Student Fee Advisory Committee
October 30, 2019
Meeting Minutes

Attendance: C9 Rep (Esther), Cowell Rep (Lydia), Stevenson Rep (Adam), GSA Rep (Isaac), GRC Rep (Brynna), Porter Rep (Elliot), Crown Rep (Venkatesh), Planning and Budget (Lisa), Provost Rep (Sue), Staff Advisory Board (Fiona), Chase (Oakes)

Call to order at 1:35

Motion to approve agenda by Brynna, Second by Adam
Motion to approve minutes by Adam, Second by Brynna

No Announcements

Funding Call Preparation

Available Funds
- Lydia: Goal for today is to determine how much we allocate
- Adam suggests advertising $450,000 in call. Reason for slight reserve being to have a safety net if we go over
- Brynna motions to advertise $450,000 in the call. Second by Esther.

Letter
- Adam suggests that instead of linking office hours, just putting everyone’s position and email
- Brynna thinks that linking everything to the website is important
- Lisa asks if additional funds become available how that will become advertized
- Fionna thinks it’s good to be transparent and keep it accurate.
- Adam suggests saying “at least $450,000”
- Lisa suggest an asterisk saying this amount may increase, check the website for updates totals
- The date Monday November 18th is suggested as the first meeting time. Lydia and Lucy will check the times of 1-3:30 for room availability
- The date Monday November 18th is suggested as the first meeting time. Lydia and Lucy will check the times of 7:00-9:00 for room availability
- Venkatesh suggests the weekend. Lydia will look at weekend times (specifically Sundays) between 11 and 1:30
- Elliot prefers Sunday morning
- Brynna suggests having 3 times, Monday evening, Tuesday afternoon (1:30-5:00 pm), Sunday afternoon
- Friday December 6 is suggested as the consultation deadline
- December 20th, 23rd and 24th are suggested as potential deadlines to submit
- Lisa suggests we should make a definitive cutoff so that the time deadline is known
- Brynna suggests midnight instead of 5:00 pm
- **Adam motions to make the deadline December 20, 11:59 pm and anything after 11:59 pm will not be considered no matter the reason for being late**
- **Second by Isaac**
- **Venkatesh** says there should be a deadline published and then a later deadline that we know. This would be in case someone submits a little late. The second would be the strict deadline, the first one a soft deadline.
- Brynna agrees with Venkatesh
- Sue says that we need to be firm on deadlines
- Chase says having two deadlines isn’t transparent
- Venkatesh asks when we will start evaluating
- Lydia explains the process to evaluate
- Venkatesh says the deadline should be the start of January
- Lydia says that she needs time to organize the folders
- Adam Calls to question
  - Yes: 8  No: 1  Abstain: 1
- The deadline is December 20, 11:59 pm and it will be turned off at midnight
- Lisa thinks a budget template should be put in the letter

**Application**
- Adam suggests having a section for all relevant emails so that if there’s questions we can email to all emails listed
- Brynna suggests noting that we need to be specific
- Chase says we will tell them that at the consultation

**Metric**
- Adam suggests moving 5 or 10 points from Mission/Goals to Funding
- Motion by Adam to move 10 points from Mission/Goals to Funding
- **Second by Brynna**
- No objections
- Fiona suggests changing “earmark” to “allocation”
- That is changed

Motion to adjourn by Adam
Second by Chase