

Student Fee Advisory Committee
Thursday, January 26, 2023
10am-12pm
Virtual Meeting

Attendees

Graduate Students: Sidharth Srivastava,

Undergraduates: Luis Garcia-Chavez, Karina Mara, Kevin Carranza

Administration: Carina Salazar, Erinn McMahan

Faculty Rep: Dr. Alison Chu

SFAC Advisor: Christine Wilson, Burt Harris, Charles Turner

APB Advisor:

Absent: Erinn McMahan

Luis R. Garcia Chavez calls the meeting to order at 10:05am.

1. Approval & Review of Agenda

- a. **Luis Garcia-Chavez** asks for a motion to approve the agenda for today's meeting
- b. **Charles Turner** motions to approve the agenda and **Sidharth Srivastava** seconds.
- c. Agenda is approved.

2. Sample Presentation of the Unit Reviews

- a. **Luis Garcia-Chavez** begins by explaining that he, co-chair **Kevin Carranza**, and **Christine Wilson** all spoke and decided that it would be best if **Luis Garcia-Chavez** presented first as a way to show the group how the planned presentations should go.
- b. **Luis Garcia-Chavez** explains that he was not able to go through both of his unit review analyses due to his busy schedule but will be presenting on the Graduate Student Resource Center for today's meeting.
- c. **Luis Garcia-Chavez** asks that the rest of the committee members to follow along and take notes to document how their presentations should go.
- d. **Luis Garcia-Chavez** now shares his screen and begins presenting:
 - i. The following are key points during **Luis Garcia-Chavez's** presentation on the Graduate Student Resource Center
 - Some of the center's biggest responsibilities include running the Graduate Writing Center, Graduate Orientation, and the Equity and Diversity Inclusion Day Activity (EDI)
 - The center assists both undergrad and graduate students
 - The SSF funds staff positions like: Student Programming Committee, Administrative Specialist, Assistant Director, Graduate Student Staff
 - Conducts a Tri-Annual Graduate and Professional Study Survey (last conducted in 2020)

- Collaborates with other student organizations to solicit feedback
 - Concerns about scarce permanent funding and possible overreliance on temporary funding
 - Due to COVID-19 there was an increase in technological costs as staff transitioned to work from home, now that staff is transitioning back to in office, unit should see a decrease in these costs
 - The Graduate Writing Center remains virtual
 - The Graduate Student Resource Center has seen an increase in prices due to overall inflation and higher minimum wages have increased staffing costs
 - As of July 1st, 2022, the Graduate Student Resource Center had a carryforward of about \$214,000 although Student Affairs recaptured some leaving about \$143,000, after their Fall quarter spending the Graduate Student Resource Center was left with about \$15,600
 - This is a slight concern considering how close the unit is to a possible deficit as pointed out by **Luis Garcia-Chavez**
- e. After the conclusion of his presentation, **Luis Garcia-Chavez** asks if the other members of the committee have any questions.
- f. **Sidharth Srivastava** asks how do you go about getting specific information?
- g. **Luis Garcia-Chavez** suggest looking first at the unit review questionnaire responses. **Luis Garcia-Chavez** follows up by asking if **Sidharth Srivastava** or any other members are having trouble accessing the unit review questionnaire responses?
- h. Most members say yes and **Luis Garcia-Chavez** and **Christine Wilson** let the committee know that they will re-add the links to the questionnaires in box.
- i. **Luis Garcia-Chavez** to answer **Sidharth Srivastava's** question, suggests looking at the responses in the unit's questionnaire and if the responses are not detailed enough to make a note where the unit should add more information.
- j. **Luis Garcia-Chavez** asks if any other members have any other questions.
- k. **Charles Turner** notes that how members present is up to them depending on their preferred style but noted that viewing a PowerPoint made it easier to follow along.
- l. **Charles Turner** also suggests using a style that best exhibits the information provided by the unit. As well as adding charts or any materials provided by the unit so that the rest of the committee can view the resources as well.
- m. **Luis Garcia-Chavez** agrees with all notes made by **Charles Turner**.
3. **Discussion of the Unit Reviews**
- a. **Luis Garcia-Chavez** explains that he would like the committee to come prepared to discuss their individual unit analyses and to be ready to present to the rest of the committee.
- b. **Luis Garcia-Chavez** explains to the committee that these presentations might go on for next few meetings.

4. Finalize Subcommittees

- a. **Luis Garcia-Chavez** pulls up the spreadsheet where the members of the committee got to decide which of the three subcommittees they wanted to join.
- b. **Luis Garcia-Chavez** explains what the three subcommittees are:
 - i. Bylaws/Charter Sub-committee
 - **Luis Garcia-Chavez** mentions that he will more than likely become the chair of this subcommittee
 - ii. Compensation/Stipend Sub-committee
 - **Luis Garcia-Chavez** mentions that per the charter bylaws this sub-committee must be chaired by the SFAC co-chair **Kevin Carranza**
 - Along with **Kevin Carranza**, **Christine Wilson**, **Charles Turner**, and **Sidharth Srivastava** will also join this sub-committee
 - iii. Social Media Sub-committee
 - **Luis Garcia-Chavez** explains that this also will be chaired by **Kevin Carranza** and will include **Burt Harris**
- c. **Luis Garcia-Chavez** asks **Karina Mara** and **Dr. Alison Chu** which committees they would like to join.
 - i. **Karina Mara** mentions that she's interested in joining the Bylaws/Charter Sub-committee.
 - ii. **Dr. Alison Chu** is happy to join either and **Luis Garcia-Chavez** places her in the Social Media sub-committee.
- d. **Luis Garcia-Chavez** asks for a motion to set up the Bylaws/Charter sub-committee.
- e. **Sidharth Srivastava** motions to set up the Bylaws/Charter sub-committee and **Kevin Carranza** seconds.
- f. **Luis Garcia-Chavez** asks for a motion to vote on the approval of the Bylaws/Charter sub-committee.
- g. **Sidharth Srivastava** motions to vote on the approval of the Bylaws/Charter sub-committee and **Kevin Carranza** seconds.
- h. **Luis Garcia-Chavez** asks if any member who is in support of this motion to raise their hand. Every member of the committee raises their hand and the motion is passed unanimously.
- i. **Luis Garcia-Chavez** asks for a motion to set up the Compensation/Stipend Sub-committee.
- j. **Sidharth Srivastava** motions to set up the Compensation/Stipend sub-committee and **Charles Turner** seconds.
- k. **Luis Garcia-Chavez** asks for a motion to vote on the approval of the Compensation/Stipend sub-committee.
- l. **Sidharth Srivastava** motions to vote on the approval of the Compensation/Stipend sub-committee and **Kevin Carranza** seconds.

- m. **Luis Garcia-Chavez** asks if any member who is in support of this motion to raise their hand. Every member of the committee raises their hand and the motion is passed unanimously.
 - n. **Luis Garcia-Chavez** asks for a motion to set up the Social Media Sub-committee.
 - o. **Kevin Carranza** motions to set up the Social Media sub-committee and **Sidharth Srivastava** seconds.
 - p. **Luis Garcia-Chavez** asks for a motion to vote on the approval of the Social Media sub-committee.
 - q. **Kevin Carranza** motions to vote on the approval of the Social Media sub-committee and **Sidharth Srivastava** seconds.
 - r. **Luis Garcia-Chavez** asks if any member who is in support of this motion to raise their hand. Every member of the committee raises their hand and the motion is passed unanimously.
5. **Prepare for Meetings with Vera & Rebecca**
- a. **Luis Garcia-Chavez** asks that the members of the committee begin to brainstorm questions they might have for Vera and Rebecca.
 - b. **Luis Garcia-Chavez** shares his screen and shows the committee what he has worked up as far as questions and asks if what he has is clear and sufficient for Vera and Rebecca's presentation.
 - c. **Charles Turner** mentions that the current list of questions is good and will create a good amount of responses that focus on the priorities.
 - d. **Luis Garcia-Chavez** thanks **Charles Turner** for his comments.
6. **Closing Remarks**
- a. **Luis Garcia-Chavez** reminds the members of the committee to send a professional headshot along with a bio description to **Kevin Carranza** as soon as possible.
 - b. **Luis Garcia-Chavez** asks that the sub-committees coordinate a meeting time outside of SFAC meetings so that everyone can start familiarizing themselves with their sub-committee responsibilities.
 - c. **Christine Wilson** suggests possibly making a tentative schedule to better plan who will present when and on what days. **Luis Garcia-Chavez** agrees with **Christine Wilson** and will make a spreadsheet for committee members to sign up when to present.
 - d. **Luis Garcia-Chavez** asks for a motion to adjure the meeting.

Sidharth Srivastava motions to adjure the committee meeting at 10:53am. **Charles Turner** seconds that motion. The motion passes unanimously and the meeting concludes.