STUDENT FEE ADVISORY COMMITTEE MEETING

2325 Murphy Hall

Tuesday, November 24, 2015

**Attendees Present:**

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

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

**Administration: Maureen Wadleigh, Associate Director, CRA**

**John Bollard, ASHE Student Health Center**

**Faculty: Thomas Vondriska, Associate Professor**

**Advisor: Marilyn Alkin**

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

**Absent: Ashraf Beshay (Undergrad Rep)**

**Nancy Greenstein, Director of Police Community Services (Admin Rep)**

**Call to Order:**

The meeting was called to order at 11:10 a.m.

1. **Approval of Agenda**
   * 1. A motion was made by ***Theresa Stewart*** and seconded by ***Nicole Robinson*** to approve the agenda. The vote passes unanimously.
2. **Review of Handouts**
   * 1. Meeting minutes from 11/17/15
     2. Summaries from SRC, SAIRO, & Facilities
3. **Review of Minutes**
   * 1. A motion was made by ***Theresa Stewart*** and seconded by ***John Bollard*** to approve the 11/17/15 minutes. ***Angela Yip*** abstained. The vote passes unanimously.
4. **Unit Visits** 
   * 1. **Scholarship Resource Center (SRC)**
        1. Angela Campbell, Director of SRC
        2. Role of SRC –As a hybrid of Student Affairs and Undergraduate Education, SRC provides support for all students regardless of their financial aid to locate private sources of funding to help students to graduate with less debt. Support all UC students and staff and faculty and community (on a limited basis). Provide writing support to develop strong essays and letters of recommendation. SRC markets their information through list servs, social media, and are the process of updating the website. Fall survey goes out to all constituents who have utilized their service in the previous 2014-2015 year. The majority of their staff positions are paid through student services fee.
        3. Questions
           1. ***Thomas Vondriska*** asked about their process in regards to philanthropy.

Their development officer gathers donors and SRC identifies students who meet the requirements.

* + - * 1. ***Moneel Chand*** asked what happens to untapped scholarships.

Awards administered by SRC are allocated to students and zeroed out.

* + - * 1. ***Moneel Chand*** asked if they collaborate with UCLA college departments.

Staff are assigned to different departments to ensure students are reached.

* + - * 1. ***Moneel Chand*** asked if there are demographics statistics for certain scholarships.

SRC could pull the data but would need to wait for the completion of the fall survey to have more accurate data.

* + 1. **Student Affairs Information and Research Office (SAIRO)**
       1. Kristen McKinney, Director of SAIRO
          1. SAIRO’s core mission is to benefit the student experience. They provide information and insight of students for the campus to evaluate and improve their services. One role includes the administration and collection of research and surveys for the entire campus. Another role includes projects to collect information using other methodologies when focusing on smaller student populations. Assessment support for student affairs and stakeholders to help them gather good data to drive improvement and show what they are doing well. Graduate students make up half of staff. Solicit student input in survey administration.
       2. Questions
          1. ***Moneel Chand*** asked who use SAIRO the most.

Student affairs including Ashe, BRC, and Recreation. Many units don’t use their services as much after attending trainings.

* + - * 1. ***Angela Yip*** asked how students groups use SAIRO.

Students utilize to gain information about campus or to improve their programs.

* + - * 1. ***Angela Yip*** followed up asking whether students have access to existing data from assessment that other campus entities have done.

Students can have access following a consultation with SAIRO.

* + - * 1. ***Thomas Vondriska*** asked what type of assessment methods SAIRO uses other than surveys.

Depending on their need: utilization, satisfaction, or outcomes. Beyond surveys they use direct measures that are more time intensive.

* + - * 1. ***Moneel Chand*** asked if data is collected on Pacific Islanders and Native American as a separate population.

Yes, they try to desegregate the population.

* + - * 1. ***Moneel Chand*** asked if there was a way students could have a survey portal to create their own surveys.

Users will need consultation from SAIRO then can utilize Campus Labs Baseline survey services.

* + 1. **Facilities**
       1. Kelly Schmader, Assistant Vice Chancellor of Facilities Management
       2. Facilities provides services including grounds landscaping, custodial service, renovation, and HVAC systems. Funds received through Student Services Fee may only be spent on student fee space. The Project Review Group (PRG) vote on how to spend the funding.
       3. Questions
          1. ***Maureen Wadleigh*** asked if the projects proposals submitted this year will be implemented the following year.

Yes.

* + - * 1. ***Moneel Chand*** asked for examples of future projects.

PRG has received a submission for Royce Hall and anticipates one for swimming pool maintenance.

* + - * 1. ***Theresa Stewart*** asked for clarification of their other funding sources.

State supported funds are used to maintain state funded space. The energy conservation projects are paid back in the saved energy. Recharges come from non –state funded departments.

1. **Winter Quarter Meeting Day and Time**
   * 1. Wednesdays from 10am-12pm.
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 12:46 pm.