STUDENT FEE ADVISORY COMMITTEE MEETING

1215 Murphy Hall

Thursday June 6, 2013

**Attendees Present:**

Graduates: Meg Babakhanian (Chair), Alison Winje, Randy Mai, MaryTheresa Pendergast

Undergraduates: Darren Ramalho, Jas Kirt, John Joanino, Mallory Valenzuela

Administration: Kathleen Copenhaver, Associate Registrar

Christine Wilson, Director of the Graduate Student Resource Center

Nancy Greenstein, Director of Police Community Services

Faculty: Kym Faull, Semel Institute professor

Ex-Officio: Rebecca Lee-Garcia, Academic Planning and Budget

SFAC Advisor: Marilyn Alkin, Special Assistant – Student Affairs

**Call to Order:**

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

**Handouts:**

* Agenda for June 6
* Draft funding recommendation letter to the Chancellor.

**Approval of Agenda:**

* A motion was made by ***Jas Kirt*** and seconded by ***Nancy Greenstein*** to approve the agenda. This vote was unanimous.

**Temporary Funding Recommendation Letter to the Chancellor:**

* The committee as a whole reviewed and edited the letter based on the decisions they had made at the previous meeting. The letter contained the committee’s funding recommendations and their justification for or against each request.
* ***Marilyn Alkin*** asked suggested to ***Meg Babakhanian***, as she would be finishing the letter after the committee voted to approve it, that ***Christine Wilson*** and ***Rebecca Lee-Garcia*** assist her by checking the letter for accuracy when she’s finished.
* ***Rebecca Lee-Garcia*** asked the committee for suggestions on updating the request form that will be sent out to the units the next year. She suggested having an itemized spreadsheet for their request, rather than a lump sum, to make it clearer for the committee which portion of the request is going to which item.
* ***Kathleen Copenhaver*** suggested asking units to note what they had received the previous year from SFAC on their new requests.
* ***Marilyn Alkin*** asked the committee how they wanted to evaluate efforts by the units they had suggested collaborate in order to receive more funding in following years. ***Nancy Greenstein*** suggested encouraging group collaboration and covering this question on the application with a questions like, “Is this request part of group or interdepartmental collaboration?”
* ***Kathleen Copenhaver*** asked if the recently approved 3% merit increases for staff and 2% increases for faculty had been factored into the funding models. ***Rebecca Lee-Garcia*** replied that they had been. ***Marilyn Alkin*** reminded the committee that they had already approved the benefits increases and merit increases separately. ***Rebecca Lee-Garcia*** clarified that the letter they had written to the Chancellor regarding benefits only applied to benefits, and they must now write a separate letter regarding funding the merit increases if they decide to fund them. She explained that what has been done in the past is the increase is calculated, and that if the committee wants to fund them, they can make that decision next year and apply it retroactively. ***Meg Babakhanian*** recommended leaving the decision to the next year. ***Christine Wilson*** agreed, saying that generally this item is addressed in the fall and, if approved, applied retroactively.
* ***Meg Babakhanian*** asked if the committee should wait until they receive some formal notification or request. ***Kathleen Copenhaver*** replied that it was likely that the leaders of organizations that house SSF funded units would be the ones making the request for funding to cover salary increases.
* ***Christine Wilson*** made a motion to approve the letter to the Chancellor with edits. ***Mallory Valenzuela*** seconded the motion, which passed unanimously.

**Installation of New Chair:**

* ***Alison Winje*** was installed as the new Chairperson of SFAC

**Announcements:**

* ***Meg Babakhanian*** reviewed the year’s activities with the committee. She will create a continuity report based on the entire committee’s reports of their activities.

**Adjournment:**

* Meeting was adjourned at 5:39PM