STUDENT FEE ADVISORY COMMITTEE MEETING

3135 Murphy Hall

Wednesday, February 24, 2016

**Attendees Present:**

**Graduates:** **Manpreet Dhillon, Erik Peña (Chair), Nicole Robinson, and Theresa Stewart**

**Undergraduates: Moneel Chand, Ashraf Beshay, Alexia Gonzalez, and Angela Yip**

**Administration: John Bollard, ASHE Student Health Center**

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

**Maureen Wadleigh, Associate Director, CRA**

**Advisor: Marilyn Alkin**

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

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

**Call to Order:**

The meeting was called to order at 10:10 a.m.

1. **Approval of Agenda**
	* 1. A motion was made by ***Theresa Stewart*** and seconded by ***Ashraf Beshay*** to approve the agenda. The vote passes unanimously.
2. **Review of Handouts**
	* 1. Meeting minutes from 2/17/16
		2. Funding Request Rubric
3. **Review of Minutes**
	* 1. A motion was made by ***John Bollard*** and seconded by ***Theresa Stewart*** to approve the 2/17/16 minutes. The vote passes unanimously.
4. **Community Programs Office (CPO) Unit Presentation**
	1. **Antonio Sandoval**, Director of CPO and **Richard White,** student from CPO who brought materials
		1. Antonio apologized for arriving late due to his challenge to find the room. Currently CPO has 28 full time staff and 200-300 student employees per year. 5 key functions of CPO includes assisting with the admission of underrepresented students, assuring their retention and graduation, promoting civic engagement and commitment, promoting risk management and safety for students, programs, internships, and events and lastly, promoting wellness and appreciation services for underserved communities on campus. Each area has own way of doing things.
		2. Students play a large role running programs and working with SAIRO for evaluation and data collection.
		3. 3-5 CPO goals: Ensure their students have a post-graduation plan, make sure students graduate with healthier habits, improve CPO assessment efforts, promote services in demand, and replace equipment students use to ensure safety and complete academic work,
		4. Challenges: Funding such as minimum wage increase and full-time staff benefits and costs.
		5. Questions
			1. ***Angela Yip*** asked how CPO differs from other campus that have multicultural centers
				1. CPO is hosting a conference in June to share different approaches present on university campuses. It has become clear that UCLA’s CPO model is what campuses want. CPO is also presenting at NASPA and ACPA about their model. They will share how communities within CPO maximize their funds and resources for students.
5. **Funding Request template for review and ranking**
	* 1. ***Erik Peña*** stated that for the next few SFAC meetings, SFAC subcommittee groups 1-4 will present the funding requests for units they’ve reviewed, the entire SFAC committee will discuss the requests, and decide which requests will receive no funding, have medium priority, or high priority for funding. ***Theresa Stewart*** recommended that each group input their recommendations of high, medium, low and no funding.
		2. ***Theresa Stewart*** stated the funding request rubric ***Erik Peña*** emailed to SFAC is most useful when subcommittees review the funding requests. It also ensures that all funding requests are viewed consistently. ***Manpreet Dhillon*** asked if there needs to be another rubric for the group to use when subcommittees are presenting. ***Theresa Stewart*** stated that it isn’t necessary to have an additional rubric, but rather the subcommittees should have a standard presentation such as going through their high priority recommendations first.
		3. ***Maureen Wadleigh*** proposed a streamlined process, in which subcommittees present the high priority recommendations and explain why, based on the rubric. Then SFAC, as a group, discusses to determine the ranking which is then added to the master excel budget document. The medium and low difficult decisions may require a second review. ***Erik Peña*** stated if SFAC members miss any of the next decision meetings, they will be unable to add their vote.
		4. ***Erik Peña*** stated the motion that subcommittees willpresent unit funding requests prioritized by the groups, with the exception of Group 1, from high priority to no funding on the first pass and the second pass will be dedicated to budgeting recommendations to meet SFAC’s funding goals. Also, the Vice Chair will be responsible for inputting the recommendations on the master excel document.
			1. ***John Bollard*** moved and was seconded by ***Ashraf Beshay*** to approve the motion.
				1. ***Nicole Robinson*** also added that the second pass is dedicated to budgeting the recommendations with SFAC’s funding goals.
				2. ***John Bollard*** moved to vote approve the motion seconded by ***Theresa Stewart***. The vote passed unanimously.

**Enter EXECUTIVE SESSION**

***Nicole Robinson*** moved and was seconded by ***Theresa Stewart*** to enter Executive Session. The vote passed unanimously.

**Exit EXECUTIVE SESSION**

***Theresa Stewart*** moved and was seconded by ***Alexia Gonzalez*** to exit Executive Session. The vote passed unanimously.

1. **Spring Quarter Meeting Date/Time**
	* 1. Tuesdays from 4-6pm.
2. **Announcements**
	* 1. None
3. **Adjournment**
	* 1. A motion was made by ***Theresa Stewart*** and seconded by ***Alexia Gonzalez*** to adjourn the meeting. This vote was unanimous.
		2. Meeting was adjourned at 11:55 am.