**APPROVED**

STUDENT FEE ADVISORY COMMITTEE MEETING

2121 Murphy Hall

Thursday, November 7, 2013

**Attendees Present:**

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

Undergraduates: Moneel Chand, Jas Kirt, Janay Williams, Jazz Kiang

Administration: Christine Wilson, Director, GSRC

Maureen Wadleigh, Associate Director, CRA

Faculty: Kym Faull, Prof. in Residence

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

Guest: Jazz Kiang, Undergraduate student

**Absent:** Theresa Stewart, Graduate representative

**Call to Order:**

The meeting was called to order at 2:05 p.m.

**Handouts:**

* Agenda for November 7 2013
* Minutes from October 31 2013
* DOS Certification Showing no Disciplinary History
* DOS Student User Fee Application
* Community Housing Unit Review Response
* Committee Compensation Cover Letter
* Central Ticket Office Unit Review Response
* 2013-2015 Merit Increase Letter
* Optometry User Fee Letter

**Approval of Agenda:**

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

**Review of Minutes:**

* A motion was made by ***Nancy Greenstein*** and seconded by ***Janay Williams*** to approve the 10/31/2013 minutes as amended. This vote was unanimous with one abstention.

**Unit Presentations – LGBTQ Resource Center:**

* The Director of the LGBTQ Resource Center, Raja Bhattar, made a presentation to the committee on the programs and services that the center offers, in addition to how the center has incorporated the committee’s unit review feedback into their operations.
* Raja reviewed the numerous resources the center offers students at varying points of their identity development. The center houses an LGBTQ resource library, a computer room for students, and free printing. Roughly 70-150 students per day come to the center. The Center supports LGBTQ student organizations, offers 1:1 counseling for students, hosts social events where students can connect with one another, and puts on the Lavender Graduation every year, in which 55 students participated and 250 people attended this year. The Center also participates in advocacy work at both the campus and UC system level for LGBTQ issues.
* Rajaled the committee through the stages of student identity development, and the services that the Center provides for students at each stage. He noted that UCLA is one of few campuses in the country where students can feel free to fully immerse themselves into queer culture, as UCLA has consistently been ranked as one of the top 25 LGBT friendly campuses in the nation, and as one of the top 10 transgender friendly campuses, because identity pride is so strongly supported. He also talked about the Out List, an annual listing that comes out in the Daily Bruin on National Coming Out Day that lists everyone on campus who has identified themselves as an LGBTQ individual or an LGBTQ ally. He noted that the Chancellor has listed himself as an ally the past two years.
* Raja brought up some past criticism from students that they had not felt comfortable coming into the center because they felt awkward or didn’t know anyone. He said that to combat this and make people feel more comfortable they now attend 1-2 resource fairs every week, so that even if people do not want to come to the center, they can still learn about resources and support. The rainbow connection program is another new tactic, being launched in several weeks, that provides an on-line bridge to understand and support the LGBT experience through student voices. The Center has six student interns who have been trained on suicide prevention and identity development, and they are on-line every week providing confidential support services and answering questions.
* Raja explained to the committee that the Center has been increasing their outreach across campus to raise awareness of the center and LGBT issues by hosting open-houses, attending numerous resource fairs, and connecting with community organizations. The center houses an LGBTQ resource library, a computer room for students, and free printing. Roughly 70-150 students per day come to the center. To make students feel more comfortable coming into the center for the first time, all of the front-desk workers are trained to give 30 second introductions and tours of the center, and make sure that every person feels welcomed.
* Raja also explained the Center’s partnerships with community organizations, so that if campus resources cannot meet a student’s needs, the Center is still equipped to help the individual. Raja also talked about the work the center does with LGBTQ student organizations on campus. The Student Leadership Council meets 3 times per quarter, serves as the governing body of the Center, and has input on everything from the type of programming and information offered at the center, to the kind of food that is offered at events.
* The committee asked Raja what he had done to address their feedback points from the Center’s unit review. Raja noted that one piece of feedback had been that it was unclear what how the Center involved students in the decision making process. He said this has been addressed with engaging the Student Leadership Council further in programmatic, informational, and event planning decisions.
* He also noted that students comprised a significant portion of the hiring committees that were assembled for the Assistant Director search. Increasing the number of student interns in the office has also been helpful by providing a student voice from an administrative aspect. Another feedback point had addressed engagement of international students. Raja explained that the center has hosted a workshop for international students for the last three years, and then conducted some focus groups with international students to guide the development of new programming done in conjunction with the Dashew Center and the GSRC to support that population.
* ***Nancy Greenstein*** asked Raja if he could tell the new committee members what they are funding at the LGBT Center. Raja explained that SSF funding is key to the work that is done in the Center, and comprises 75% of their total funding for staff and programming.
* There was some discussion about how the Center could evaluate services more empirically and effectively. Alison Winje

**Unit Presentations – Community Housing Office:**

* Melissa Faybik, the manager of the CHO, explained that the CHO is a resource for students who are either uninterested in or ineligible to live in on-campus housing. They maintain a database of housing in the Westwood community and surrounding areas. They also offer workshops and 1:1 counseling for students looking for their first apartment.
* The CHO is planning on incorporating an interactive map feature, as well as video tours and mobile app functionality into their database. They are also streamlining their outreach to populations that may be due to become ineligible for on-campus housing.
* The committee asked Melissa what she had done to address their feedback points from the CHO unit review. Melissa noted that one piece of feedback had asked for a more detailed budget, which was subsequently sent. She also mentioned the lack of utilization data and the request for more information on outreach. She said that the utilization data for the database would be available in detail once the upgrade to the system was completed.
* ***Alison Winje*** asked Melissa about any progress that had been made on the CHO’s list of goals from the previous year. Melissa cited upgrading the database and taking a more multi-media approach to housing listings as goals they are working toward. She said one area she wanted to progress in is forging more partnerships with other groups on campus.
* ***Alison Winje*** asked how the CHO advertised their bi-annual workshops, and what the attendance rates are. Melissa said they advertise primarily through e-mail blasts to incoming 4th year students. There were 400-500 students at the last workshop they provided. Currently they have about 150 listings in their database. ***Jazz Kiang*** asked if they felt they could expand their listings if they didn’t charge landlords and others a $25 fee to advertise on their Web site. Melissa said she felt one advantage of going through the CHO for students is that the landlord and the apartment have been vetted. ***Kym Faull*** noted that a competitor site, West Side Rentals, charges people looking for apartments rather than the people providing them. Melissa also cited the ability of CHO to connect students to other student roommates.
* ***Janay Williams*** asked what the SFAC funds they had been given were being used for. Melissa said they used their SSF fees to fund all three of their full-time staff positions. The CHO also has one student staff member.

**Unit Presentations – Central Ticket Office:**

* Paul Abramson, the Director of the CTO, gave a presentation on the services the CTO provides to students, employees, and the general public.
* Two positions in the CTO are partially funded by SSF funds (a small proportion of their total number of positions). Out of approximately 600 events the CTO provided tickets for last year, 14% were student related. Commencement is by far the largest student event for which CTO provides tickets. They are seeking ways to improve this process, including distributing tickets and partner ticket discounts on-line and putting tickets onto Bruin Cards. This provides more flexibility to students.
* One goal of the CTO is to increase awareness of their offers and services to students. They are reaching out through partner Web sites and social media, and collaborating with resource fairs and on-campus departments to do this.
* The committee suggested adding a section to the My UCLA Web site to inform students about all the discounts and services that are offered through the CTO.

**User Fee Request:**

* ***Rebecca Lee-Garcia*** presented a fee increase request from the Dean of Students Office. If approved, the fee for a second Deans Letter of Certification would increase from $4 to $5. The office can no longer afford to provide additional certifications without the increase. The $4 fee was approved by APB in March 2009. If the increase was at inflation the increase would come to $4.36. The Deans Letter of Certification is something that students request be sent to professional schools or employers that certifies they have no disciplinary history at the University. The DOS is expecting a rate of approximately 930 letters each year.
* ***Jas Kirt*** made a motion to approve the student user fee increase from $4 to $5. Randy Mai seconded the motion, which passed unanimously.

**Announcements:**

* The compensation letter has been completed, and will go out this week.
* ***Jazz Kiang*** has now officially been appointed to the SFAC.

**Adjournment:**

* A motion was made and seconded to adjourn the meeting. This vote was unanimous.

Meeting was adjourned at 3:47pm.