

**Student Fee Advisory Committee**  
**Meeting Minutes**  
**October 6, 2021**

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Present: Brynna Downey, Alvin Ho, Andy Huynh, Charlene Proo, Liz Moya, Gloria Qiu, Lisa Bishop, Mathew Sarti, Stephanie Herrera, Vivian Pham

1. Welcome and Introductions
  - a. Welcome to the first meeting!
  - b. This meeting will be more informational as an introduction to the quarter.
  - c. Icebreaker Question: pick a category and name your favorite thing in that category
  
2. Approval of Agenda and [6/1/2021 Minutes](#)
  - a. Alvin motions to approve the agenda, Gloria seconds. Motion passes.
  - b. Gloria motions to approve the minutes, Vivian seconds. Motion passes.
  
3. Announcements & Updates
  - a. Debrief from [Orientation](#)
    - i. Brynna recaps the topics discussed at the Sept 25 orientation event.
  - b. Resources
    - i. [Charge Letter](#)
      1. The charge letter outlines what is to be expected for SFAC throughout the 2021-22 year.
    - ii. [Compulsory Campus-Based Fees 2021-2022](#)
      1. Thank you Lisa!
      2. This is a resource that explains what each CBF contributes to. It explains the amount, unit, and description of what each fee does.
    - iii. [SFAC Community Agreements](#)
      1. This document will return during the committee's discussion-heavy days.
    - iv. [SFAC Handbook & Bylaws](#)
    - v. [SFAC Google Drive](#)
    - vi. [SFAC website](#)
  - c. Council of Student Fees (CSF) updates (Charlene)
    - i. No updates this week, Charlene will report back next week.
    - ii. CSF is the UC-wide body of SFACs who convene quarterly to discuss systemwide updates.
    - iii. Please email Charlene if you have any CSF-related questions.
  - d. Other announcements
    - i. Attendance

- 1. Please be in contact with Brynna about any absences or when things come up. Things happen!
- ii. Hybrid meetings
  - 1. Lucy has located meeting tables with conference equipment to eventually meet outdoors if the committee would like.
- iii. SFAC swag
  - 1. Lucy uncovered SFAC pens and reusable straws, currently in Kerr 165.

4. Fall Quarter Operations

- a. Elimination of CBF Policy (Lisa Bishop)
  - i. There is no existing policy at UCSC for reducing, pausing, or suspending a fee. It has only happened once before, with the Chancellor's approval.
  - ii. Planning and Budget wants to put an actual policy in place, with SFAC's help, to eliminate or suspend a fee. This would outline how it is initiated and approved. As fees cover salaries, this would need to be a thoughtful policy.
  - iii. This process will need to consider requests, alteration needs, approval authority, conditions that need to be met, and exceptions.
  - iv. SFAC will help with the initial writing of the policy.
  - v. Matthew suggests treating this process like a bill. Lisa notes that this is a very sensitive process, and it may benefit from a more streamlined approach before reaching upper management levels.
    - a. Policies need to be clear about the who, what, and approval.
  - vi. There is no hurry for this process, but it is something that the university will have in place.
- b. Review of Summer Fee Levels (Lisa Bishop)
  - i. Summer fee levels are calculated differently and approved by the Chancellor. SFAC approves the levels each year. Any deep dives into this process need to be done in Fall quarter.
- c. Funding Call Process - tabled to next meeting
  - i. Funding Proposal Values
  - ii. Application Questions and Format
  - iii. Reserves
  - iv. Workshops for Applicants

	One-Time Funds (19000)	One-Time Funds (SSF)	One-Time Funds (M7)	Total (all fund sources)
<b>FY22 Allocation (from Planning and Budget)</b>	0	\$250,000	\$102,399.33	\$352,399.33

<b>Carryforward (includes forfeitures from previously allocated awards)</b>	\$1,656.95	\$56,252.50	\$128,437.87	\$186,347.32
<b>TOTAL AVAILABLE</b>	\$1,656.95	\$306,252.50	\$230,837.20	<b>\$538,746.65</b>

- d. Create list of guests to invite
5. Other Business
    - a. [Slug Support](#) allocation amendment - tabled to next meeting.
  6. Adjournment
    - a. Charlene motions to adjourn, Matthew seconds. No objections, motion passes.

**Upcoming Guests/Topics:**

- Elimination of CBF Policy (Lisa)
- [Equity in Mental Health](#) funding (Lucy)
- Associate Vice Chancellor and Dean of Students Garrett Naiman
- Brian Arao and KZSC request for SFAC to recommend use of seismic and life safety fee reserves for replacing and upgrading fire sprinklers
- DSAS space initiative