STUDENT FEE ADVISORY COMMITTEE MEETING

2121 Murphy Hall

Tuesday, October 4, 2016

**Attendees Present:**

Graduates: Theresa Ambo, May Bhetraratana, Manpreet Dhillon Brar, and Nicole Ngaosi

Undergraduates: Neemat Abdusemed, Ashraf Beshay(Chair), Katie Kim, & Richard White

Administration: John Bollard, ASHE Student Health Center

Paolo Velasco, Director of Bruin Resource Center

Advisor: Marilyn Alkin

Mark Ramseyer, Academic Planning and Budget (Ex-Officio)

Rebecca Lee-Garcia, Academic Planning and Budget (Ex-Officio)

Absent: Karen Rowe, Professor (Faculty Rep)

Nancy Greenstein, Director of Police Community Services

**Call to Order:**

The meeting was called to order at 4:12 p.m.

1. **Approval of Agenda**
   * 1. A motion by ***May Bhetraratana*** and seconded by ***Katie Kim*** to approve the agenda. The vote passes unanimously.
2. **Review of Handouts**
   * 1. Funding model documents
     2. The meeting minutes from 09/27/16
3. **Review of Minutes**
   * 1. A motion was made by ***Manpreet Dhillon Brar*** and seconded by ***Theresa Ambo*** to approve the 09/27/16 minutes. The minutes were approved with eight votes to approve and one vote to abstain.
4. **Subcommittee break out**
   * 1. Subcommittees discussed the Call Letter rand Funding Model.
     2. ***Mark Ramseyer*** explained how much SFAC is temporarily funding staff positions. Roughly $2.1 million in staffing requests were submitted over the last 3 years.
     3. ***Manpreet Dhillon Brar*** explained that their subcommittee was created because contract positions have no security and to see if SFAC could make them career positions.
        1. One option is to fund the $2.1 million in staff positions, but they would be left with no money in permanent fund. Currently SFAC has $2.1 million in permanent budget. ***Mark Ramseyer*** inquired to see if it was possible to transfer temporary funds to the permanent fund to create an ongoing temporary commitment to fund contract staff as career until this fund runs out in which SFAC will no longer fund. The committee could decide from the funding requests which positions to fund from the permanent budget.
     4. ***Theresa Ambo*** asked if the fund number matters. There is a difference between SFAC funding and other funding sources. ***Theresa Ambo*** asked how the permanent budget is determined and how it is decided which programs/services are funded through this budget. The Chancellor decides when to fund from permanent. With increased enrollment, the same revenue from the SSF every year is taken and placed in the permanent budget. To change permanent budget, such as providing benefits on permanent budget then that funding is moved to the units’ budget on campus. To decrease on cost of living and benefit shortfalls, ***Rebecca Lee-Garcia*** will take it out of the permanent budget.
        1. ***Mark Ramseyer*** asked if there was a way to physically change this permanent budget. The permanent budget includes SFAC fee from the total number of enrolled students. Half of the 5% SFF increase goes to mental health and half goes into SFAC permanent account.
     5. ***Manpreet Dhillon Brar*** also shared that SFAC can recommend which positions they’d like to make permanent. The last point is a concern about the high level of carryforward funding. The subcommittee recommended to spend more money from temporary fund.
5. **Budget Workshop**
   * 1. ***Mark Ramseyer*** explained the budget calendar in which SFAC will provide the Chancellor with recommendations by March 2017 so units can know their budget by June.
     2. The 5% increase of SSF is divided in half which goes to mental health and the other to SFAC.
     3. Of the total SSF, 1/3 of total goes back to Return to Aid, funding that goes to Financial Aid to provide to students. With the 5% increase in SSF, the Return to Aid is slightly increased as well.
     4. Fiscal year is from July 1-June 30. On July 1, permanent funding is provided to the unit.
     5. With the requests for permanently funding staff, SFAC has $2.1 million in permanent funding every year. SFAC currently has $12.2 million in ending balance from the carryforward in previous years and temporary funding. Temporary funding accumulated over 4 years.
     6. ***Theresa Ambo*** shared that requests for funding and SFAC recommendations are made on a 2-year basis because they don’t want to commit future SFAC committees to funding they did not decide.
     7. ***Paolo Velasco*** asked what was an estimate amount SFAC should recommend for the year. ***Rebecca Lee-Garcia*** recommended to be cautious with permanent budget but to spend the ending balance.
     8. ***Theresa Ambo*** said to keep in mind that SFAC could possibly fund all of the requests submitted this year but it would not be responsible to fund all if they are not good requests. SFAC needs to hold the units to higher standards and meet student needs.
     9. ***Marilyn Alkin*** said it would be important to communicate this to units to share that SFAC has cash for temporary funding for new programs and services for students which is different from years previous.
     10. ***Ashraf Beshay*** asked if the funding be returned to SFAC’s budget if programs funded by SFAC that were no longer offered. ***Rebecca Lee-Garcia*** shared that there would need to be an audit process to return the funding. She recommended that the unit reviews would be important to verify that their permanent budget aligns with current student needs and services.
6. **Vice Chair Election** 
   * 1. ***Ashraf Beshay*** informed that Richard is the only person nominee for Vice Chair.
     2. ***Richard White,*** shared this first year on SFAC he is willing to work around his schedule to be committed to the committee. He hopes to be a great right hand person to the Chair and will go the extra mile to ensure things run smoothly.
     3. ***Richard White*** ran unopposed and all voted in favor of him as the Vice Chair.
7. **Call Letter Update**
   * 1. ***Richard White*** explained that the subcommittee developed two options. The first option is to have units requesting new programs complete one questionnaire and those requesting permanent funding complete an additional questionnaire. The second option is to have one established questionnaire and new requests or requesting for permanent funding would then complete additional questions.
     2. ***Theresa Ambo*** clarified that they shouldn’t state that they are open to providing permanent funding for positions. If possible, then they can establish protocol to determine which positions to move to permanent funding.
        1. ***Mark Ramseyer*** shared that the units should be able to express which positions need to be prioritized rather than the committee choosing.
     3. ***Paolo Velasco*** recommended holding funding request workshops for units in order to receive better requests.
     4. Next meeting, they will have a draft of questions for the committee. One large questionnaire and additional questions for new requests for the committee to review the priorities.
8. **Announcements**
   * 1. ***Ashraf Beshay*** shared that the next meeting will be in room 2325.
9. **Adjournment**
   * 1. Motion was made by ***Theresa Ambo*** and seconded by ***Paolo Velasco*** to adjourn the meeting. This vote was unanimous.
     2. Meeting was adjourned at 5:58pm.