STUDENT FEE ADVISORY COMMITTEE MEETING

2121 Murphy Hall

Tuesday, November 22, 2016

**Attendees Present:**

Graduates: Theresa Ambo, May Bhetraratana, 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)

**Absent**: Manpreet Dhillon Brar (Grad Rep)

**Call to Order:**

The meeting was called to order at 4:10 p.m.

1. **Approval of Agenda**
	* 1. A motion by ***May Bhetraratana*** and seconded by ***Nancy Greenstein*** to approve the agenda. The vote passes unanimously.
2. **Review of Handouts**
	* 1. Unit Review document
		2. User Fee Request
		3. Unit Site Visit Rubrics and Questions
3. **Review of Minutes**
	* 1. A motion was made by ***John Bollard*** and seconded by ***May Bhetraratana*** to approve the 11/15/16 minutes. The vote passes unanimously.
4. **Unit Review Rubric/Site visit questions/E-mails to confirm**
	* 1. ***May Bhetraratana*** collected feedback from SFAC members regarding the site visit letter.
			1. ***Karen Rowe*** raised concern about the 45-minute site visit and felt some units would need longer. ***Nancy Greenstein*** recommended changing the site visit time to one hour visit.
			2. ***Nancy Greenstein*** moved and seconded by ***Richard White*** to approve the letter pending changes made by the Chair.
		2. ***May Bhetraratana*** reviewed the Site Visit Rubric and collected changes and feedback from SFAC members.
			1. ***John Bollard*** asked whether the rubric was used in the evaluation of funding recommendations. ***Theresa Ambo*** shared that last year’s SFAC used the rubrics at their own discretion when making recommendations. ***Theresa Ambo*** added that the information gathered from the rubric could also be used when providing feedback to the unit in their letter at the end of the year.
			2. ***Theresa Ambo*** stated that SFAC members will need to prepare before their site visits to ensure they ask questions regarding services and resources funded through SSF. She also made a recommendation that SFAC members provide written feedback to the site visit subcommittee by Monday for final changes and revisions to the document.
5. **Select meeting day/time for winter quarter**
	* 1. ***Ashraf Beshay*** reviewed the members’ availability and the meeting for winter quarter will be Mondays from 1:30-3:30pm.
6. **Unit site visit group schedule visits**
	* 1. ***Ashraf Beshay*** provided SFAC members time during the meeting to determine their site visits availability.
7. **Announcements**
	* 1. ***Paolo Velasco*** shared feedback from some unit directors about SFAC. In regards to SFAC’s request to receive a smaller numbers of requests and implementation of word limits, directors were concerned with wanting to provide enough detail to justify their requests.
		2. Another challenge was reformatting their requests to reduce the number of requests. ***Nancy Greenstein*** provided an example of how to reduce the number of requests such as trainings that could be combined rather than separately for each component in one unit. ***Mark Ramseyer*** stated that in regards SFAC’s need to receive less requests, he recommended utilizing the summary version provided for the Chancellor.
		3. ***Paolo Velasco*** also shared that some directors felt challenged with extending requests that were approved previously because the questions changed.
		4. ***Marilyn Alkin*** shared that she will bring in food for next week’s meeting.
8. **Adjournment**
	* 1. A motion was made by ***John Bollard*** and seconded by ***Karen Rowe*** to adjourn the meeting. The vote passes unanimously.
		2. Meeting was adjourned at 5:40pm.