STUDENT FEE ADVISORY COMMITTEE MEETING

2325 Murphy Hall

Tuesday, September 27, 2016

**Attendees Present:**

Graduates: Theresa Ambo, May Bhetraratana, Manpreet Dhillon Brar, and Nicole Ngaosi

Undergraduates: Ashraf Beshay (Chair), Katie Kim, and 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 4:05 p.m.

1. **Approval of Agenda**
	* 1. A motion by ***Manpreet Dhillon Brar*** and seconded by ***Nancy Greenstein*** to approve the agenda. The vote passes unanimously.
2. **Review of Handouts**
	* 1. 2017-18 SSF Funding Requests Excel document
		2. Strategic Funding through SSF Resources Word document
		3. The meeting minutes from 05/31/16
3. **Review of Minutes**
	* 1. A motion was made by ***Nancy Greenstein*** and second by ***John Bollard*** to approve the 05/31/16 minutes. The minutes were approved with five votes to approve and four votes to abstain.
4. **2017-2019 Funding request description**
	* 1. ***Mark Ramseyer*** explained two documents that could be used to understand the amount of funding is requested for each unit and how it affects the overall SFAC budget. The hope is that these documents will request the information SFAC needs to make a good decision while also encouraging units to plan strategically of their long-term funding.
		2. ***Richard White*** asked if it was SFAC’s goal to have departments no longer request SFAC funding. ***Mark Ramseyer*** shared perhaps in the long-term depending on whether units are requesting funding every year from temporary funds, should receive permanent funding, or should no longer receive funding.
		3. ***May Bhetraratana*** asked if units would need to complete each document for every item they are requesting. ***Mark Ramseyer*** explained that items that are for the same program, it could be in the same document. If units think it should be in separate documents, they can make different ones. ***Nancy Greenstein*** shared that the Bruin Resource Center would be a great example of submitting separate documents for different constituencies but also where they could be combined.
		4. ***Mark Ramseyer*** clarified that this is a working document for SFAC to edit and change.
		5. ***Paolo Velasco*** shared that the more SFAC asks departments to combine requests, it’ll be harder to see the separation of items requested. For example a transfer student programmatic submission, this new document would show all programs, supplies, and events lumped in one document versus the last year’s document showed line items for each event.
		6. ***Theresa Ambo*** mentioned that SFAC should be conscious with the use of language because some unit request funding for staff for administrative support but may not be connected to a specific programmatic initiative such as for transfer or foster youth.
		7. ***Ashraf Beshay*** asked how SFAC ensures the approved SFAC funding is used for what was requested. ***John Bollard*** shared that SFAC would need an auditing process to be able to ensure the funding was used for those requests. ***Manpreet Dhillon Brar*** shared that seeing the carryforward is a way to see if units are using the funding appropriately. ***John Bollard*** stated that the committee could put into place a requested report for permanent funding that is provided by units to hold them accountable.
		8. ***Nancy Greenstein*** shared that moving forward this draft is a good start and the committee will need to work in checks and balances in the questions.
		9. ***Manpreet Dhillon Brar*** wanted to bring up that the subcommittee should keep in mind about the plan for sustainability of funding and if units have followed through with their strategic plans.
		10. ***Richard White*** asked that if SFAC provided permanent funding if the committee would need to cover future increases such as benefits. ***John Bollard*** clarified that SFAC votes on the benefit shortfall separately and does not have to cover the salary increases. ***Mark Ramseyer*** shared that if the state funding goes up, then SFAC would need to cover salary increases.
		11. ***Richard White*** asked what the deadline to submit the requests was. ***Ashraf Beshay*** explained that SFAC decides the deadline in the call letter.
5. **Sub Committee Appointments**
	* 1. Call Letter subcommittee sends the letter requesting applications for funding. ***Theresa Ambo, John Bollard, Karen Rowe, Richard White, Katie Kim, Nicole Ngaosi, and May Bhetraratana*** will be on this subcommittee. The chair will be determined internally.
		2. Budgetary and funding model subcommittee will be blended together- ***Mark Ramseyer, John Bollard, Paolo Velasco, Ashraf Beshay, Manpreet Dhillon Brar*** will be on this subcommittee. The chair will be determined internally.
6. **Subcommittee break out**
	* 1. Subcommittees discussed the Call Letter rand Funding Model.
7. **Vice Chair Nominations**
	* 1. ***Ashraf Beshay*** informed the committee of the responsibilities of the Vice Chairperson and must be on for a two year appointment and a student.
		2. ***Theresa Ambo*** nominated ***Richard White,*** seconded by ***Manpreet Dhillon Brar*** and was accepted by ***Richard White.***
		3. ***Theresa Ambo*** nominated ***Nicole Ngaosi,*** seconded by ***Manpreet Dhillon Brar*** and was accepted by ***Nicole Ngaosi.***

* + 1. ***Manpreet Dhillon Brar*** nominated ***Katie Kim,*** seconded by ***John Bollard*** and was declined by ***Katie Kim.***
		2. ***Nicole Ngaosi*** nominated ***May Bhetraratana,*** seconded by ***Richard White*** and was declined by ***May Bhetraratana.***
		3. ***Ashraf Beshay*** asked that all nominees review the Vice Chairperson roles and responsibilities. The vote will take place next year.
1. **Announcements**
	* 1. ***Marilyn Alkin*** the next meeting will be in Murphy Hall room 2325 or 2121.
2. **Adjournment**
	* 1. Motion was made by ***Theresa Ambo*** and seconded by ***Karen Rowe*** to adjourn the meeting. This vote was unanimous.
		2. Meeting was adjourned at 5:54pm.