Student Fee Advisory Committee
Meeting Minutes
October 9, 2013

Present: Ceril Fangon, Gabriel Pulido, Justin Lardinois, Clara Skaug, Denise Onitsuka, Lucy Rojas, Peter Fabian, Lucerito Carrillo, Brooklyn Ackerman, Noora Almajid, Faye Crosby, Free Moini, Tony Tsujisaka, Max Hufft

Absent: Erik Green, Shaz Umer, Alma Sifuentes

1. Approval of Agenda
   a. Tony motions to approve the agenda; Charlsie seconds the motion. Motion passes.

2. Announcements
   a. College/SUA/GSA/SAB/Provost Announcements.
      i. College 9/10 is having the Slugapalooza this Friday from 6-8 pm.
      ii. College 8 is having elections for government positions and SUA representatives next Thursday. Rocky Horror is in two weeks.
      iii. Clara reminds the group that she sent out an application for student rep to the Regents meeting; application is due October 31st
      iv. Charlsie reports that applications are still being accepted for the Student of Color Conference.
   b. Council on Student Fees
      i. Clara reports that the next CSF meeting is October 19 – 20 at UC Berkeley. She asks the committee to fund her travel for one meeting, until CSF confirms their budget for the year. Discussion continues. The group reaches consensus to cover Clara’s travel costs.
      ii. Ceril asks if anyone else would like to attend the CSF meeting? Lucy C. encourages anyone who is interested in being the chair or vice chair in the future to participate, as it is good training. Max will attend.
   c. Office Hours Sign Up
      i. Ceril explains that each voting member is expected to conduct one hour of office hours per week. A sign-up sheet is coming around to the group. Ceril reports that he will be checking up on folks and will visit office hours randomly.
      ii. Clara provides a suggestion: conduct office hours at Hahn Student Services while reviewing funding proposals.
      iii. Lucy R. reminds the group to connect with College governments and GSA to get on agendas.

3. Funding Proposal Review Exercise
   a. Ceril explains that for today’s meeting, he wanted to have an exercise that would allow the committee to practice using the funding proposal evaluation metrics.
   b. Lucy R. explains the exercise. There is a sample funding request from 2006 for Learning Support Services, and a sample from the evaluation metrics. Committee members are asked to read through the funding proposal, then answer the questions on the evaluation sheet. Then we will discuss our responses to see if we can achieve a consistent approach to evaluation.
   c. Discussion following activity:
      i. Committee has common opinion on statement of need and clearly stated goals and objectives.
ii. Disagreement regarding “easy to read, and is free of spelling and grammatical errors.” Clara explains that last year she was more lenient on this, but she will be more assertive this year. Faye asks for feedback from those who said “no.” Gabriel says that the information was “all over place” in comparison to what we reviewed last year. Clara agrees and says the proposal could have been stronger if the requested items were prioritized in order of importance. Peter adds that they did say they needed everything. Justin adds that bulleted information could have provided a clearer format for the content, instead of paragraphs.

iii. Regarding “the proposal has articulated what the funding will be used for”, there is discussion. Some people said yes and some said no. Peter explains that this metrics appears to be a method of ensuring departments articulate a purpose. Lucy adds we are looking for the departments to make an effort. Faye summarizes that the importance of this metric is to evaluate if the proposal has articulated where the funds will go. Brooklyn asks some clarifying questions. Clara reminds the group that each member will also look at the evaluation differently based on the needs of the community they represent.

iv. Peter says that he is interested in discussing this further. Ceril makes a motion to table discussion to next week’s meeting. Peter seconds the motion. The motion passes.

4. Photographs
   a. Lucy R. takes photographs for the website.

5. Adjournment at 1:45 pm.