

Student Fee Advisory Committee
January 14, 2019
Kerr Hall #307 Conference Room

Accessing the Meeting via Video Conference: <https://zoom.us/j/750077802>

Meeting Agenda

- 1. 2:30 - 2:50 PM: Approval of Agenda, Minutes, Announcements**
 - a. Approval of Agenda and [Minutes](#)
 - b. Identify a minute taker (Lucy is out today)
 - c. Welcome new members and introductions
 - d. CSF Meeting: January 27th & 28th at UCSF (Sunday/Monday)
 - e. Announcements

- 2. 2:50 - 3:30 PM: Funding Proposal Process**
 - a. Updates: 74 proposals with a total of \$3,722,120 in requests. [Tracking Spreadsheet](#) reflects all proposals.
 - i. Proposals have been numbered in the order they were submitted.
 - b. Funding Proposal [Folder](#)
 - i. Each proposal has a corresponding folder where all materials submitted by the author have been saved.
 - ii. Lucy has followed up with some groups that were missing budget documents and some items are still coming in.
 - c. Funding Proposal [Rating Sheet](#)
 - i. Workbook contains one worksheet for each member (see tabs at bottom, organized alphabetically by first name).
 - d. Discussion on process and next steps
 - i. Timeline for review of proposals. Establish a deadline for all members to read and evaluate proposal.
 - ii. How many meetings will we forgo for proposal review?
 - e. Discussion
 - i. One late proposal submitted after deadline. What should we do?
 - ii. Some proposals may have listed inaccurate information (for example, which committee member they met with). What should we do?

- 3. 3:30 PM: Adjournment**

Next Meeting: TBA