter.
	2. **Deb Geller** asks for clarification regarding assigned units and if they are being assigned just the units that need funding or all of the units. **Nicole Corona Diaz** responds there’s already a good idea of how many units will be requesting additional funding, based on the previous years’ funding request, and we will be reviewing all units.

**Karen Patron** motions to approve subcommittee assignment **Carina Salazar** seconds that motion.

***Subcommittee Assignments APPROVED by unanimous consent.***

1. **Approval of Winter Quarter Meeting Day/Time**
	1. **Nicole Corona Diaz** asks if **Deb Geller** could attend on Wednesdays until 6:30. **Deb Geller** replies she will only be able to stay until 5:30 on Wednesdays.
	2. **Brittnee Meitzenheimer** says she is able to commit to 4:30 – 6:30 on Wednesdays. **Brittnee Meitzenheimer** mentions talking to **Janay Williams** and she is able to make it from 5-6:30 on Wed.
	3. **Atreyi Mitra** ask if video calling is an option.
	4. **Denise Marshall** says she’s only available on Tuesdays and Thursdays and is available and prefers video calling if meetings are outside of those days.
	5. **Christine Wilson** says we haven’t done it before but Zoom is a good idea. Anyone who needs to call in can do so via Zoom.

*Committee updates Doodle Poll to tally votes.*

**Denise Marshall** motions to approve winter quarter meetings on Wednesdays from 4:30 – 6:30pm meeting time **Paulina Macias** seconds this motion.

***Winter Quarter Meeting are APPROVED with 11 votes to approve and one abstention.***

1. **Announcements**
	1. **Nicole Corona Diaz** says next quarter we will be finalizing all the amendments to the Charter and Bylaws. Master student amendments have already been approved. The letter to the Chancellor will be sent out late tomorrow. **Nicole Corona Diaz** reiterates the importance of coming in on time.
2. **Adjournment**
	1. **Denise Marshall** moves to adjourn the meeting and **Karen Rowe** seconds. The meeting adjourns at 6:23pm.