**Student Fee Advisory Committee Meeting**

**2323 Murphy Hall**

**Tuesday, October 2nd, 2018 from 5:00pm – 7:00pm**

**Present:**

Graduates: Jazz Kiang, Denise Marshall, Javier Rodriguez

Undergraduates: Neemat Abdusemed, Paulina Macias, Christina Wang, Nicole Corona Diza

Administration: Mike Cohn, Director of SOLE

Barbara Wilson, UCLA Housing & Hospitality

Faculty Rep: Karen Rowe, Professor

APB Advisor: Ellen Hermann (Ex-Officio)

SFAC Advisor: Marilyn Alkin, SFAC Advisor

**Absent**: Daniel Conklin, graduate rep

Deb Geller, Associate Dean of Students and Deputy Title IX Coordinator

1. **Called to Order**
	1. The meeting was called to order at 5:03pm by **Jazz Kiang**
2. **Approval of Agenda**
	1. Motioned to accept agenda made by **Neemat Abdusemed**
	2. Motion seconded to accept agenda made by **Christina Wang**
	3. There were not any objections to approve agenda
3. **Review and Approve Minutes for June 6, 2018**
	1. Minutes up for approval was from the last meeting of the previous year and **Jazz Kiang** stated that in practice those that did not attended the meeting usually abstain from voting on the minutes.
	2. Motion to approve the minutes from June 6th, 2018 was made by **Mike Cohn**
	3. Motion to second the minutes from June 6th, 2018 was made by **Neemat Abdusemed**
		1. All those in favor of June 6th minutes: 5 Approvals
		2. All those who oppose of June 6th minutes: 0 oppositions
		3. Abstentions of June 6th minutes: 4 abstentions
4. **Student User Fee Request**
	1. Department: Arts & Architecture
	2. Presented by Ellen Hermann
		1. Sculpture area fee already has existing fees
			1. $45 per quarter for space to use this space and the equipment in it – saws and other large equipment
			2. $100 per quarter for space, saws, and some other small equipment like nuts and bolts
				1. The request from Arts & Architecture is regarding additional materials (per item fee)
				2. There is an existing fee for the space but would like additional fee for more complicated/expensive materials. The department will purchase items, and the users will pay a fee for the item – essentially the department will “sell” the items to the students, making it more convenient and accessible for them to purchase these items.
				3. Primarily for Arts & Architecture Students (Primary audience are students and this is a voluntary fee that students may pay at their convenience)
				4. In regards to the request students can continue to pay the existing fees for the space and existing equipment, and then these new fees would be to purchase these new materials.
				5. **Neemat Abdusemed** asked if the students purchased the materials on their own would they be charged to use the space? **Ellen Hermann** answered that there is already an existing fee that has been applied to use the space.
				6. **Karen Rowe** had questions about space usage and **Ellen Hermann** stated students can continue to pay the existing fees for the space and existing equipment, and then these new fees would be to purchase these new materials.
				7. **Karen Rowe** asked if a storage space has been made available to sell these items. **Ellen Hermann** responded that because this proposal has not been approved these items are not being sold at this time.
				8. **Ellen Hermann** also stated that the department should not be making a profit off of these fees from students and the materials may possibly be sold at a subsidized as the fee would merely cover the purchase. The use of different materials varies between students depending on their projects.
				9. **Barbara Wilson** clarified that there are two fee proposals at this time. For the New Genres Lab, students are currently charged $50 a quarter and School of Arts & architecture is proposing that that fee goes up to $75.
				10. Proposals from the School of Arts & Architecture includes the Sculpture Area

Suggestion to apply fee for students to purchase items

* + - * 1. Digital Studio, similar to a print shop

Suggestion to apply fees to get things printed

* + - * 1. New Genre’s Lab

Currently have a $50 fee for access to pieces of equipment

Request to raise this to $75.00 but originally wanted this fee to be $100.00

The increase of the fee is due to the increase on cost of technology

**Neemat Abdusemed** asked how the price was lowered from $100 to $75.00 and **Ellen Hermann** confirmed that she would inquire about this beyond what was stated on the proposal “consulted with lab area manager”.

**Nicole Corona Diaz** asked how frequent is the life-cycle of the purchased equipment?

**Ellen Hermann** stated that the fee is not in correlation to a specific course which is why it is not a course materials fee. The fee that would be paid is a fee simply to use the equipment, and would make access to equipment more convenient and accessible for students.

**Jazz Kiang** stated that when departments are discussing implementing a user fee or course materials fee students are typically surveyed on small rather than large scales. Jazz Kiang also stated that it is on SFAC to deliberate the importance of these fees. Distinction between user and course materials fee request by Arts and Architecture has been submitted correctly, even if the wording may be potentially confusing regarding the word “lab” as lab is typically referenced as a chemistry lab, biology lab, etc.

**Christina Wang** asked if it is possible to opt-in to different levels of the fee. **Ellen Hermann** said she would suggest it to the Arts & Architecture department. It was also confirmed that the fee should be clarified due to the proposal stating that it would be assessed each quarter.

**Jazz Kiang** confirmed that the vote will take place next week **when Ellen Hermann** has the answer to the questions asked at today’s, 10/2/2018, meeting.

**Neemat Abdusemed** motioned to move this agenda item to next week and **Karen Rowe** seconded the motion to move this agenda item to next week. The motion was passed without objections.

1. **Budget Forecast**
	1. The budget forecast was presented by **Ellen** **Hermann** as she discussed the explanation of Perm & Temp Scenarios via the BOX (assumes 0% increase, assumes 5% increase), as well as the definition of benefits – health coverage, vision coverage, dental coverage, and the definition of Merit – 3% of staff salary is granted as merit increases (generally ends up being close to a cost of living adjustment). **Ellen** **Hermann** also stated that the approval for the merit increases applies only to permanently funded positions that are funded by Student Services Fees.
	2. **Mike Cohn** stated that Student Affairs collectively agreed to give 3% to any employee that scored 3 or above on their 1-5 evaluation, which was just about everybody.
	3. **Nicole Corona Diaz & Jazz Kiang** stated that there is not an unlimited pool of money but there are ongoing things that students benefit from & it is SFAC’s responsibility to make the decisions on where to push and pull. **Ellen Hermann** responded by saying units might be unable to continue funding the positions if SFAC does not continue distributing the temporary funds for particular positions. The SFAC committee will have to decide what they want to recommend.
	4. **Barbara Wilson** put this in context due to several programs wanting to expand their program due to the growth of population. At the time SFAC was really uncertain about the money SFAC was receiving so SFAC recommended that many departments stay as is. If these temporary funds are approved at a two-year cycle then in year three departments would come back and request to stay at existing levels or they would like to grow again and as a committee the options are made to keep them at existing, or it cant be afforded and need to come back, or based on funding we can allow the program to grow. Some funding are student positions which is an anomaly because it is non-career.
	5. **Ellen Hermann** followed-up stating that roughly 7 million dollars will be distributed to the units in temporary funding for requests. The only thing that will be received next year aside from benefits, merits, and other small commitments will be from the SFAC recommendations.
	6. **Ellen Hermann** also stated that temporary funds that have previously been approved are positions where there was a need by the students. If these positions were to be removed. Various departments may have to work harder to provide those services with fewer employees, or not able to provide the service.
	7. **Jazz Kiang** stated that the main takeaway is the following, an increase in the SSF or stagnant SSF changes everything, which brings you back to the conversation discussed earlier. The SFAC Committee works hard to keep SSFs low as possible for students but there campus need for ongoing services may necessitate an increase in the SSF
2. **Discussion of Preliminary Language for Soliciting Funding Requests and Doing Reviews for SSF Funds**
	1. **Jazz Kiang** proposed a 30-minute working session to discuss the unit review & soliciting funding requests
3. **Nominations for Vice Chair**
	1. **Jazz Kiang** informed that committee that only new members are eligible for vice chair which would be Nicole Corona Diaz, Paulina Macias, & Denise Marshall
	2. **Christina Wang** motioned to nominate the new members & the motion was seconded by **Karen Rowe.** The motion was passed without any objections.
4. **Appointments to Project Review Groups (PRG)**
	1. **Marilyn Alkin** informed the committee that the PRG looks at projects that are submitted and an undergraduate and graduate are represented on the committee
	2. The graduate student that volunteered to join this committee was **Denise Marshall** and the undergrad student volunteer was **Nicole Corona Diaz**
5. **Announcements**
	1. **Jazz Kiang** informed the committee that Daniel Conklin will be resigning from the SFAC Committee and Jazz Kiang will be working with the GSA president, Michael Skiles, to fill the vacancy
	2. **Jazz Kiang** informed the committee that he will be attending the meeting with EMG on Thursday morning
	3. **Jazz Kiang** reminded the committee that the Council on Student Fees meeting will be held on 10/6/2018 and Denise Marshall will be the official voting representative as Jazz Kiang will not be able to vote as he is the Chair of the Council on Student Fees.
6. **Adjournment**
	1. **Denise Marshall** motioned to adjourn the meeting at 6:59pm and this motion was seconded by **Neemat Abdusemed.** The motion was passed without any objections.