**Student Fee Advisory Committee**

**Meeting Agenda**

**October 24, 2022**

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Present: Andy, Bara, Charlene, Flora, Stephanie, Liz, Lisa

1. Welcome & Check-In Question/Intro Activity
   1. Check in question: what would be your superpower?
2. Approval of Agenda and [SFAC\_Minutes\_101722](https://docs.google.com/document/d/1MNm1SiEH39IPnmMRhiP_xlQmt7rZj0ED8qCLL0GZtpc/edit?usp=sharing)
   1. Bara motions to approve the agenda, Flora seconds. Motion passes.
   2. Charlene motions to approve the minutes, Stephanie seconds. Motion passes.
3. Announcements & Updates
   1. Orientation meeting upcoming
      1. [2020 Orientation Video](https://drive.google.com/file/d/1bTDWd-DVdmi24TTIVCHCLJlqCXcIlJ__/view?usp=sharing)
   2. Resources
      1. Charge Letter
      2. [SFAC Handbook & Bylaws](https://drive.google.com/file/d/1xQXRXe-JLi37dsjVuMTKbirvP3VIHP3m/view?usp=sharing)
      3. [SFAC Google Drive](https://drive.google.com/drive/u/0/folders/0ABUg3XoO_6LbUk9PVA)
      4. [SFAC website](https://sfac.ucsc.edu/)
   3. Member updates
      1. Welcome Tanisha, RCC representative!
      2. Crown and John Lewis have also nominated representatives.
   4. AA/PIRC was notified via email confirming that their request was approved last minutes
4. Funding call this year (continued)
   1. How much does the committee want to put in to reserves?
      1. Lydia shares that historically, the committee puts aside a certain percentage into reserves to offset future funding pools, for emergency situations, or to be used on an as needed basis.
         1. Charlene asks how much the committee put aside last year? Lisa will clarify. Lydia says that many departments on campus practice a 10-15% reserve.
      2. Flora supports a 10-15%, particularly 10%. Students are eager to get involved again and supports having more funding available in this year’s call.
         1. Liz agrees.
         2. Bara agrees.
      3. Bara notes that last year had fewer funds to work with.
      4. Charlene agrees with the 10-15%, and that last year’s funding pool was smaller to begin with, thus a smaller amount was put into reserves proportionally.
      5. Flora motions for 10%, which is about $88,931, to put into reserves. Bara seconds. No objections, motion passes.
      6. This leaves $710,384 for SSF/M7 funding and $90,000 in EMH funding.
   2. How much does the committee want to put in to the call?
   3. Timeline for call Ideas:
      1. [8 weeks] Release application Monday, November 21st(week 8 Fall)- Sunday, January 15th(week 2 Winter) ?
      2. Then reconvene meetings week 3 of Winter quarter to:
         1. discuss logistics of our reading/rating timeline and then,
         2. brainstorm ideas on how to review and discuss ratings and preliminary allocations
      3. Liz and Bara are supportive of this timeline.
      4. Charlene notes that we are open for the allocation process and rubric.
      5. Charlene motions to finalize the timeline. Bara seconds. No objections, motion passes.
      6. Liz asks what else needs to be finalized by week 8? Charlene believes its doable. Lydia notes that the memo and application are the primary items.

|  |  | **19900** | **20000** | **20360** |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **GF** | **SSF** | **M7** | **Total** |
|  |  |  |  |  |  |
|  | Forfeitures to date | $9,539.94 | $428,017.01 | $230,881.91 | $668,438.86 |
| 7/1/22 | SSF Revenue Dist (Yr 1/4) |  | $300,000.00 |  | $300,000.00 |
| 8/16/22 | FY23 M7 Allocation |  |  | $288,256.19 | $288,256.19 |
|  | Available Bal | $9,539.94 | $728,017.01 | $519,138.10 | $1,256,695.05 |
|  | Less 21/22 Cycle awards | $1,657.00 | $307,963.00 | $147,760.00 | $457,380.00 |
|  | **Remaining Balance** | **$7,882.94** | **$420,054.01** | **$371,378.10** | **$799,315.05** |
|  |  |  |  |  |  |
|  | Equity in Mental Health Funding |  |  |  | **$90,000** |

1. [Previous Qualtrics Template Overview](https://drive.google.com/file/d/1FRxHpfgIfHRlmmCnG35lE2Rqk82LElPl/view?usp=sharing)
   1. Lydia shares that in previous years the committee received applications through Google Forms, and last year used Qualtrics. It is up to the committee to decide the format to collect this information this year.
   2. Flora asks why permanent budgets are requested? Charlene explains that it provides insight to where funding is coming from, as well as if SFAC and student fees are already a major source of funding for units.
2. Discuss Qualtrics this year
   1. Do we want to use this again or google forms?
      1. Liz liked Qualtrics. Bara also liked reading through it, but is not sure what Gforms looked like. Andy agrees that Qualtrics was very organized and was formatted specifically. Charlene agrees that it made information easy to look at.
      2. Bara motions to use Qualtrics again this year, Liz seconds. No objections, motion passes.
   2. Review last years [recommendations](https://docs.google.com/document/d/1t8q9vYMcqcWa_FYxWlh31l_SEdiK9xaQElSMCQGWxO0/edit?usp=sharing)
      1. How do we want to make modifications to the form? Do we want to re-write anything?
         1. Charlene notes that it seemed like a long application last year, though Qualtrics helps trim down the requirements.
         2. Bara notes that units had different approaches to budget sheets, and were sometimes harder to read.
         3. Flora says that in previous years the questions seemed replicative. Streamlining using Qualtrics seems solid, and having a standardized budget form helps prioritize what to fund. Budget templates prioritizes what funding is for.
         4. Charlene suggests using breakout rooms in a future meeting to review each portion of the application.
         5. Lisa will be updating the budget template this week.
      2. How do we want to include Equity in Mental Health into form?
         1. This will be reworked in a breakout room.
3. If time permits: Brainstorm future guests and topics
   1. Lisa will be sharing a budget briefing with the committee, per policy. She would like to do it in late fall or early winter.
   2. Lisa is now the MCFAC lead in BAP.
   3. The referenda for the TAPS fee has language for a winter quarter briefing each year. Fee increases go towards a reserve for EVs. They will need to present in winter quarter.
4. Adjournment
   1. Charlene motions to adjourn, Flora seconds. Motion passes.