

Student Fee Advisory Committee

October 16, 2017

Meeting Minutes

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Present: Amanda Kazden, Kiryl Karpiuk, Bryna Haugen, Sabina Wildman, Cathy Thomas, Ian Gregorio, Lisa Bishop, John Steele, Regina Gomez, Gina Tu, Alice Malmberg, Lucy Rojas, Ashley Jackman, Suini Torres

Guests: Kimberly Register, Campus Budget Director

1. Approval of Agenda, Minutes

- a. Meeting convened at 1:11 pm
- b. Kiryl motions to move the group photo to after CSF by-law discussion. There is no second. Sabina motions to move the photo to next week. Bryna seconds the motion. Motion passes. Kiryl motions to approve agenda. Gina seconds. There are no objections.
- c. Bryna motions to approve the minutes. Gina seconds the motion. There are no objections. Motion carries.
- d. Introductions
- e. Announcements
  - i. Lucy encourages people to the Quarry Amphitheater Grand Opening event on
  - ii. Alice announces that the SUA Internal Office is having an open house tonight at the SUA Office. I HEART UCSC week is going on this week. There are a number of events going on through the weekend.
  - iii. Sabina announces that next week there are a number of housing events. There is a call to action at the City Council Meeting on October 24<sup>th</sup>; meeting starts at 5:15 pm. See Sabina after the meeting if you are interested in being part of the action.
  - iv. Regina announces that Pescadero Elementary School is looking for students who are bi-lingual who could
  - v. Alice shares that the P3 housing initiative is forming a committee to include a rep from each college, like SFAC. See Alice for additional information.

2. Postal Kiosk at Bay Tree Bookstore

- a. Kimberly explains that since the mail room stopped having mail service in the basement of Engineering. There were contract disagreements with the U.S. Post Office and the contract was not renewed.
- b. The kiosk in Bay Tree is a leased service. The kiosk went into effective in January 2014; the lease expires on December 2017. The costs are currently split three ways: Central Campus, SSF, CHES.
- c. The past cost has been \$40,000; the estimated cost for 2018 will be \$29,000. CHES will be absorbing the staffing costs for Bookstore personnel to be available for assistance and to ask questions.
- d. Kimberly offers a chart that reflects a transaction count for 2016-2017. There is no way to know how many students are using

- e. The current vendor is no longer offering the service so we will need to find a replacement vendor and forgo the service on campus.
- f. Bryna asks whether there is a convenience chart
- g. Alice explains that the postal kiosk is very helpful to her as an out of state student.
- h. Sabina explains that we will need to consult further with constituents.
- i. Question: worth continuing?
- j. Sabina asks what would happen to the funds if the service is discontinued?
- k. Lucy explains that average usage for busiest month is 78 transactions per day.
- l. Bryna suggests better advertising about this service.
- m. Gina explains that based on the data, the service seems important. To make it more beneficial, it would probably be better if larger packages could be sent. There should be someone there to help.
- n. Suini explains that we can develop a recommendation after further consultation; we could have that ready next week.
- o. Discussion: regarding how to collect information on usage. It could be more worth it.

### 3. CSF By-Law Changes

- a. Brief discussion.
- b. Bryna motions to approve the CSF By-Law Changes . Amanda seconds the motion. There are no objections. Motion carries.

### 4. Funding Call Process

- a. Suini explains that there are a number of resources linked in the agenda.
- b. Bryan suggests that continuing members would probably have better input to the application process.
- c. Sabina mentions that two of the application questions are very similar. Can we collapse the questions about mission statement and the question about the mission corresponding to the service that is being proposed. Amanda responds that having the mission statement at the very beginning is helpful. Suini says that one way to distinguish is to ask for the mission statement to be briefly stated and then later further expanded.
- d. Addition: include request foapal, business manager contact (non-graded questions).
- e. Funding question: we use the word “specific” twice.
- f. Cathy suggests that we provide a template for the budget information. Cathy will circulate a sample.
- g. Gina suggests that we ask more about the author - student, employee, etc. and the department/division they are part of.
- h. Under mission/goals: describe your unit, you could add in a description of who is in your unit.

- i. Alternative to using the word “unit” - what is your department/unit/student organization?
- j. Typo: mission/goals question; change “going to enhance the student experience”
- k. Better explain that this funding is not meant for individual student initiatives.
- l. Explain in advance that are things that cannot be funded by the fund type: tuition, fees, instruction, etc. “Please keep in mind that the following things cannot be funded...” in the funding memo.
- m. Encourage groups that are with SOAR or other sponsored student groups to include a FOAPAL or adviser contact.
- n. Question: should we require visits to office hours in advance of accepting an application. First set of eyes on the proposal. There is support for this idea. Gina suggests a few items from the application that we would review. “Peer review” - with a prompt in the application process to check the office hours schedule and send an email with an advance, and don’t wait until the last day of the deadline to visit with SFAC.
- o. Recommendation: timeline for the SFAC review process that is posted to help guide people through the process.
- p. Gina asks about the timeline. Goal is to have the call out in two weeks. Discussion regarding proposal deadline.
- q. John comments that there are three things that strike him: we have the usual suspects on those who
- r. Deadline: December 22<sup>nd</sup>. Consult deadline: December 1<sup>st</sup>. We will explain that proposal that do not complete consult by
- s. Suggestion from Lisa: create check list for SFAC members to use during the consult period.
- t. For timeline: we will put a notice out in January after we know how many proposal we have to provide an idea of when we will be finished.
- u. Add specific question about the funding amount
- v. When is your event? When will you use your funding? Indicate a date when funding will be required.

## 5. Adjournment

- a. Motion by Gina to adjourn. Motion seconded by Regina. Motion carries.