**Student Fee Advisory Committee**

**3:00-4:00pm**

**Tuesday, January 18, 2022**

**Virtual Meeting**

**Attendees:**

**Graduates:** Michelle Luna, Gaby Barrios, Paarth Shah, Zuleika Bravo

**Undergraduates:** Samantha Solemnidad, Luis García, Karina Mara

**Administration:** Carina Salazar, Erinn McMahan, Charles Turner

**Faculty Rep:** Dr. Alison Chu

**SFAC Advisor:** Christine Wilson

**APB Advisor:** Judy Huang

**Gaby Barrios** called the meeting to order:

1. **Approval of Agenda**
	1. **Paarth Shah** made a motion to approve the agenda. **Karina Mara** seconded the motion. The motion passed unanimously.
2. **Approval of Fall Quarter Week 5 Minutes**
	1. **Samantha Solemnidad** made a motion to approve the agenda. **Carina Salazar** seconded the motion. The motion passed unanimously.
3. **Plan for Quarter and Expectations (Unit Review)**
	1. **Gaby Barrios** shared that she and **Christina Wilson** will be meeting with Rebecca Lee-Garcia from APB to discuss budget details. Because the fiscal year closed late, they do not have this information yet and everything was pushed back. In the meantime, the committee will be looking over the unit review questionnaires. The deadline for units to send back their responses is January 24. Last quarter, the committee was assigned certain units and trend reports to review. Once the questionnaires are received, the committee will read through them and create a small report. **Gaby Barrios** added that since winter quarter scheduling was so difficult, it was really important that work gets completed outside of the SFAC meetings. Each person will have to draft a report on their own. In traditional times, the committee would usually present on a PowerPoint for subgroups and then do the same presentation for the general group. This time around, the committee will do a quick presentation for their subgroups on their own time and then send everyone a written report or PowerPoint; the report/presentation just needs to have enough detail for the SFAC to understand it. **Gaby Barrios** added that this is a solution for having a one-hour meeting (vs. a two-hour meeting) that many on the committee can make. Technically, the SFAC has two meetings per week, however, not everyone is available to attend both meetings. The idea originally was to separate the committee into subgroups based on represented groups in the committee, but now the committee will breakout into groups based on availability. **Gaby Barrios** will send a template on how to draft a report, questions that need to be answered and certain things that need to be addressed. The goal for the unit review is to understand how those units are using SSF funding. That is why the committee crafted the questions very intentionally. If a unit is answering all questions in detail, note that. If answers are too vague and need more information, also note that. This quarter, the SFAC will be asking units again to send more information if needed. This information, is the most important part of the unit review because it is the only way to generally oversee how student services fee are being used. Next quarter, the committee will be sending out the call for funding request for temporary funds.

The meeting adjourned.