**APPROVED**

STUDENT FEE ADVISORY COMMITTEE MEETING

2121 Murphy Hall

Thursday, November 21, 2013

**Attendees Present:**

Graduates: Alison Winje (Chair), Randy Mai, Annie Blomberg, Theresa Stewart

Undergraduates: Moneel Chand, Janay Williams, Jas Kirt,

**Absent,** Jazz Kiang

Administration: Christine Wilson, Director, GSRC

**Absent** - Maureen Wadleigh, Associate Director, CRA

Faculty: Kym Faull, Prof. in Residence

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

Advisor: Marilyn Alkin

Guest: Kathy Sims, Elizabeth Kemper, and Antonio Sandoval

**Call to Order:**

* The meeting was called to order at 2:04 p.m.

**Approval of Agenda:**

* A motion was made to approve the agenda. This vote was unanimous.

**Review of Minutes:**

* A motion was made to approve the minutes as amended. This vote was unanimous

Handouts:

Agenda November 21, 2013

Chancellor to SFAC COLA increase

CSF dues

Course Materials Fee Applications

SFAC November 14, 2013 Minutes

CPO documents

Student Legal Services

Career Center

* ***Chairperson, Alison Winje*,** mentioned that she was on a conference call with members of CSF and she stated that the person who handles the budget is trying to see how to cut the CSF fees. UC Davis is trying to rejoin CSF, their SFAC budget was five thousand dollars, the CFS fee was approximately five thousand dollars, and they dropped out of CSF because they were not able to pay the dues. Alison went on to say that in order for UC Davis to come back, the proposition was that they pay fifteen hundred dollars for winter and spring quarters, CSF voted and allowed that to happen so UC Davis will be rejoining CSF and at lower fee rate. Once UC Davies rejoins CSF, the other SFACs can get behind them in the hope to reverse the administrative decisions to help them get some control of their autonomy budget on that campus, eventually moving UC Davies to pay the full dues that everyone pays.
* A motion was made by ***Randi Mai*** and was seconded by ***Teresa Stewart*** to pay the CSF dues. This vote was unanimous.

**Unit Presentations – Career Center**

* ***Kathy Sims***, the Director of the Career Center disseminated the career guide and she mentioned that it includes everything for everybody, included was the first edition, explicit career guide for graduate students.
* The Career Center’s goal is to ensure that every student makes thoughtful and deliberate decisions about his or her career paths and to make good choices on how to approach opportunities. They also bring students together with organizations that are recruiting, including employers seeking interns, fulltime-graduating students, summer part time help, and graduate professional schools who want to admit in their program.
* ***Kathy Sims*** conveyed that in the Unit Review process, last year SFAC indicated that Career Center did not address the student satisfaction issue. Kathy stated that five files with examples of Career Center survey results were not included in what the committee received. She went on to say that Student Affairs has an initiative with other departments to integrate questions to deal with constituents, student, and customer satisfactions, which will be automated.
* ***Kathy*** mentioned that across all of their services they do individual evaluations for each service and that they have high satisfaction level. She disseminated the utilization-updated data that was included in the Unit Review last year review, with the percentages.

***Chairperson Alison,*** asked if there were any feedback for the committee

* ***Kathy Sims*** stated the feedback from the committee last year to continue with the funding was vague and tentative and that she would like to get guidance that is more explicit. She added that they are generating new work that is driving a lot more activity into the Center and if they do not have, the capacity to continue with the resources that they are inquiring this year, this would be difficult.
* ***Kym Faull*** inquired on the portion of the budget SFAC provides to the Career Center.
* ***Kathy Sims*** mentioned that it varies from forty to sixty-five percent and the reason is, if they have a strong revenue year, the percentage from SFAC is smaller, and that the other portion is from revenues the Career Center generates.

**Unit Presentations – Student Legal Services**

* **Elizabeth Kemper, Director of Student Legal Services** thanked SFAC for the support they provided in previous years. She stated that the funding SFAC provided makes an enormous difference because her budget is mostly personnel cost which leaves a little wiggle room to do important things. The support allows SLS to open every day during the summer and allowed SLS to do important things, and avoid to reducing services and raising fees.
* They have the flexibility to offer fee waivers, last year they had forty-five fee waivers compared to fifteen fee waivers the year before. They are able to do more outreach, and they opened up a three mobile legal clinic, one is near CPO. The funding allowed SLS to design, purchase new marketing materials, and allowed the attorneys to do professional development, which is important in keeping abreast of the law.
* ***Elizabeth*** went on to say that, they attend conferences with other university Student Legal Services and they do networking.
* Historically SLS services was closed July and August for budget reasons which stemmed from the time when SLS was about to close, they also took a budget cut, and it was difficult for students not to have the access.
* ***Elizabeth*** went on to say that when their Legal Secretary retired they decided not to replace her, instead they repurposed her salary, with opening up in the summer, reduced their fees and replaced her with four work-study students. Summer of 2011, SLS was opened unlimited, in July they were opened eighty percent and in August, they were opened seventy percent, which was confusing for students. SLS applied for funding to Student Affairs for summer of 2012-13, and for this past summer, they did not provide enough money for a fulltime clerk and SFAC stepped in and provided funding for next summer for SLS to stay open with an attorney and a fulltime clerk.

***Chairperson Alison,*** asked on the feedback received from the committee and she wanted to know what was done since then.

* ***Elizabeth*** stated that one of the questions was on getting the word out to internships, she mentioned the advertisements on the first page of SLS website, they advertised on Bruin View, the Career Center, emails went out widely, and it is on SLS facebook page.
* ***Annie Blomberg*** asked about SLS goal and their plans on moving forward in continuing to be accessible to students.
* ***Elizabeth*** stated that their primary goal is to provide necessary legal assistance to students, so that they can focus on their studies, and not worry about their legal problems, they also do education and outreach work.
* ***Jas Kirt*** wondered with the audit on sexual assault and policy Title IX if it affects SLS.
* ***Elizabeth*** stated that she serves on three committees that are involved with that process and that they do a policy review from the student perspective and that they are attorney/client privileged and not a reporting agency.
* ***Kym Faull*** asked on what portion of SLS budget provided by SFAC fees.
* ***Elizabeth*** stated that ninety percent is from SFAC.
* ***Chairperson Alison***, asked if there was any feedback for the committee.
* ***Elizabeth*** stated that the only feedback for the committee is to keep up the wonderful support to SLS.

**Unit Presentation - CPO**

* ***Antonio Sandoval***, the Director of CPO disseminated a brochure with synopsis of the Community Program Office. He mentioned that CPO was formed through student activism, and originally was a graduate department doing service lane, in 1980, they became a department that was focused more on undergraduate students, particularly students that are in under-representative communities.
* The unit absorbed undergraduate retention for historically under representative students because the thinking was that the university could do better in terms of admitting and retaining students, and as a result, five new programs were developed. In response to proposition 209, the student groups affiliated with CPO started programs that serve the need to the crisis in admission for under-representative students and as the result, seven new programs were established and the Retention Committee started. Antonio stated that they have seen a dramatic increase in students who have utilized CPO services.
* The Computer Lab funded by SFAC, sees over six thousand different student per quarter, the Test Tank has seen an enormous increase, the Writing Success program, originally funded with temporary continuing funds a decade ago sees over six hundred different students per quarter. The Counseling services support over two thousand five hundred students per year, mostly from historically under representative communities and the Outreach Program has been tremendously successful. CPO created different kinds marketing materials, which SFAC has supported over the years , they do lot of social media, the Facebook site, contains over two thousand five hundred users and the Student Initiative Access, which is the cause preparation program serves over thousand youths.
* There are twenty-four Community Service Projects, and their goal is to have thirty by the end of 2015, which serves between five hundred and a thousand students over three dozen sites. Antonio went on to say that CPO employs over three hundred students each year, there are twenty-four equivalents on the CPO staff and five hundred volunteers and a fleet of twenty vehicles. Antonio conveyed that CPO brings students to colleges though their card preparation access programs and in the process, they helped to promote civic engagements and service to the Los Angeles, through the community service programs.
* ***Antonio*** stated that SFAC recommendation to CPO was to incorporate input from staff and this year the Center is doing staffing for action activities, appointing more staff to different areas, and promoting professional development. CPO will be doing their departmental review this year, a lot of assessment is taking place
* ***Chairperson Alison*** asked about the feedback for the committee and inquired about the goals for the future on what CPO is doing in working towards those goals.
* ***Antonio*** mentioned that the main goal is to make sure that students are involved with CPO when they graduate they have jobs, they pushed for career development, working with campus and off campus partners in getting students internship experience.
* ***Randi*** inquired about the relationship between the LGBT and CPO partnership.
* ***Antonio*** said that he spoke with the Raja, the Director of LGBT on how they can be better partners with the Center, one of the discussions was on the concern they have with the Center, on how to make sure, that LGBT gets the support that they need and feel safe. The support group goal will do a pilot this year in getting feedback from students, they will be looking at the trends and on what students want and need.

* ***Jas Kirt*** questioned whether the money Janet Napolitano allocated to the UCs, if CPO would be using part of that money for undocumented students.
* ***Antonio*** stated that in terms of the organizational structure the funding is going to the Bruin Resource Center, to meet the needs of the undocumented students.
* ***Rebecca Lee-Garcia*** reported that MIMG 109 AL for fiscal year 2011-12, is one of five research emerging labs, wanted to add $110 course materials fee, since the other labs already have this fee.
* Fifty-one students surveyed, eighty percent supported the assessment of the $110 fee while twenty percent did not support this position. The new application for 2013-14, same course, they would like to raise the fee to $350 per course and the reasoning is that they need additional resources to help cover the lab materials. The survey results, out of twenty-six surveys, it was supported by twenty-four students.
* The statement made that the $350 fee is a huge barrier to sign up for a class that is required and it is a big increase from $110 fee.

**Slated for discussion at the December 5, 2013 meeting: Course materials fee applications**

* MIMG 103AL
* MIMG 109 AL

The motion was made by ***Randy Mai*** and seconded by ***Janay Williams*** to adjourn the meeting.

Meeting adjourned at 4:10pm