**Student Fee Advisory Committee
Monday, April 4, 2022
5pm-6pm
Virtual Meeting**

**Attendees**:

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

**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:**

1. **Gaby Barrios** called the meeting to order at 5:07 PM.
2. **Luis Garcia-Chavez** made a motion to add the priority list to the agenda. **Carina Salazar** seconded the motion. The motion passed unanimously.
3. **Carina Salazar** motioned to approve the agenda. **Luis Garcia-Chavez** seconded the motion. The motion passed unanimously.
4. **Gaby Barrios** stated that the winter quarter week 3 minutes were sent by Michelle Ventura and the spring quarter week 1 revised minutes were sent by Chett Miller and that both were received by the committee.
	1. **Luis Garcia-Chavez** made a motion to approve the winter quarter week 3 minutes and the spring quarter week 1 minutes. **Erinn McMahan** seconded the motion. The motion passed with **Zuleika Bravo** abstaining.
5. **Gaby Barrios** discussed the priority list for Student Affairs (SA).
	1. **Christine Wilson** recommended that SFAC first review the long term temporary funded items. Based on what SFAC has discussed determine SFAC’s highest priorities in what was submitted by SA. SA would like to be aware of what SFAC is considering a priority to help modify SA priorities to help align SA and SFAC. **Gaby Barrios** agreed with **Christine Wilson** and mentioned that in situations where there is temporary funding for Full Time Employment (FTE) positions there maybe opportunities to make those permanent.
	2. **Gaby Barrios** the discussed the general priorities that SFAC discussed at the beginning of the academic year looking at the material needs to help units evaluate their programs and services to measure how successful they were and to make sure that traditionally overlooked populations were not overlooked.
	3. **Gaby Barrios** then prompted SFAC members to discuss priorities focusing on unit reviews and temporary funding requests to help set SFAC priorities. **Christine Wilson** mentioned that its not just temporary funds, it’s also prioritizing for permanent funding based off the Academic Planning and Budget (APB) developed. And while everyone starts discussing the requests that they reviewed, she will share a link to last year’s SFAC’s priorities with the long term funded items highlighted. **Gaby Barrios** agreed with that and mentioned that she did send the spreadsheet out to everyone’s email. **Carina Salazar** mentioned that that email was sent on Wednesday, March 2nd at 12:10 AM. She then resent the email.
	4. **Gaby Barrios** asked the question that the items that were long term funded are already indicated in the spreadsheet from last year. **Christine Wilson** commented that yes, the document should include the number of years the funding is listed for. She also highlighted that as recently has four years ago there was $8 million in temporary funding that has steadily reduced. During this period there has been fairly consistent agreement between the different SFAC committees on what should be prioritized with the more limited funding that has been available.
	5. **Gaby Barrios** then started to discuss the spreadsheet itself.
		1. She reiterated what Christine discussed with the different years that items are being funded.
		2. When looking at employment, especially FTE and the different items that support that like the necessary technology and benefits. SFAC should not go based just on the salary even if it appears as different items on the spreadsheet.
		3. On the right side of the spreadsheet the amount that SFAC approved or recommended will be listed.
	6. **Gaby Barrios** then discussed last year the recommendation stating that the target was set at $1.5 million but ended up being much less – coming it at about $1 million. This year SFAC is recommending about $1.4 million. She stressed that if fulltime employment positions were funded in the past with temporary funding – those should be prioritized. She also reminded the committee that SFAC is not the only funding source on campus, so units can look for funding from other sources. Communication with the units is very important to make sure that the funding priorities are strategically good to be approved.
	7. **Christine Wilson** highlighted that the spreadsheet that was sent out in that email was the condensed version which does not include the number of years things have been funded. However, there are no new positions approved and there have not been any approved since the funding has been reduced. SA does have other temporary funds to support new positions, and new positions have been created, however, it would be helpful to SA to understand what the SFAC priorities are in terms of this position 1st and that position 2nd.
	8. **Gaby Barrios** then mentioned that this week SA Leadership is meeting so it is a good opportunity for SFAC members to talk with leaders to help make sure everyone is on the same page.
	9. **Gaby Barrios** then stressed that FTE positions listed in the spreadsheet may take up multiple rows and it is important to look at the total cost of each position. **Christine Wilson** said she would group and highlight those to make it easier to see in the spreadsheet. **Gaby Barrios** then reminded SFAC to think about the type of request that SFAC should priorities and what do we want types of requests does SFAC want to encourage units to submit. Topics could include:
		1. Employment opportunities
		2. Technology
		3. Infrastructure in terms of office space and remodeling

All these items are valid if there is a justification for it. If SFAC members are trying to put a units’ requests into context look at the trend report or the unit review presentation, all those files are included in the Box folder.

* 1. **Gaby Barrios** asked **Christine Wilson** if SFAC has to the next meeting to review that information of if SFAC should discuss that information in this meeting. **Christine Wilson** answered that SFAC should begin to discuss that information now as directors will be meeting with the leadership team to look at their carry forward funding and us it now rather than making requests, so the available money can be used more effectively.
	2. **Christine Wilson** then highlighted that temporary funds are designed to be used for things that are temporary in nature and in the immediate future there are not a lot of new permanent money being made available. Permanent funds are most commonly used for the things that are the most permanent nature which are people. **Gaby Barrios** added that this is in line with the high levels of turnover because of the lack of job stability and that students should be considerate of how impactful SA officers are on the lives and careers of the students they interact with.
	3. **Gaby Barrios** shared her option that the employment of FTE student affairs staff should be a priority for SVAC. Those staff who are funded by SFAC, relay on that funding to maintain their job. In the next meeting, SFAC member should be prepared to discuss their own priorities. SFAC members should write out their own list of priorities.
	4. **Christine Wilson** asked if **Gaby Barrios** would send out the list of the priorities that SFAC developed for the year. Those can be adjusted with new information that may have changed your opinion, but that list would serve as a good starting point. **Gaby Barrios** will resend that document.
	5. **Erinn McMahan** mentioned that in the call letters that were sent to units in SA, there was nothing that explicitly prohibits units from submitted new requests for temporary funding. He asked if that was a correct interpretation of the originally request made to units. He also asked how priorities SFAC priorities when considering those new requests. **Gaby Barrios** responded that there was nothing that specifically prohibits, however, it was made clear in the call letter that SFAC is not encouraging new requests at this potin in time. Units are free to submit those requests, however SFAC priorities should focus mostly on the requests that were discussed earlier. SFAC should ask the question of how long these requests have been made for and she pointed out that units should be aware that SFAC has not approved new requests for at least two years. **Christine Wilson** mentioned that there is a strong attempt to align what SA puts forward and the priorities as set by SFAC. **Erinn McMahan** responded that he is not advocating for new request to get priority over existing priorities, but it would be useful to make another statement to SA about this topic. **Gaby Barrios** stated that the reason SFAC is not completely saying no and that they do want to see all the requests is there is the possibility that this a compelling reason to make that request and the shut those out with out hearing them would not be ideal. **Christine Wilson** reviewed what SA sent to the units and said the call letter stated to not make new requests for permeant funding and to only focus on temporary items that are critical.
1. **Gaby Barrios** moved to the next agenda item, unit feedback
	1. **Gaby Barrios** reminded SFAC members to convert their questions that were drafted last quarter on the Google Doc to paragraph form so those questions can be sent to units. These questions were focused on questions specific to unit reviews as well as lingering thoughts. In the past this part of the process has felt like a box being checked and this year’s SFAC wants to see more of a conversation with units about concerns, clarifications, and ideas. When SFAC doesn’t communicate well with the units a lot misunderstanding can occur and things can go unfunded that maybe should have had financial support.
	2. **Gaby Barrios** asked **Christine Wilson** if she has the bandwidth to add comments on people’s questions. **Christine Wilson** responded that she is happy to give comments but is hesitant to do so because she doesn’t want her own opinions to influence SFAC members when making their decisions. She encouraged SFAC to use all the resources that are available to help craft those questions and comments and reminded SFAC members to focus on possible carry forward funding.
	3. **Gaby Barrios** stated that she does feel confident that the SFAC members questions are good and detailed and will elicit response from units. She asked SFAC members to let her know if they would not be able to change their questions to paragraph form before the next meeting.
2. **Luis Garcia-Chavez** motioned to adjourn the meeting. **Erinn McMahan** seconded that motion. The motion passed unanimously.