STUDENT FEE ADVISORY COMMITTEE MEETING

A239 Murphy Hall

Tuesday, October 6, 2015

**Attendees Present:**

Graduates: Manpreet Dhillon, Erik Peña (Chair), Nicole Robinson, and Theresa Stewart

Undergraduates: Ashraf Beshay, Moneel Chand, and Angela Yip

Administration: John Bollard, ASHE Student Health Center

Maureen Wadleigh, Associate Director, CRA

Faculty Thomas Vondriska, Associate Professor

Advisor: Marilyn Alkin

Absent: Alexia Gonzalez (Undergrad Rep)

 Rebecca Lee-Garcia, Academic Planning and Budget (Ex-Officio)

 Nancy Greenstein, Director of Police Community Services (Admin Rep)

**Call to Order:**

The meeting was called to order at 11:13a.m.

1. **Approval of Agenda**
	* 1. A motion by ***Theresa Stewart*** and seconded by ***Moneel Chand*** to approve the agenda. The vote passes unanimously.
2. **Review of Handouts**
	* 1. Unit Review
		2. The meeting minutes from 9/29/15
3. **Review of Minutes**
	* 1. A motion was made by ***John Bollard*** and second by ***Ashraf Beshay*** to approve the 09/29/15 minutes. The passed unanimously.
4. **Unit Review Visit Sub Committee**
	* 1. ***Manpreet Dhillon*** explained that unit reviews would consist of three sections: Unit review presentation, summary, and appendices for data. The presentation would consist of 12-15 minutes with 5 minutes for questions. The summary, with a word limit can be submitted after the presentation. Presentations should be completed by Week 3 of winter quarter.
			1. ***Maureen Wadleigh*** reviewed and applied changes the appendences questions with SFAC.
			2. ***Marilyn Alkin*** suggested that the subcommittee ensure they are being fair and consistent in regards to when the summaries are due.
		2. ***Manpreet Dhillon*** shared that the subcommittee will finalize the questions, then decide the timeline of when units will present.
			1. ***Erik Peña*** asked how it will be communicated to units not to discuss their funding and funding requests.
			2. ***Nicole Robinson*** shared that the call letter is the form used for funding requests and that language should be included in the unit review invitation.
		3. ***Marilyn Alkin*** asked subcommittee to send ***Erik Peña*** the unit order timeline and invitation email template so he can send it out via email.
5. **Call Letter Sub Committee**
	* 1. ***Ashraf Beshay*** asked feedback from last year’s call letter.
			1. ***Thomas Vondriska*** recommended changes to the priorities such as adding new and innovative student programs and services and reordering the other priorities. ***Theresa Stewart*** took notes and will adjust the priorities.

***Maureen Wadleigh*** expressed concern with emphasizing new and innovative programs because units may not focus on improving their current programs**.**

***Nicole Robinson*** recommends talking to ***Rebecca Lee-Garcia*** to discuss changing temporary to permanent funding in regards to the 5% increase.

* + - 1. **Timeline**
				1. SFAC will review and finalize call letter in next two weeks by first week of November.
				2. ***Theresa Stewart*** recommended that Student Affairs can set an internal deadline and final deadline for 12/18/15.
1. **Election Vice Chair**
	1. ***Nicole Robinson*** moved and ***Angela Yip*** seconded to move into executive session. Vote passed unanimously.

**ENTER EXECUTIVE SESSION**

**EXIT EXECUTIVE SESSION**

* 1. ***Nicole Robinson*** moved ***Maureen Wadleigh*** seconded to move out of executive session. Vote passed unanimously.

1. **Announcements**
	* 1. ***Erik Peña*** shared that the Student Leadership Breakfast went well and provided opportunities to bridge the student leaders with the administrators. ***Angela Yip*** met the chair for the Wooden Center Board of Governors who shared their interest in planning joint town hall meetings.
2. **Adjournment**
	* 1. Motion was made by ***Nicole Robinson*** and seconded by ***Angela Yip*** to adjourn the meeting. This vote was unanimous.
		2. Meeting was adjourned at 12:54pm.