STUDENT FEE ADVISORY COMMITTEE MEETING

A239 Murphy Hall

Tuesday, October 13, 2015

**Attendees Present:**

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

Undergraduates: Ashraf Beshay, Moneel Chand, Alexia Gonzalez, and Angela Yip

Administration: Maureen Wadleigh, Associate Director, CRA

Faculty Thomas Vondriska, Associate Professor

Advisor: Marilyn Alkin

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

Absent: John Bollard, ASHE Student Health Center (Admin Rep)

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

**Call to Order:**

The meeting was called to order at 11:10a.m.

1. **Approval of Agenda**
	* 1. A motion was made by ***Ashraf Beshay*** and seconded by ***Theresa Stewart*** to approve the agenda. The vote passes unanimously.
2. **Review of Handouts**
	* 1. Unit Review and Call Letter will be sent out during the meeting
		2. The meeting minutes from 10/06/15
3. **Review of Minutes**
	* 1. A motion was made by ***Theresa Stewart*** and seconded by ***Nicole Robinson*** to approve the 10/06/15 minutes. The vote passes unanimously.
4. **Budget Workshop**
	* 1. ***Rebecca Lee-Garcia*** shared that the campus will be submitting budgets for the next fiscal year by next Spring with approved and final budgets completed by June 30. Therefore, ***Rebecca Lee-Garcia*** recommended that SFAC provide their funding recommendations to the Chancellor by March, so that the Chancellor’s approval can be completed by April/May. This would give campus units a chance to better understand what they need to budget for in the next fiscal year. It will allow the campus units receiving SSF funds to understand what they will be receiving in the next fiscal year. ***Rebecca Lee-Garcia*** reviewed permanent and temporary funding for the student service fee. She also reviewed benefit shortfalls and salary increases.
			1. ***Manpreet Dhillon*** recommended that carry forward be taken into account when considering funding requests.
		2. For now, the student fee 2.5% increase is added to 2015-2016’s temporary budget. The other 2.5% goes to mental health.
		3. For future discussions, SFAC needs to determine if they will cover benefit shortfalls and salary increases from their permanent or temporary budget.
5. **Unit Visit Sub Committee**
	* 1. ***Manpreet Dhillon*** requested that SFAC members review the documents.
		2. ***Nicole Robinson*** asked if the call letter deadline and unit review summary to be due at the same time.
			1. ***Theresa Stewart*** explained that the purpose of the unit review executive summary is for historical documentation for future SFACs and can also be referenced when considering funding requests.
			2. There was a discussion on when the executive summaries should be due while ensuring fairness of length of time. ***Marilyn Alkin*** recommended that since all units will receive 2 weeks’ notice of their presentation and SFAC can also request those departments bring their summary at the time of their presentation.
6. **Call Letter Sub Committee**
	* 1. ***Nicole Robinson*** asked about changing one of the priorities for new innovative programs specifically for undergrads to all students. ***Ashraf Beshay*** will send the document as a google document to allow for edits and recommendations.
7. **Announcements**
	* 1. ***Theresa Stewart*** will not be present at next week’s meeting.
		2. ***Angela Yip*** shared that there is a mental health town hall this Thursday from 6-8pm to hear student’s view on CAPS and services in Carnesale.
8. **Adjournment**
	* 1. Motion was made by ***Theresa Stewart*** and seconded by ***Manpreet Dhillon*** to adjourn the meeting. This vote was unanimous.
		2. Meeting was adjourned at 1:02pm.