STUDENT FEE ADVISORY COMMITTEE MEETING

A-239 Murphy Hall

Tuesday, February 3, 2015

**Attendees Present:**

**Graduates:** **Theresa Stewart (Chair), Erik Peña, Nicole Robinson, Michael Soh**

**Undergraduates: Moneel Chand, Alexia Gonzalez, Janay Williams, Angela Yip**

**Administration: Maureen Wadleigh, Associate Director, CRA**

**Christine Wilson, Director, GSRC**

**Nancy Greenstein, Director of Police Community Service Bureau**

**Advisor: Marilyn Alkin (SFAC Advisor)**

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

**Absent: Thomas Vondriska, Associate Professor (Faculty Rep)**

**Call to Order:**

The meeting was called to order at 3:11 p.m.

1. **Approval of Agenda**
	* 1. A motion was made by ***Alexia Gonzalez*** to approve the 2/3/2015 agenda and seconded by ***Nicole Robinson***. The vote passed unanimously.
2. **Review of Handouts**
	* + 1. Chancellor User Fee Response
			2. SFAC Minutes from 1/27/15
3. **Review of Minutes**
	* 1. A motion was made by ***Nancy Greenstein*** to approve the 1/27/2015 minutes and seconded by ***Angela Yip***. The vote passed. ***Nicole Robinson*** abstains from voting.
4. **Budget Update**
	* 1. ***Rebecca Lee-Garcia*** provided information related to the distribution of Student Services Fee (SSF) revenue and explained how funding gets distributed to Departments and to the account controlled by SFAC. She also provided an SSF forecast that showed estimated revenue and expenses between 2014-15 and 2018-19. She explained that the forecast will change depending on whether benefits shortfalls and cost of living salary increases continue to be covered permanently. The forecast will also change depending on the future recommendations that SFAC makes to the chancellor on funding requests to the units. .
		2. ***Theresa Stewart*** requested that ***Rebecca Lee-Garcia*** present the projections if SFAC recommends funding all requests and also the amount of carry forward each unit has this year.
5. **Unit Review/Funding Request Additions**
	* 1. ***Theresa Stewart*** stated that all of the submissions are located in the Box account.
			1. There is an excel document in the box account that provides a detailed list of units and their requests.
		2. There was a clarification that departments only submitted Unit Reviews if they have received funding from SFAC from previous years.
		3. Late submissions will be assigned as follows:
			1. Ombudsman and Student Services Initiatives (Group 1)
			2. Graduate Student Resource Center Title IX- (Group 2)
		4. Next year, Rebecca recommended separating the Unit Review and Funding Requests into two documents.
6. **CSF Planning Update**
	* 1. ***Alexia Gonzalez*** stated that hotels were not yet solidified. Claremont and the guest house did not have rooms for both Friday and Saturday. She will check the Tiverton Guesthouse next.
		2. Meeting rooms and food have been secured.
7. **Announcements**
	* 1. No meeting next week. The following week, SFAC will meet and ***Rebecca Lee-Garcia*** will present a budget projection.
8. **Adjournment**
	* 1. Motion was made by ***Erik Peña*** and seconded by ***Michael Soh*** to adjourn the meeting. This vote passed unanimously.
		2. Meeting was adjourned at 3:55pm.