**UCLA Student Fee Advisory Committee Meeting**

**2325 Murphy Hall**

**Tuesday, October 16th, 2018 from 5:00pm – 7:00pm**

**Present:**

Graduates: Jazz Kiang, Denise Marshall, Javier Rodriguez

Undergraduates: Neemat Abdusemed, Paulina Macias, Christina Wang, Nicole Corona Diaz

Administration: Barbara Wilson, UCLA Housing & Hospitality

Deb Geller, Associate Dean of Students and Deputy Title IX Coordinator

Faculty Rep: Karen Rowe, Professor

APB Advisor: Ellen Hermann (Ex-Officio)

SFAC Advisor: Marilyn Alkin (Ex-Officio)

**Absent**:

Mike Cohn, Director of SOLE

1. **Call to Order**
	1. **Jazz Kiang** called the meeting to order at 5:10pm.
2. **Approval of Agenda**
	1. **Neemat Abdusemed** moved to approve the agenda. **Christina Wang** seconded. With no objections, the agenda was approved by consent.
3. **Review of Handouts**
4. **Review and Approve Minutes**
	1. **Paulina Macias** moved to approve the minutes from October 9, 2018. **Denise Marshall** seconded. With no objections, the minutes from October 9, 2018 were approved by consent.
5. **Finalize New Process for SSF Funding and Review**
	1. **Karen Rowe** stated that this year’s combined allocations for what has been pre-targeted from 2 years ago and what SFAC added last year was $2 million which came out to $6 million roughly. **Karen Rowe** also stated that from her perspective what she saw projected in a previous budget was no more than $2 million allocation for the next few years, as to her knowledge there is not an anticipated increase in fees. In regards to sustaining programs being funded at $6 million and SFAC only having $2 million for the next two years, which the continuing programs could be targeted with 1/3 of the funding that they are currently getting. **Karen Rowe** asked if that is correct information. **Deb Geller** asked if there was an additional $1 million from one year from the buyout. **Ellen Hermann** stated she thinks there will probably be, but the model assumed $2 million in funding for the future years. Ellen Hermann also added stated that there will be a temporary buy-out, and that was not captured in the 0% model, and she estimated about $1 million but that has not been confirmed; UCLA has not received a letter with information regarding the amount UCLA will receive. **Karen Rowe** stated it would be in the units’ best interest to provide tough but realistic information stating the cut of 2/3 of funding, to be honest, and prepare for not just steady state but where will programs cut. **Deb Geller** stated that she would not encourage placing this information into the letter but having these conversations with organization heads for them to understand and communicate this information downward. **Deb Geller** also stated that this is something to be aware of as organizations may wish to prioritize how they move forward, so that organizations can make some of those decisions rather than leaving it to SFAC to make all the decisions. **Jazz Kiang** stated that this is why it is requested for units to rank their requests to help in prioritizing the importance. **Neemat Abdusemed** stated that if this becomes more alarming to subtly say it when units come in for presentations rather than stating it in a letter since units did not receive funding for 2019-2020. **Ellen Hermann** said despite the limited funds SFAC has fairly large carry-forward that the committee could continue to fund everything the same level as this year for the coming year but then next year the committee will not have much to give out, assuming there is no increase in the SSF fee. **Ellen Hermann** said she cautions being too extreme and just saying continuing commitments as there could be a program that is new that may be a very valuable student service and discouraging the organization from innovative services.
	2. **Jazz Kiang** divided the SFAC committee to work on three documents for the new submission process for 45 minutes.
	3. **Paulina Macias** stated that the cover letter was in good condition and made three minor changes consisting of changing “sufficient” to “limited” and “encouraged” to “highly encouraged.” **Jazz Kiang** stated that **Mike Cohn** suggested that a sentence should be added acknowledging the financial uncertainty from the previous year. The committee adjusted the wording to reflect that suggestion. **Jazz Kiang** stated the amended due date is Thursday, November 29. **Karen Rowe** suggested to add in the letter for all programs to set priorities for existing programs to rethink the future adjusting budget. **Deb Geller** suggested stating that submissions need to be submitted by the organization head to guarantee that it is reviewed. **Deb Geller** stated that from the Student Affairs organization the expectation is that everything goes to the Vice Chancellor’s office for a single submission to be made to SFAC but historically there have been one or more programs that have sent their requests directly. **Jazz Kiang** stated that he personally would not want to word that on this document, as it might be SFAC intruding on how departments want to handle this process. **Deb Geller** stated that historically VCSAO has taken a look at all the requests and stated that certain things that are not a priority may have outside funding. The units that may have outside funding sources should be removed from the list as students may see it as higher value and students may fund something that has an alternative funding source. **Deb Geller** stated that when an entity goes around their department head, the risk is that some other source may have been available to cover something, but if it is funded by SSF instead, the SSF funding was not made available to go to another program or service that would have been prioritized by the organization. **Jazz Kiang** stated he hopes organization heads will be able to handle this issue internally so that SFAC would not have to step on toes. **Barbara Wilson** suggested wording that acknowledges if an organization has an internal review process and for units to take that into account to ensure submissions are still turned in on the due date. **Barbara Wilson** moved to approve the letter as amended. **Paulina Macias** seconded. The motion passed with 9 votes in favor, no objections, and no abstentions.
	4. **Christina Wang** addressed the Service Review Questionnaire and made revisions to current questions and added new questions. **Christina Wang** stated that her group attempted to be clearer and more direct regarding what the committee was requesting. **Jazz Kiang** stated that in most cases when SFAC has asked for assessment data, the data submitted has generally been only positive. **Barbara Wilson** stated that if SAIRO or an equivalent entity did the assessment, then the data would not be skewed. **Barbara Wilson** stated that SFAC should request for units to explain expenditures rather than individual line items regarding changes that are significant. **Neemat Abdusemed** moved to approve the Service Review Questionnaire. **Christina Wang** seconded. The motion passed with 9 votes in favor, no objections, and no abstentions.
	5. **Barbara Wilson** addressed changes made to the Funding Questionnaire. **Jazz Kiang** suggested removing the question regarding carry-forward SSF funds since it is addressed in the Service Review Questionnaire. **Barbara Wilson** stated that the question’s intention is to know about carry-forward SSF funds with regard to a specific request, and the question could be re-worded to reflect that. **Barbara Wilson** stated that a detailed accounting of units’ requests using the budget categories should be included in a section. **Karen Rowe** suggested for some of the questions to be rearranged. **Jazz Kiang** stated that he will make final amendments and will confirm via email vote.
	6. On Thursday, October 18, **Jazz Kiang** requested committee members to review the final documents and to submit their votes of approval or rejection by 5:00pm. The submitted votes reached quorum and the documents were approved unanimously.
6. **Announcements**
	1. No announcements were made.
7. **Adjournment**
	1. **Neemat Abdusemed** moved to adjourn the meeting. **Christina Wang** seconded. With no objections, **Jazz Kiang** adjourned the meeting at 7:04pm.