

**Student Fee Advisory Committee**  
**Thursday, October 27, 2022**  
**2:10pm-3:10pm**  
**Virtual Meeting**

**Attendees**

**Graduate Students:** Sidharth Srivastava,

**Undergraduates:** Luis Garcia-Chavez, Kevin Carranza

**Administration:** Charles Turner, Erinn McMahan

**Faculty Rep:**

**SFAC Advisor:** Christine Wilson, Burt Harris

**APB Advisor:**

**Absent:**

**Luis R. Garcia Chavez** retroactively calls the committee meeting to order at 2:15pm.

**1. Approval of Agenda**

- a. **Luis Garcia-Chavez** asks committee if they all have access to this meeting's agenda. **Luis Garcia-Chavez** states that the committee will discuss the entirety of the agenda but would like to begin with "Finalizing + Voting on Priorities".

**2. Finalizing + Voting on Priorities**

- a. **Christine Wilson** shares her screen to show the rest of the committee the "2022-2023 Potential Priorities" list.
- b. **Luis Garcia-Chavez** starts with the first priority—Inflation.
  - i. **Luis Garcia-Chavez** states that although the committee has discussed this topic previously, he would like to finalize the language.
  - ii. **Luis Garcia-Chavez** reads out the current working language which reads "SFAC is committed to mitigating the effects of inflation on units and students that is causing strains in budgets and household income."
  - iii. **Luis Garcia-Chavez** specifically asks **Christine Wilson** if the language is sufficient per her recommendations last meeting. **Christine Wilson** agrees that striking the word "alleviating" last meeting was a good idea and asks the opinion of the rest of the committee members about the current language.
  - iv. **Luis Garcia-Chavez** changes "mitigating" to "lessening".
  - v. **Charles Turner** suggests possibly striking "and household income" reason being that SFAC doesn't address people's incomes. **Charles Turner** adds that SFAC hopes to alleviate the impacts of the expenses associated with inflation.
  - vi. **Christine Wilson, Charles Turner, Luis Garcia-Chavez, Erinn McMahan, and Kevin Carranza** then go back and forth discussing what language is best.

- vii. **Kevin Carranza** then proposes the following language “SFAC is committed to lessening the effects of inflation on student fee-funded units.”
      - viii. **Luis Garcia-Chavez** asks the rest of the committee if anyone has any more edits to this section. No one does. The committee moves onto the next priority.
    - c. **Luis Garcia-Chavez** moves onto the second priority—Basic needs.
      - i. **Luis Garcia-Chavez** states that although the committee has discussed this topic previously, he would like to finalize the language and states that this is a continuation from last year.
      - ii. **Luis Garcia-Chavez** reads out the current working language which reads “SFAC is committed to advocating for the material, basic needs of the student body in face of increased inflation. With particular concern on the needs of transfer, non-traditional, graduate students and other student populations who have been traditionally overlooked in the university.”
      - iii. **Christine Wilson** suggests removing “inflation” from this priority because this topic was already discussed in the previous priority.
      - iv. **Christine Wilson, Sidharth Srivastava, and Charles Turner** all advise and go back and forth about grammar and language.
      - v. **Luis Garcia-Chavez** and the rest of the committee decide on the following language “SFAC is committed to advocating for the material, basic needs of the student body with particular concern for the needs of transfer, non-traditional, graduate, and other student populations who have been traditionally overlooked in the university.”
      - vi. **Luis Garcia-Chavez** asks the rest of the committee if anyone has any more edits to this section. No one does. The committee moves onto the next priority.
    - d. **Luis Garcia-Chavez** moves onto the third priority—Virtual to in-person transition.
      - i. **Luis Garcia-Chavez** agrees with the comments made in the previous meeting about this priority potentially being somewhat redundant since the units have been dealing with this transition for over a year now.
      - ii. **Luis Garcia-Chavez** deletes this priority from the 2022-2023 Potential Priorities list. No objections from committee members.
    - e. **Luis Garcia-Chavez** moves onto the last priority—Lessening the reliance on temporary funds.
      - i. **Luis Garcia-Chavez** informs the committee members that the current language is from the 2020-2021 Unit Review Questionnaire and reads as follows “Due to the dwindling number of temporary funds, SFAC advocates for units to transition away from relying on temporary funds & create budgetary plans that will permanentize essential costs.”
      - ii. **Luis Garcia-Chavez** asks committee if anyone has any suggestions for the language.

- iii. **Charles Turner, Christine Wilson, and Sidharth Srivastava** all weigh in to assist with the language for this priority.
- iv. **Luis Garcia-Chavez** and the rest of the committee decide on the following language “Due to the dwindling amount of temporary funds, SFAC advocates for units to transition away from relying on temporary funds & create budgetary plans that will permanentize funding essential services.”
- v. **Luis Garcia-Chavez** asks the rest of the committee if anyone has any more edits to this section. No one does.
- f. **Luis Garcia-Chavez** thanks the committee for their input and informs the members that these priorities will be voted on when the committee reaches quorum. **Luis Garcia-Chavez** then looks over the agenda and moves onto the next item.

### 3. Going over Bylaws, Charter, and Guidelines

**Luis Garcia-Chavez** asks if **Christine Wilson** can pull up the Bylaws, Charter, and Guidelines.

- a. The committee starts with discussing the UC Student Services Fee Guidelines.
  - i. **Luis Garcia-Chavez** asks **Christine Wilson** if there are any particular areas in the guidelines that **Christine Wilson** would like to highlight.
  - ii. **Christine Wilson** mentions that one of the questions that regularly gets asked on the Unit Review is “How your student services funds, whether temporary or permanent, are being used in accordance with the student service fee guidelines.”
    - **Christine Wilson** continues by stating that this question is important because student fees are only to be used in certain ways and only for certain purposes.
    - **Christine Wilson** highlights that in 2010 the University of California made edits to the guidelines in order to be clearer about how student services fees could be spent due to some universities misusing these funds.
    - **Christine Wilson** reads a portion of the UC Student Services Fee Guidelines which states that “Student Services Fee revenue shall be used to support services and programs that directly benefit students and that are complimentary to, but not a part of, the core instructional program.” **Christine Wilson** also points out section 1 of the UC Student Services Fee Guidelines where there is a list of areas that the student services fees cannot aid.
    - **Christine Wilson** provides several examples to the committee of instances of funding and how the fees should be properly used.
  - iii. **Christine Wilson** continues by giving an overview of what else is expressed on the UC Student Services Fee Guidelines and what the committee’s purpose is.

- iv. **Luis Garcia-Chavez** asks **Christine Wilson** if she could go into more detail about the powers and rights provided to the committee.
  - v. **Christine Wilson** summarizes that the committee has a right to understand the information received, ask for additional information, ask for the information to be explained by those who know the material i.e. Academic Planning and Budget, all so that the committee makes the best possible and most informed decision.
  - vi. **Luis Garcia-Chavez** highlights a point brought up by **Christine Wilson** in that the committee can and should ask, especially if a unit does not provide enough detail, how the unit is planning on using the funds. **Luis Garcia-Chavez** also reminds the committee that they can request a guest speaker from the unit in order to receive more information prior to making any decisions. **Luis Garcia-Chavez** also notes that this cannot be done for every single unit but should be utilized if necessary.
  - vii. **Christine Wilson** notes that most units generally prefer to have an opportunity to speak to the committee and to clarify any points of question and highlights that this is not a punitive power that the committee holds.
  - viii. **Luis Garcia-Chavez** agrees with the points made by **Christine Wilson** and asks if the committee has any other questions regarding the UC Student Services Fee Guidelines. No questions were asked so the committee move onto to discuss the Charter.
- b. The committee shifts to discuss the Charter but in looking for the Charter, **Christine Wilson** pulls up the Bylaws instead and the committee discuss that. The following happened while searching for the documents.
- While **Christine Wilson** looks for the Charter, **Luis Garcia-Chavez** tells the committee that **Burt Harris** was promoted to hold a faculty position within the committee since **Carina Salazar** stepped down due to a promotion. **Luis Garcia-Chavez** welcomes and thanks **Burt Harris** for accepting the role and **Burt Harris** thanks the committee.
  - **Luis Garcia-Chavez** tells the committee that **Karina Mara** was unable to attend due to a previous engagement.
- i. **Christine Wilson** begins by highlighting that the most important part of the Bylaws is having a process in place. **Christine Wilson** then goes into detail about Article 1 of the SFAC Bylaws which is: Budgetary Process
    - **Christine Wilson** also goes over the process that **Luis Garcia-Chavez** put into place and reminds the committee of the following processes.
      - o Do a unit review earlier in the year so that there is enough time to over them and so there is enough context for when you have to send out a call letter. A call letter, explains **Christine Wilson**, is a call for funding requests.

- o **Luis Garcia-Chavez** also highlights the importance of a “trend report” and explains that it gives a snapshot of the costs, spending, and the budget of the student services fees that different units receive over time.
  - ii. **Christine Wilson** agrees with **Luis Garcia-Chavez** about the importance of trends reports and urges the rest of the committee members to ask questions if they don’t understand a section.
  - iii. **Luis Garcia-Chavez** asks if there are any questions about the Bylaws before they move on. No questions were asked.
    - **Luis Garcia-Chavez** reminds the committee that the Bylaws have to be revised and or reviewed every two years.
    - **Christine Wilson** suggests appointing a subcommittee to clean up the Bylaws if needed.
- c. The committee shifts to discuss the Charter.
  - i. **Christine Wilson** states that the most important part of the Charter is twofold: the resentment policy and the guidelines.
    - **Christine Wilson** continues by discussing the Charter in greater detail and highlights common and uncommon responsibilities that the committee holds.
  - ii. **Luis Garcia-Chavez** poses the following question “Are there any referendums.”
    - **Christine Wilson** answers by stating that she does not know of any active/current ones but reminds the committee that if there were to be any referendums, those proposing it must come and speak to the committee about it.
  - iii. **Christine Wilson** discusses who can/should be on the committee and how many members it requires.
    - The committee requires four graduate students, four undergraduate students, two student affairs administrators, one non-student affairs administrator, and one faculty.
    - **Christine Wilson** encourages that the active members try to enlist others to join so that the committee can achieve quorum.
  - iv. **Christine Wilson** states that the committee made changes to the bylaws about 2 or 3 years ago to allow transfer students and 1-year master students to be on the committee.
  - v. **Luis Garcia-Chavez** asks if there are any special rules regarding who can run for vice chair.
    - **Christine Wilson** answers by stating that according to Article III: Officers and Staff section G “A Vice Chairperson shall be in the first of a two-year appointment in order to provide institutional continuity for SFAC regarding discussions of ongoing projects between the Chairperson and the Vice Chairperson.”

- **Christine Wilson** states that despite this section in the Charter, SFAC has had transfer students become Vice Chair and tells the rest of the committee that she will make sure that there is an updated version of the Charter.
  - **Christine Wilson** continues by stating some of the responsibilities of the Vice Chairperson and mentions **Kevin Carranza** who has been nominated as Vice Chair but not been officially appointed due to not meeting quorum.
  - **Luis Garcia-Chavez** invites **Kevin Carranza**, once he's been officially appointed to Vice Chair, to attend meetings of the systemwide Council on Student Fees. **Luis Garcia-Chavez** reminds **Kevin Carranza** that these meetings are not mandatory but to attend if he can. **Luis Garcia-Chavez** also invites **Kevin Carranza** to join the planning meetings with **Christine Wilson**.
- vi. **Christine Wilson** points out section B in Article III which states "A representative from the Office of Academic Planning and Budget, appointed by the Chancellor, will participate in the deliberations of SFAC and will provide staff assistance to SFAC on planning and budgetary matters."
- **Christine Wilson** specifically points this out because this was unable to happen last year due to changes in the office but is something that needs to happen this year.
- vii. **Luis Garcia-Chavez** asks how many committee members are needed to reach quorum.
- **Christine Wilson** answers that 7 committee members are needed to reach quorum.
  - **Christine Wilson** and **Luis Garcia-Chavez** discuss if their current committee members have the potential to reach quorum and **Christine Wilson** proposes that if the committee wanted to determine quorum at their current voting membership of 5, everyone in the committee would have to agree.
- viii. **Luis Garcia-Chavez** asks the committee if anyone objects to having quorum with the current membership due to the amount of vacancies.
- No one objects but before the committee decides to officially vote on this, **Luis Garcia-Chavez** motions to retroactively call the meeting to order at 2:15pm and asks for a motion to approve the agenda.
  - **Kevin Carranza** motions to approve the agenda.
  - **Sidharth Srivastava** seconds the motion. The agenda is approved and current membership numbers indicate quorum.
4. **Luis Garcia-Chavez** asks for a motion to approve Week 4 committee meeting minutes.
- i. **Charles Turner** motions to approve Week 4 committee meeting minutes.
  - ii. **Kevin Carranza** seconds the motion. Week 4 minutes are approved.
5. **Luis Garcia-Chavez** asks for a motion for the election of the vice chair.

- i. **Erinn McMahan** motions for the election of the vice chair.
  - ii. **Charles Turner** seconds the motion.
  - iii. Since there is only one candidate and per the recommendation of **Christine Wilson**, **Luis Garcia-Chavez** asks if there is any object to **Kevin Carranza** being the Vice Chair.
  - iv. No objects were voiced. **Kevin Carranza** becomes SFAC's Vice Chairperson and will give a statement in the next meeting.
6. **Luis Garcia-Chavez** asks for a motion to finalize and vote on the priorities.
  - i. **Kevin Carranza** motions to finalize and vote on the priorities
  - ii. **Erinn McMahan** seconds the motion.
  - iii. No objections were voiced and the priorities are now finalized.
7. **Luis Garcia-Chavez** mentions that the committee will discuss the agenda item "Funding Projections" and "Term Reports" in the next meeting.

**Luis Garcia-Chavez** motions to adjure the committee meeting at 3:04pm.