**Student Fee Advisory Committee  
Monday, May 28, 2022  
5pm-6pm  
Virtual Meeting**

**Attendees**:

**Graduate Students:** Gaby Barrios, Michelle Luna, Gaby Barrios, Zuleika Bravo

**Undergraduates:** Luis Garcia-Chavez, Karina Mara, Samantha Solemnidad

**Administration:** Charles Turner, Carina Salazar, Erinn McMahan

**Faculty Rep:** Dr. Alison Chu

**SFAC Advisor:**  Christine Wilson

**APB Advisor:** Judy Huang

1. **Gaby Barrios** called the meeting to order at 5:04 PM and shared her screen so the attendees could see the agenda.
2. **Luis Garcia-Chavez** made a motion to approve the agenda. **Charles Turner** seconded the motion. The motion passed unanimously.
3. **Gaby Barrios** began a review of the timeline for the quarter:
   1. Winter quarter was dedicated to the rather extensive unit review process.
   2. Spring quarter will focus on sending out feedback and then engaging in a dialog with the units. SFAC will also need to review the temporary funding requests.
   3. The call letter was sent by **Gaby Barrios** on Monday, May 28th. Requests from the units are due by April 26th. There is a chance that some of the requests may be late.
   4. The goals for the quarter are to review all the requests and then approve or not approve each one.
   5. Academic Planning and Budget (APB) has given some scenarios however SFAC will have to wait for context on how to manage those temporary funds. **Charles Turner** commented that budgets are due to APB by April 26th. **Gaby Barrios** responded that SFAC may need to request an extension.
   6. Currently, each week has something currently listed except for weeks three and four to grant some flexibility to give enough time for SFAC to discuss the different aspects of the budget.
   7. There may be the need to request for Student Affairs (SA) and Rebecca from APB attend a meeting in weeks six or seven. A hold has been placed in case SFAC requires additional information.
   8. SFAC is also required to send its recommendations to the Chancellor. The first part of this recommendation is the submission of a letter that outlines the overarching reasoning used for SFAC’s allocations. The second part is the submission of supplemental letters that will look to recap and discuss the themes that were present during the winter quarter if specific topics require additional information.
   9. Some of the topics from last quarter included:
      1. Draw attention to employment practices that create a lot of turnover,
      2. Carry forward issues,
      3. Emphasize sustainability.
   10. **Gabby Barrios** stressed that these recommendations are important and is the main power SFAC has in fulfill its duties.
   11. SFAC was asked to go back and review their unit feedback to make sure that each SFAC member has given feedback for each unit in a paragraph form.
   12. May 2nd is Eid al-Fitr - if any SFAC members celebrate this holiday they should let **Gaby Barrios** know that they will not be in attendance.
   13. Memorial Day, May 30th, is currently the last scheduled meeting for SFAC and will need to be rescheduled as that is a national holiday and the University is closed. A poll will be sent to find a date to reschedule.
4. Review process for funding recommendations:
   1. **Gaby Barrios** sent the call letter. This was approved last quarter and discusses the funding from SFAC. The letter does ask for units to submit a funding request, however SFAC is not recommending any temporary funds for this coming cycle.
   2. SFAC provisionally approved the funding scenarios from last quarter that Rebecca from APB presented. SFAC has to revisit those temporary funds.
   3. SFAC will have to decide its priorities to address the funding requests when they are submitted.
   4. All the requests that are submitted will be listed in spreadsheet. SFAC members will then go through using the priorities to decide which funding requests are approved and by what specific amounts.
5. Announcements:
   1. SFAC will meet Mondays from 5-6 PM.
   2. The calendar that was discussed in the course of this meeting will be sent to all SFAC members via email.
   3. The Zoom link will remain the same for all future meetings during the spring quarter.
   4. **Gabby Barrios** will send agendas before each meeting.
   5. **Christine Wilson** empathized that committee member should provide thoughtful feedback when reviewing requests from the units. **Gaby Barrios** agrees with that and recommends that SFAC members review the trend reports when developing feedback for the units that request funds.
   6. **Christine Wilson** shared that SFAC did not send any questions to the units this year. If SFAC thinks that more information is needed then questions can be sent.
   7. **Gaby Barrios**  let PRG know that **Paarth Shah**  and **Karina Mara** are the members from SFAC
   8. **Christine Wilson** reminded SFAC that it will need to vote on the recommendations from PRG as well as send a letter to the Chancellor explaining that vote.

The meeting adjourned.