

Student Fee Advisory Committee
Meeting Minutes
January 12, 2021

Present: Chloe, Emily, Gloria, Isaac, Lisa, Matthew, Sarah, Vivian, Lydia, Brynna

1. Welcome and Introductions
2. Approval of Agenda and [December 11 minutes](#)
 - a. XX motions to approve the agenda, XX seconds.
 - b. XX motions to approve the minutes, XX seconds.
3. Funding Modifications to Proposals from 2019-2020
 - a. [CORE STEM Mixer Funding Extension](#)
 - i. Brynna explains that the group did vote on this early in fall quarter. She said this group has come back with a different date.
 - ii. Sarah motions to approve the CORE STEM Mixer Funding Extension, Gloria seconds. Motion approves.
 - b. [KZSC Funding Modification](#) and [Addendum](#)
 - i. Brynna explains that KZSC was allocated this funding four years ago and never used it. They are asking for permission to spend on different equipment. Lydia adds that the reimbursement model was not started until a few years ago.
 - ii. Isaac suggests adding a question to the proposal application asking if they have received funding from us in the past. Sarah agrees.
 - iii. Vivian motions to approve KZSC Funding Modification and Addendum, Isaac seconds, motion passes.
 - c. [CAPS Funding Modification](#)
 - i. Brynna clarifies that this is an extension but it sounds very similar to their original proposal. They are opting the number of student coordinators to their staff.
 - ii. Vivian asks if this is a proposal they submitted last year
 - iii. Brynna says they are assuming everything will go smoothly in person next year. This is how she interprets this.
 - iv. Issac says it seems that some if it is trying to connect people with resources and trying to offer asynchronous
 - v. Gloria asks if they are asking for a modification and extension to who they want to spend their allocations
 - vi. Brynna says that a lot of these bullet points look exactly the same since it is related to their peer education program

- vii. Gloria asks if there are any adjustments in the amendment
 - viii. Brynna says it looks like more of a funding adjustment. They are trying to hire more students.
 - ix. Gloria confirms the total is the same. Brynna agrees.
 - x. Gloria motions to approve the suspension and adjustment for CAPS Funding Modification, Sarah seconds. Motion approves.
- d. [Arts Division Funding Extension](#)
- i. Isaac motions to approve the Arts Division Funding Extension, Sarah seconds, motion passes.

4. Request for Funding Call Extension

a. [Southwest Asian/North African \(SWANA\) Programs & Intern](#)

- i. Lydia explains that we closed out the form around 5PM and some people got kicked out of the form and progress did not save. They emailed afterwards asking if the request's for funding can still be accepted.
- ii. Brynna reminds the group that the discussion around a hard deadline was had last year.
- iii. Matthew asks how long the proposal window was? Lydia says the form has been open since mid-November.
- iv. Isaac says there is a difference between not doing the form at all and starting the form. He proposes that the group makes the deadline at 5PM and closes the form at midnight for next year's process.
- v. Matthew points out that they had a month to do this and questions why they waited until the last minute.
- vi. Vivian says it probably took a lot of communication within their organization. She would accept it due to issues and the pandemic.
- vii. Isaac says we should have more of a gap between the workshop and submission deadline. He says that because they already started this and had material, he is inclined to let them submit this as a pandemic year exception. In an ordinary year, he would be much less inclined to support this.
- viii. A member notes that there is a lot more difficulty this year having reliable access to online resources.
- ix. Brynna says we will explain that due to the pandemic and lack of resources, this will be a one-time exception. Matthew agrees.
- x. Sarah motions to approve for the inclusion of exception that this is COVID related and asks no future exceptions, Isaac seconds, Motion passes.

b. [Crossing the Finish Line](#)

- i. Isaac says that another note for next year is that filling out the form seems to take a substantial amount of time versus the actual information.
- ii. Brynna says it is clear for copy and paste which might take longer. This can be explored next year.

- iii. Vivian and Isaac suggest that exceptions to the deadline should be consistent.
- iv. Isaac motions to approve under the same terms as the previous proposal, Vivian seconds, motion passes.

5. Funding Proposal Discussion

- a. Overview of proposals that were submitted
- b. Orientation to materials and Google folder
 - i. Brynna shows the group how to access the proposal folders. Every proposal has the Google form and permanent budget. There will be 43 proposals to review this year.
- c. Orientation to evaluation spreadsheet
 - i. The evaluation spreadsheet has subcategories and places to assign points. Taking notes is also helpful.
- d. Discussion: approach to evaluation
 - i. Isaac says it is important to take the time to read through them and dedicate some time each week to reviewing. Lydia agrees and advises not putting this off until the last minute.
 - ii. Lisa makes sure to flag anything worth discussion like requesting funds for SSF that are not allowed to be funded with this. That is the main reg flag she would see.
 - iii. Lisa says that sometimes she will read through the summary and have been times where one organization requests funds miscellaneously.
 - iv. Brynna says we might see units with large carryforwards. She says to feel free to email any of us and can start an email thread. Member's evaluation approaches might also change as they review proposals. Approach doesn't matter as long as you are consistent.
 - v. Conflicts of interest
 - 1. Brynna advises that, if you are connected to a group, you acknowledge a conflict of interest.
- e. Timeline

6. Announcements & Updates

- a. Meeting day/time for Winter quarter
 - i. The committee will adjourn for a few weeks. This extra time can be dedicated to reading the proposals. After this adjournment period, Brynna suggests for two hours for the next meeting time.
 - ii. Isaac suggests adjourning for two weeks.
 - iii. Isaac motions to reconvene in week five, Matthew seconds, motion passes.

7. Adjournment

- a. Isaac motions to adjourn, Gloria seconds, motion passes.

Upcoming Guests/Topics:

- Director of Budget and Resource Management Kimberly Register
- Review of 2021 proposed referenda