**Student Fee Advisory Committee Meeting**

**2325 Murphy Hall**

**5:00-7:00 PM**

**Tuesday, November 20, 2018**

**Present:**

Graduates: Jazz Kiang, Javier Rodriguez

Graduate Nominee: Zak Fisher

Undergraduates: Christina Wang, Neemat Abdusemed, Nicole Corona Diaz

Administration: Deb Geller, Associate Dean of Students and Deputy Title IX Coordinator, Mike Cohn, Director of SOLE

APB Advisor: Ellen Hermann (Ex-Officio)

Faculty Rep: Karen Rowe, Professor

SFAC Advisor: Marilyn Alkin (Ex-Officio)

**Absent**:

Barbara Wilson, UCLA Housing & Hospitality, Denise Marshall, Graduate, Paulina Macias, Undergraduate

1. **Call to Order**
   1. **Jazz Kiang** called the meeting to order at 5:13pm.
2. **Approval of Agenda**
   1. **Christina Wang** moved to approve the agenda. **Karen Rowe** seconded. With no objections, the agenda was approved by consent.
3. **Review and Approve Minutes** 
   1. **Nicole Corona Diaz** moved to approve the minutes on 11/06/18. **Christina Wang** seconded. With no objections, the minutes were approved by consent.
   2. **Nicole Corona Diaz** moved to approve the minutes on 11/13/18. **Javier Rodriguez** seconded. With no objections, the minutes were approved by consent.
4. **Winter Meeting Time**
   1. **Jazz Kiang** stated that he has not received all class schedules from the committee and opened the floor for discussion to make a decision. **Jazz Kiang** stated that Tuesday’s from 4:30-6:30pm is the preferred day and time and January 8, 2019 would be the first meeting of winter quarter. **Jazz Kiang** stated this date and time will be held tentatively until voted on.
5. **Review draft of Carry Forward SSF Funds Discussion** 
   1. **Ellen Hermann** stated **o**ne of the sentences in the draft letter that discussed reviewing the use of carryforward funds seemed very limiting, and APB would encourage a little more flexibility as long as units were still within the SSF guidelines. **Ellen Hermann** stated that it is within SFAC’s purview to comment on the permanent allocations, if they feel it is too high or too low, SFAC can recommend to grant additional funds or lower funding. **Ellen Hermann** stated that the process for reviewing carryforward should be outlined more clearly and probably allow more flexibility than what it sounds like in the sentence being discussed. **Karen Rowe** stated another concern that the sizable amount of carryforward generated many questions from people giving presentations and when the committee was reviewing proposals. **Karen Rowe** stated that for some units carryforward didn’t seem to be utilized from year to year. **Jazz Kiang** stated that some units carryforward was definitely a sizable amount and that SFAC shouldn’t get to a place where areas on campus apply for funds, with almost a subtle intention, of accumulating a carryforward that they can use on other matters. **Jazz Kiang** stated that he is not saying that areas on campus do that specifically, but there should not be a process that incentivizes that to happen. **Jazz Kiang** stated the committee does not want to be micro managers; to signal that the committee cares about carryforward as it can be used in positive ways but does not want it to be taken advantage by units to accumulate more and use it for other items. **Jazz Kiang** asked the committee for changes that would better reflect the conversation and a signal that the committee is proactive about carry forward. **Javier Rodriguez** stated that it makes it difficult due to flexibility, the way things come about each year, and asked if it would be conducive to allow the department to explain how they would approach carry forward, and/or create a form. **Jazz Kiang** stated that the committee is trying to get the answers asked by Javier Rodriguez with the documents and questions that are being submitted. **Zak Fisher** stated that as far as he can tell it is not binding the committee of anything necessarily as he thinks it is much better to be stricter first, then if the committee needs to be more flexible than the committee can do that. **Zak Fisher** stated Its never bad to put the absolute most serious position in a document than in fact deviating from that, from his perspective. **Ellen Hermann** stated that the mention of a form is a good idea but AP&B started a form and units often said everything is committed to various things and although the form is a good idea she is not sure how helpful the representation would be. **Ellen Hermann** stated that the language in the letter should be very clear, and as it is written in the letter, it sounds very strict, so if that s SFAC’s intention it needs to be very clear on how that is going to work. **Ellen Hermann** stated that units will probably come to the committee or to her about what is meant by the letter and that it should be very clear what it means, how the committee wants it to happen, and that she definitely supports the sentiment and would not suggest putting it in the letter being flexible. **Neemat Abdusemed** stated that she understands the two positions regarding flexibility and taking into consideration looking at the carryforwards. **Neemat Abdusemed** stated that carryforward is necessary as it allows her as an SFAC member to assess the budget better, to understand what the carryforward is used for, and to make a better decision about what the temporary funds will be used for. **Neemat Abdusemed** stated she believes this will make SFACs job a bit easier to have a better understanding of what the department is funded with. **Mike Cohn** stated this is the second year the SFAC committee has been very focused on carry forward, the message is getting out there, and if not it needs to get out to the various units. **Mike Cohn** stated a healthy suggestion to do rather than pinning departments in a corner and making them make up ways to tell whatever stories they’re going to tell, is to find out what percentage of a budget should be in terms of a carryforward as he believes some percentage makes sense as you don’t want to be paper-thin on your budget so that if something occurs you’ll go under. **Mike Cohn** stated it would be important to find out what that is and sharing it with the various departments and any department that is egregiously higher, stating that whatever the percentage is to discuss how to reduce high numbers of carryforward down as it may come off as embracing rather than punitive. **Ellen Hermann** stated that AP&B has been working on something not specific to SSF but something similar to that and it is still being discussed and she will have a conversation with Jeff & Rebecca to see if they have any guidelines for that. **Mike Cohn** stated this may not be ready to be sent out as a policy just yet. **Karen Rowe** stated that there were various categories where the committee had reservations for structural or maintenance items and looking at the carryforward to consider whether or not the uses and redistribution of those funds were being used for things that the committee wouldn’t normally be funding, even for new requests. **Jazz Kiang** asked if there was a need to amend or clarify a section regarding the language and if there is any need to specify permanent or temporary SSF funds in regards to the signal that SFAC is trying to portray. **Nicole Corona Diaz** stated that she understands why specifying temporary would be more helpful, especially due to all the writing each unit would have to put out, but would like to know for both, not to scrutinize every unit, but would prefer that both are mentioned and understands the additional work from the units because if there are very significant changes she would like that to be brought up. **Mike Cohn** stated that he does not know if the committee will wait to get guidance from AP&B for a percentage, but stated for example if it is 25% most units are well within the range and that would make a lot of this a moot issue and the other things to consider is a letter like this is giving notice and support that it doesn’t scare many units to spend money and there will be huge expenditures that units want for their dream things that are not allocated for if they think they may possibly lose that money. **Karen Rowe** stated that is what the letter says, it does not force units to forfeit their monies. **Mike Cohn** stated that Karen Rowe is correct, but even so units have never received a letter like this, so it will raise some alarm bells. **Marilyn Alkin** stated that by not specifying the temporary or permanent for that issue it leaves it open ended and for those people that want to submit permanent carryforward fine, for those who won’t, won’t. **Marilyn Alkin** stated for those who do not specify, you can ask them when they visit. **Marilyn Alkin** stated Mike Cohn is right by not scaring the units and to be careful that when communicating this to show the units that you’re looking at it and to not threaten the units and to have them explain if they have a carryforward and to take that into consideration when submitting funding requests. **Zak Fisher** stated he would be hesitant about speculating how units will react to what SFAC says and that the paragraph is true as it stands now and it is a dubious proposition to speculate with reaction as that might be problematic to how SFAC interacts with them and that this body is transparent and clear. **Zak Fisher** stated he thinks the wording is fine, but would not speculate about people being scared. **Ellen Hermann** stated that if a committee member notices something that they want to ask about above $9000.00 and is standing out, to ask her about that as some things she will be able to find out to help inform the committees questions or answer the questions. **Jazz Kiang** stated the committee spent a lot of time discussing this issue last year and would like to have it constructive this year. **Ellen Hermann** stated she recommends SFAC very clearly say 1, 2, 3 bullet points what the committee wants the units to do. **Christina Wang** stated this seems like a really long letter for the message SFAC is trying to convey, she thinks it is very clouded, and some things can be deleted in the beginning and there is room to make it more concise.
   2. **Javier Rodriguez** moved to approve the letter and send to the various units from the committee. **Christina Wang** seconded. 6 in favor, 0 oppose, 2 abstentions
   3. **Jazz Kiang** stated he would send this information out tomorrow.
6. **Preparation for Unit Presentations** 
   1. **Jazz Kiang** stated that in two weeks on December 4th, for those returning members last year Richard White had the committee put together a rubric for the presentations to score the units. **Jazz Kiang** stated that he is not necessarily proposing that, but would like to come up with a best approach so that each presentation doesn’t look completely different from that of other presentations, at least in questions that are asked for a presentation to be judged as fairly as possible. **Jazz Kiang** stated that for every presentation to make sure the information is saved somewhere regarding certain areas that SFAC knows is to their interests. **Christina Wang** stated that it would be helpful to see everyone’s responses. **Karen Rowe** stated that she seconds the idea regarding questions the committee would like to see regarding follow-up questions and even during the presentations. **Jazz Kiang** stated that he hears rejection regarding the rubric and a record to keep the notes that are taken online in an accessible place. **Jazz Kiang** stated that perhaps he’ll put together a guiding document to present to the directors. **Marilyn Alkin** stated that each of the sub-committees have specific groups that they are in charge of and if those units are the ones to present to the committee that particular sub-committee should be the ones looking at the documents ahead of time. **Jazz Kiang** stated that subcommittees should be familiar with the units and their documents that are visiting. **Jazz Kiang** stated Student Legal Services, Office of OmBuds Services, Spirit Squad, and requested subcommittees to review the documents of their units accordingly.
7. **Ad Hoc Subcommittees**
   1. **Jazz Kiang** asked the SFAC committee to breakout into their Ad Hoc groups and to use the last part of the SFAC meeting to provide updates on the work they have been doing. **Karen Rowe** stated that her subcommittees update is that they are finished. **Christina Wang** stated that she can send Jazz the documents to review. **Javier Rodriguez** stated that there was a conversation about compensation for the different committees but didn’t go into depth as this is something that may need to be held off. **Jazz Kiang** asked if he can provide an official update by next week.
8. **Announcement**
   1. **Marilyn Alkin** wished the committee a“Happy Holiday.”
   2. **Jazz Kiang** stated that for the student representatives because of the UC path issues to not submit any timesheets and hopefully they will find a resolution.
9. **Adjournment** 
   1. **Christina Wang** moved to adjourn the meeting. **Nicole Corona Diaz** seconded. The meeting was adjourned at 6:52pm. With no objections, the meeting was adjourned by consent.