

Student Fee Advisory Committee
Thursday, February 9th, 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: Charles Turner

Luis R. Garcia Chavez calls the meeting to order at 10:00am.

1. Approval & Review of Agenda

- a. **Luis Garcia-Chavez** asks for a motion to approve the agenda for today's meeting
- b. **Kevin Carranza** motions to approve the agenda and **Dr. Alison Chu** seconds.
- c. Agenda is approved.

2. Approval of Week 3 Minutes

- a. **Luis Garcia-Chavez** asks for a motion to approve week 3 minutes.
- b. **Kevin Carranza** motions to approve week 3 minutes and **Burt Harris** seconds.
- c. Week 3 minutes are approved.

3. Unit Review Presentation (Karina Mara)

- a. **Luis Garcia-Chavez** asks if **Karina Mara** is ready to present.
- b. **Karina Mara** says she's ready to present but did not have enough time to do a proper PowerPoint and apologizes for the lack of graphs.
- c. **Karina Mara** begins her presentation on Fraternity & Sorority Life (FSL), Office Technology Center, Dashew Center for International Students & Scholars, The Undergraduate Education Administration, and the Scholarship Resource Center.

i. Fraternity & Sorority Life (FSL)

▪ **Overview**

- a. Serves to house all of the Greek organizations at UCLA
- b. Strives to support all participants of the FSL with development opportunities such as GOLD
- c. Works closely with CARE, LGBTQ Resource Center, Residential Life, Student Health Education & Promotion, Center for Community Programs, Student Organizations Leadership & Engagement (SOLE), USAC, and GSA

▪ **Permanent & Temporary Funds**

- a. FSL separated from SOLE in 2011

- b. About \$500,000 in temporary funding
 - c. They are increasing permanent funding by \$10,000 increments and decreasing temporary funds
 - **Adhering to SFAC Priorities**
 - a. There was no number associated with how much they have available in carryforward but the center is using their carryforward to fund materials etc.
- iv. **Scholarship Resource Center (SRC)**
 - **Overview**
 - a. Aims to provide undergraduates with support throughout the scholarship process
 - b. Aims to centralize and make scholarship information more accessible
 - c. Aims to make scholarship information and the private scholarship process
 - d. Services include: drop-in counseling on the scholarship search process, one-on-one writing assistance, individual counseling
 - e. Scholarship types: Donor-based, private, national and international merit-based scholarships
 - **Permanent & Temporary Funds**
 - a. Most funds are primarily used to support graduate student staff
 - b. There are 4 graduate student staff and 3 undergraduates all are supported mainly by permanent funds
 - **Carryforward**
 - a. There was no carryforward in 2021-2022
 - b. Carryforward is consistently low meaning that they utilize their funds adequately
 - **Adhering to SFAC Priorities**
 - a. The unit is good at not over requesting funds meaning they utilize all funds adequately
 - b. Inflation has affected this unit and rather than request for more funds they have started to reduce their overall services: fewer hours of services daily, reduction in the amount of supplies and overall expenses, less overall outreach to the UCLA campus, reduction in undergraduate WorkStudy positions, reduction in SAA graduate student positions
- d. **Karina Mara** concludes her presentation and asks if the rest of the committee has any questions.

- e. **Luis Garcia-Chavez** asks a question regarding FSL specifically in relation to temporary funds, he asks which professional staff member is funded by the temporary funds.
 - i. **Karina Mara** checks her notes and states that one of the coordinators is fully funded by temporary funds.
- f. **Christine Wilson** adds a few comments and a brief history of the Office Technology Center (OTC) and the increase cost for hardware throughout the years.
- g. **Luis Garcia-Chavez** asks **Karina Mara** a how FSL uses the “10 general purpose phones” and to what capacity.
 - i. **Karina Mara** explains that FSL’s temporary funds are for their programming and continues by further explaining that it’s a relatively small expense in terms of their unit review.
- h. **Luis Garcia-Chavez** asks **Karina Mara** about FSL’s concern with student staff costs.
 - i. **Karina Mara** explains that FSL was given temporary funding for this year and they also had a carryforward that they were using to pay salaries which seems concerning to rely on. She continues and explains that if FSL were not to have enough money they would possibly implement a Greek Life fee to assist with funding.
- i. **Christine Wilson** adds how difficult it has been since the pandemic to keep student staff whom are asking for more money. She continues by stating that the employment needs are high and students are needed to fill those roles but a lot aren’t applying especially if they can find a higher paying job elsewhere.
- j. **Karina Mara** adds that a concern of some of the units is that with the increase of minimum wage, fewer units can keep up in regards to wages.
- k. **Luis Garcia-Chavez** asks **Karina Mara** about the OTC deficit.
 - i. **Karina Mara** explains that the majority of their carryforward will be exhausted for upgrading computers and monitors. But no specific timeline was provided as to when they were expecting to go into a deficit.
- l. Next **Luis Garcia-Chavez** asks **Karina Mara** where the majority of the funds needed to fund compensation come from in relation to the Dashew Center? Do they come from the temporary budget, permanent budget, a mix of both?
 - i. **Karina Mara** explains that it is a mixture of both. She also adds that the majority of contract workers are being paid via temporary funds.
 - ii. **Luis Garcia-Chavez** asks a follow-up, asking what the contract workers do specifically.
 - iii. **Karina Mara** explains that some work as counselor’s who help with visa applications.
 - iv. **Luis Garcia-Chavez** asks if any of the counselors are permanent?
 - v. **Karina Mara** explains that some are temporary and some are permanent.

- m. Next, **Luis Garcia-Chavez** asks a follow question regarding the SRC. He directs his question to **Christine Wilson** asking her if these scholarships are funded by SSF funds or is the center just using their funds for staff?
 - i. **Christine Wilson** explains that the center does not fund the scholarships. She continues, that the center's purpose is to help students find scholarships and assists with the application process.
 - n. **Luis Garcia-Chavez** asks **Karina Mara** if the director position is permanentized?
 - i. **Karina Mara** explains that the following positions are supported by permanent funds: the graduate student staff, student affairs advisors, and undergraduate work study staff.
 - ii. **Karina Mara** continues and explains that currently there are no positions that are being supported by temporary funds.
 - iii. **Luis Garcia-Chavez** asks if there was any mention about the director position and **Karina Mara** explains that there was no mention from the model that was provided but best guess would be that the position is permanentized.
 - o. **Luis Garcia-Chavez** asks if anyone else has any other questions or comments for **Karina Mara**, no one has any other questions and **Karina Mara's** presentation is concluded.
4. **Unit Review Presentation**
- a. **Luis Garcia-Chavez** asks who else would like to present, a few committee members note that they are not ready to present today but can be ready next week. **Luis Garcia-Chavez** asks that all members who have not yet presented be ready/prepared to possibly present during next week's meeting.
5. **Budget Forecast**
- a. **Luis Garcia-Chavez** begins by explains that for this year the committee will be focusing on temporary and permanent requests for 2023 – 2024 and for 2024 – 2025. He explains that the committee plans about 2 years into the future.
 - b. **Luis Garcia-Chavez** continues stating that the committee has about 1 million dollars in permanent funding broken up into two \$500,000 blocks for 2023 – 2024 & 2024 – 2025.
 - c. **Luis Garcia-Chavez** explains that there is also about \$750,000 in temporary funding for 2023 – 2024 and about \$500,000 in temporary funding for 2024 – 2025.
 - d. **Luis Garcia-Chavez** explains to the rest of the group that he had met with **Christine Wilson** and **Kevin Carranza** where they discussed the temporary budget and how to best distribute funds. **Luis Garcia-Chavez** expressed that he personally would like to distribute as many permanent funds as possible to avoid any future issues with units receiving temporary funds.
 - e. **Luis Garcia-Chavez** informs the committee that they will be receiving previous funding requests to provide a framework for this year's funding requests.

- f. **Luis Garcia-Chavez** hopes to use the 1 million available funds to permanentized as many positions as possible which could be upwards to 8 positions.
 - g. **Christine Wilson** adds that the funding from athletics will be divested as student service fee money with the understanding that the funds would be used to address student services and student affairs.
 - h. **Christine Wilson** adds that back in 2006 after the office of the president introduced the student mental health task force, they determined that every 50% of the student service fee would go to mental health.
 - i. **Christine Wilson** provides an example where if a service fee is \$50 then \$25 of the total fee would go to funding mental health task force.
 - i. **Luis Garcia-Chavez** asks if anyone else has any questions regarding anything he or **Christine Wilson** brought up and **Sidharth Srivastava** asks if the new permanent allocations from athletics is a fixed number?
 - i. **Christine Wilson** states that it is in fact a fixed number and is money that is coming back into the unallocated pot.
 - j. **Sidharth Srivastava** asks a follow up question: Does the \$500,000 count in the incremental revenue of the 50% which goes to mental health?
 - i. **Christine Wilson** explains that the \$500,000 from athletics is not from a fee increase so it doesn't split between 2,000 & 2,002 over the next 5 years.
 - k. **Luis Garcia-Chavez** asks the rest of the committee if anyone has any other questions. No one has questions but before the committee move onto the next agenda item, **Charlies Turner** joins the meeting and **Luis Garcia-Chavez** takes a few moments to catch him up on what the committee has already covered. After **Luis Garcia-Chavez** finishes updating **Charles Turner**, the committee move onto the next agenda item.
6. **Call Letter & Funding Request Form**
- a. **Luis Garcia-Chavez** explains to the committee that he would like the call letter to be done by week 6 or week 7. His hope is to have unit responses by the Spring quarter.
 - b. **Luis Garcia-Chavez** discusses the Funding Request Form first:
 - i. **Luis Garcia-Chavez** asks if anyone has any issues or areas where the text should be modified. **Christine Wilson** suggests to use flexible language.
 - ii. **Erinn McMahan** agrees to **Christine Wilson's** point and the committee go back and forth regarding with word choices throughout the document and document sections.
 - iii. The committee finish reviewing the Funding Request Form and **Luis Garcia-Chavez** informs the committee that they will vote on the approval next week.
 - c. **Luis Garcia-Lopez** discusses the Call Letter:
 - i. **Christine Wilson** explains that the call letter they are reviewing is from a few years ago but can use this as a framework even though changes need to be made.

- ii. The group begins to discuss the draft version of the call letter and **Luis Garcia-Chavez** lets the committee know that they will not be able to review all of it during today's meeting and that they will finish it next week.
- iii. The committee decides to stop their view on the Call Letter due to time and they agree to continue working on it next week.

7. Closing Remarks

- a. **Luis Garcia-Chavez** asks for a motion to end the meeting at 12:00pm.

Sidharth Srivastava motions to adjure the committee meeting at 12:00pm. **Erinn McMahan** seconds the motion. The motion passes unanimously and the meeting concludes.