STUDENT FEE ADVISORY COMMITTEE MEETING

A-239 Murphy Hall

Monday, March 11, 2013

**Attendees Present:**

Graduates: Meg Babakhanian (Chair), Alison Winje, Randy Mai, MaryTheresa Pendergast

Undergraduates: Darren Ramalho, Jas Kirt, John Joanino, Mallory Valenzuela

Administration: Kathleen Copenhaver, Associate Registrar

Christine Wilson, Director of the Graduate Student Resource Center

Nancy Greenstein, Director of Police Community Services

Faculty: Kym Faull, Semel Institute professor

Ex-Officio: Rebecca Lee-Garcia, Academic Planning and Budget

SFAC Advisor: Marilyn Alkin, Special Assistant – Student Affairs

**Call to Order:**

The meeting was called to order at 10:07 a.m.

**Handouts:**

* Agenda for March 11
* Draft minutes from March 4
* Permanent budget trend spreadsheets
* APB response to transcript discussion
* 2012 call letter for temporary funding
* Chancellor’s response letter regarding the PRG recommendation
* Request for temporary funding worksheet FY 2013/14
* SFAC temporary request worksheet
* Guidelines for implementing student service fee funding
* UCLA student user fee policy
* Budget forecast summaries

**Approval of Agenda:**

* A motion was made by ***Darren Ramalho*** and seconded by ***MaryTheresa Pendergast*** to approve the agenda. This vote was unanimous.

**Review of the Minutes:**

* A motion to approve the 3/11/2013 minutes as amended passed with 3 abstentions.

**Transcript Fee Response:**

* APB will ensure in the future that transcript fee increases are provided to SFAC for their information.

**Course Discussion/Funding Guidelines:**

* The committee is waiting for information on credit bearing courses being given by student fee funded units and how they are being funded.

**Call Letter Discussion & Finalization:**

* ***Rebecca Lee-Garcia*** addressed an earlier discussion on whether or not units are able to calculate their anticipated benefits increases, and told the committee about a form available to the units that helps them calculate their increases. She said that units should calculate their increases and include that amount in their requests to SFAC.
* ***Christine Wilson*** helped to clarify the point that units should only factor in the anticipated benefits increases into their request for new staff positions that they are requesting funding for, not existing employees.
* There was some discussion about how these increases should be calculated; through a formula or through a percentage. ***Rebecca Lee-Garcia*** said she was unsure if there was a specific percentage that could be used to calculate increases and will find out. ***Christine Wilson*** pointed out that using an arbitrary percentage to predict benefits cost is highly inaccurate for smaller units.
* The entire committee edited the temporary funding call letter. It was clarified that even units that are not currently receiving student service fee funds will be eligible to apply for temporary funding.
* Chairperson ***Meg Babakhanian*** reviewed the final letter with the committee. ***John Joanino*** asked for clarification on the sentence, “Divisions should prioritize requests for multiple units.” ***Christine Wilson*** explained that by asking divisions to prioritize the requests that come from their units, it can limit the impact of having to deny ongoing temporary requests in the future. The committee will not have to fund based on what the division’s priorities are, but it can be helpful information when deciding which requests are the most pressing.
* The committee as a whole reviewed and edited the temporary funding request questions. ***Kym Faull*** moved to approve the call letter and attachments. ***Randy Mai*** seconded the motion, which passed unanimously.

**Benefits Discussion:**

* ***Rebecca Lee-Garcia*** distributed a list of all the SFAC’s current permanent funding commitments, and let the committee know that should they decide to fund benefits increases as they have in the past, these position’s increases would all be covered in FY 2013/14
* ***Christine Wilson*** made a motion to cover the incremental increase in benefits costs. ***Randy Mai*** seconded the motion, which passed unanimously.
* ***Rebecca Lee-Garcia*** stated that funding the benefits increases for two years helps the units plan their budgets more effectively. ***Christine Wilson*** and ***Kathleen Copenhaver*** agreed that two years of funding seemed more reasonable.
* ***Kym Faull*** moved to fund benefits increases for two years. ***Mallory Valenzuela*** seconded the motion, which passed with two abstentions.
* ***Kym Faull*** asked why there was such a discrepancy from year to year in 20002 funding for the office for the Vice Chancellor for Student Affairs. ***Rebecca Lee-Garcia*** said she would look into it.

**Unit Review Summaries**

* ***MaryTheresa Pendergast*** said that her group had only recently received the Community Housing Office’s responses to their questions, and were still waiting on responses from the Office Technology Center
* ***Kathleen Copenhaver*** reiterated that the committee did not necessarily need to submit questions to each unit, but rather just an acknowledgment that they received the review, and comments or questions as necessary.
* Each subcommittee will send out letters to the units they reviewed.

**Announcements:**

* The meeting time for spring quarter will be on Thursdays from 4pm-6pm.
* ***Randy Mai*** told the committee that at the last SHAC meeting they elected a new chairperson. They also discussed SHIP again, and announced that UCLA will be facing a 25% instead of 20% increase in SHIP premiums. He also informed the committee that SHAC is trying to become a registered student organization, so they are revisiting their charter and bylaws. Currently, SHAC is classified as a committee. Becoming a student organization would give them access to funding and a faculty sponsor.
* ***Christine Wilson*** pointed out that this may be problematic for them, since they are an advisory committee with a limited and restricted membership and a certain role on campus. Becoming a student organization would require their constitution to state they are open to all students.
* ***Marilyn Alkin*** pointed out that SHAC is under SFAC, and if they become a registered student organization they will lose the stipend funding they receive from SFAC. Groups cannot receive funding from both SFAC and the Center for Student Programming.
* It was unclear to the committee what the benefit would be to SHAC if they became a registered student organization. ***Christine Wilson*** stated that if they needed funding to do more outreach or host informational forums, they could always request funding from SFAC for those activities. This would be much more consistent with their role as a student advisory committee. ***Marilyn Alkin*** brought up that they could even make the request through the Ashe Center, and Ashe could ask for funding from either Student Affairs or SFAC.
* ***Randy Mai*** went on to announce that the Ashe Center has hired someone for the smoking cessation counseling program, Melissa Sullivan.

**Adjournment**

* The meeting was adjourned at 11:30AM