**Student Fee Advisory Committee**

**12:30-2:30pm**

**Monday, October 4, 2021**

**Virtual Meeting**

**Attendees:**

**Graduates:** Michelle Luna, Gaby Barrios, Paarth Shah, Zuleika Bravo

**Undergraduates:** Samantha Solemnidad, Luis García, Karina Mara

**Administration:** Carina Salazar, Erinn McMahan

**Faculty Rep:** N/A

**SFAC Advisor:** Christine Wilson

**APB Advisor:** David Navar

**Gaby Barrios** called the meeting to order:

1. **Ice Breaker Question:** **If you could travel anywhere, where would you go and why?**
	1. **Gaby Barrios** opened the floor for the committee to share if they could travel anywhere, where would they go and why?
2. **Approve Agenda**
	1. **Luis Garcia** made a motion to approve the agenda. **Karina Mara** seconded the motion. The motion passed unanimously.
3. **Zoom reminder**
	1. **Gaby Barrios** reminded people on Zoom that private messages are recorded and downloaded and sent to for drafting SFAC minutes.
4. **Call letter and Unit Review in depth explanation**
	1. **Gaby Barrios** shared that the Call Letter is the letter in which the committee asks units to submit information. The Call Letter is the cover letter units see before the unit review questionnaire. The letter is addressed to a number of people who are relevant - including but not limited to VC Monroe Gorden, Administrative Vice Chancellor Beck, various Deans and Provosts. The letter is also signed by the Chair and Vice Chair of SFAC, however, crafted by the whole committee. The letter introduces the university questionnaire and any relevant documents. **Gaby Barrios** shared common words used in SFAC meetings:
		1. Unit - is a department or organizational structure that receives SSF.
		2. Carryforward – money that has not been spent and is carries forward into the next fiscal year.
		3. SSF Guidelines – document that outlines how the SSF should be used and how SFAC recommends on these funds.
		4. Organizational Chart – chart that shows the structure of a unit or organization, including employee and titles, and funding source from which their salaries are paid.
	2. **Gaby Barrios** shared last year’s Call Letter and table of context – SSF Funding Guidelines, SFAC Unit Review Questionnaire, SFAC Student Services Funding Request Form, Spreadsheet Template for Funding Request, Your SSF Actual Trend Report.
5. **Priorities discussion**
	1. **Gaby Barrios** shared last year’s priorities:
		1. What plans do unit have to address challenges that students face due to the events in 2020, focusing particularly on addressing the disproportionately negative effect on underserved population.
		2. What are unit doing to adopt anti-racist approaches to services and programs.
		3. What data do units have to demonstrate the effectiveness of its efforts in increasing equity, inclusivity and accessibility to traditionally underserved communities within the student body.
		4. How are units working to address the mental health needs of students, whether through direct clinical care targeted interventions or the development of healthy learning communities.
	2. **Gaby Barrios** shared last year’s priority related questions for Graduate student needs and had an open discussion on the following:
		1. Describe how units understand the needs of graduate and professional students and how units have addressed these needs. What utilization data is there regarding graduate student engagement.
		2. What does our outreach look like for one-year masters students.
		3. Does said unit play a role in informing other students services about the needs of graduate students.
	3. **Gaby Barrios** asked the committee and had an open discussion on the following:
		1. Having seen the priorities from last year, what priorities are important this year and why.
		2. How does SFAC want to incorporate these priorities into the unit review questionnaire.
		3. What are some roadblocks for getting useful answers from units. How can the committee overcome or prevent this?
6. **Unit Review questions preliminary brainstorming**
	1. **Gaby Barrios** shared that the questionnaire are the questions used to understand how SSF are being used by the unit. The questions are crafted by the committee and should display SFAC priorities. She also shared to keep in mind that many units are understaffed and overworked and it is important that the questions are useful and that they elicit information the committee cares about and that units can respond reasonably in the time given. **Gaby Barrios** shared the structure of the questionnaire: standard questions - sharing the function of the unit, asking for an org chart, how SSF funds are used consistent with the Guidelines; questions related to SSF scarcity or other concerns; and SFAC priorities related questions. **Gaby Barrios** shared last year’s questions added to the questionnaire that were useful in the moment.
	2. **Gaby Barrios** asked the committee and had an open discussion on the following:
		1. What does the committee think about the structure from last year.
		2. What other questions can the committee think of.
		3. What are the strengths from last year’s questionnaire.
		4. What can be changed this year to reflect collective understanding of SFAC.
7. **Vice Chair Elections**
	1. **Luis García** and **Samantha Solemnidad** provided their opening statements.
	2. The committee asked the following questions to **Samantha Solemnidad** (first two questions not recorded):
		1. **Michelle Luna** asked **Samantha Solemnidad** what she was hoping to learn in Vice Chair position. **Samantha Solemnidad** shared that she would like to learn more about the administrative side of things, especially in terms of speaking with w/ VC Gorden and other Administrators. She would like to hear their perspectives and learn more about the administrative side of SFAC because as a student, she lacks that viewpoint.
		2. Carina Salazar asked **Samantha Solemnidad** what her perception is of SFAC and how does that factor into her decision to be part of the committee. **Samantha Solemnidad** emphasized that SFAC is not a funding body. The SFAC are a group of people who come together from different parts of campus for the undergraduates, the graduates and for the administration. SFAC is every part of campus who come together to make recommendations, bring communities and perspectives that are extremely valuable – not as a funding body, but as a group of people working together to try and recommend allocations and make sure that money goes where it needs to be. She expressed that she not only wanted to represent and be the voice of her community, she also wanted to work with everyone else, to make sure that this year especially, the SFAC can contribute and make sure all agree on everything and no one feels unheard. As Vice Chair she can help ensure this happens.
	3. The committee asked the following questions to **Luis Garcia:**
		1. Committee member asked how **Luis Garcia** how he planned on supporting **Gaby Barrios. Luis Garcia** shared he would assist with SFAC agendas, attend meetings on her behalf when not available.
		2. **Zuleika Bravo** asked **Luis Garcia** in addition to supporting **Gaby Barrios** if there were specific project, committee or topic that he would like to take the lead on this year. **Luis Garcia** shared that he would like to take the lead on the committees’ social media platform emphasizing on material needs.
		3. **Michelle Luna** asked **Luis Garcia** what he was hoping to learn in the Vice Chair position. Luis Garcia shared that he was hoping to learn how to lead budgeting in leadership and organizational style.
		4. Carina Salazar asked **Luis Garcia** what her perception is of SFAC and how does that factor into her decision to be part of the committee. **Luis Garcia** shared that he really likes budgeting and that it tends to get overlooked in terms of logistics and the day-to-day. He would like to optimize the budget and resources at different resources.
	4. The committee voted and sent their responses to **Christine Wilson**.
	5. By one vote, this year’s SFAC Vice Chair for 2021/22 is **Luis Garcia.**
8. Announcements
	1. **Gaby Barrios** shared an overview of her meeting with VC Monroe Gorden. In her meeting they discussed the following:
		1. Perception of SFAC in Student Affairs
		2. Merits and Benefit Shortfalls
		3. Cohort Model Tuition – how this will affect SFAC
		4. Having a conversation w/ the entire SFAC
	2. **Gaby Barrios** asked the committee to write a list of organizations and offices on campus that have social media presence.

The meeting adjourned.