STUDENT FEE ADVISORY COMMITTEE MEETING

2121 Murphy Hall

Tuesday, November 29, 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

Nancy Greenstein, Director of Police Community Services

Paolo Velasco, Director of Bruin Resource Center

Faculty: Karen Rowe, Professor

Advisor: Marilyn Alkin

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

**Call to Order:**

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

1. **Approval of Agenda**
	* 1. A motion by ***Theresa Ambo*** and seconded by ***Manpreet Dhillon Brar*** to approve the agenda. The vote passes unanimously.
2. **Review of Handouts**
	* 1. Unit Site Visit Email Template
3. **Review of Minutes**
	* 1. A motion was made by ***Richard White*** and seconded by ***May Bhetraratana*** to approve the 11/22/16 minutes. 10 votes to approve and 1 vote to abstain. The vote passes.
4. **Finalize Written Unit Review Rubric/Site visit questions/E-mails**
	1. ***Manpreet Dhillon Brar*** provided time for SFAC members to review and share feedback to the site visit rubric. ***May Bhetraratana*** recapped the recommended changes from last week.
		1. ***Manpreet Dhillon Brar*** expressed concern with some questions being too detailed for a site visit which is used as an internal document for SFAC members. She also asked if there was enough space for SFAC members to take notes.
		2. ***Theresa Ambo*** shared based on her experience from last year that this year, subcommittee groups should manage their notes and also draft their letter responses. ***Manpreet Dhillon Brar*** agreed and added that the subcommittees should complete those responses shortly after their site visits.
		3. ***Theresa Ambo*** moved and seconded by ***John Bollard*** to approve the site visit rubric pending final changes. The vote passes unanimously.
		4. ***Karen Rowe*** asked an additional question about missing a question on the unit’s budget. ***Ashraf Beshay*** clarified that one of the questions in the rubric was sufficient towards addressing that concern.
	2. ***May Bhetraratana*** requested final comments for the unit visit agenda.
		1. ***Ashraf Beshay*** requested to change the timeline for when subcommittees will contact units.
		2. ***Karen Rowe*** moved and seconded by ***Theresa Ambo*** to approve the agenda. The vote passes unanimously.
5. **Select meeting day/time for winter quarter**
	* 1. ***Ashraf Beshay*** reviewed the members’ availability and the meeting for winter quarter will be Fridays from 3-5pm.
6. **Unit site visit group schedule visits (cc SFAC Chair/Marilyn)**
	* 1. ***Ashraf Beshay*** asked subcommittees to meet to determine times for site visits.
7. **Announcements**
	* 1. ***Ashraf Beshay*** will meet with the USAC president to gather input for SFAC.
		2. ***Marilyn Alkin*** stated that the next meeting is Friday, January 13.
		3. ***Paolo Velasco*** asked for clarification about consolidating funding requests. The committee stated that requests should be consolidated as much as possible.
		4. ***Theresa Ambo*** asked if SFAC members would benefit from adding funding requests from 2015-2016 into the Box for new committee members to use as a reference. SFAC members agreed.
8. **Adjournment**
	* 1. A motion was made by ***Theresa Ambo*** and seconded by ***Karen Rowe*** to adjourn the meeting. The vote passes unanimously.
		2. Meeting was adjourned at 5:31pm.