




**Student Fee Advisory Committee**  
**Meeting Agenda**  
**November 3, 2021**  
**12-2pm**

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Present: Brynna Downey, Alvin Ho, Andy Huynh, Bara Mudita, Kayla Gomez, Lisa Bishop, Mathew Sarti, Stephanie Herrera, Vivian Pham, Gloria Qiu, Lucy Rojas, Lydia Jenkins-Sleczkowski

1. Welcome and Introductions
  - a. [SFAC Community Agreements](#)
2. Approval of Agenda and [10/27/2021 Minutes](#)
  - a. Alvin motions to approve the agenda, Andy seconds. No objections, motion passes.
  - b. Vivian motions to approve the minutes, Alvin seconds. No objections, motion passes.
3. Approve the [Proposed EOP Spending Plan](#)
  - a. Brynna explains that the organization that hosts First Gen Initiative has transitioned. Last year SFAC awarded \$20,000 in the funding call, and this proposal has a new outline of how it will be spent.
  - b. Mathew likes the level of detail provided. Brynna suggests this be used as a template for future applicants to reference.
  - c. There is general consensus that the committee likes the plan.
  - d. Mathew motions to approve the EOP spending plan, Gloria seconds. No objections, motion passes.
  - e. Lisa notes that the benefits cannot be covered by a different fund source.
4. [Extension Request](#) for GSA International Graduate Housing Coordinator
  - a. Communications
    - i.  110321\_GSA Housing Coordinator\_b.pdf
    - ii.  110321\_GSA Housing Coordinator\_c.pdf
    - iii.  110321\_GSA Housing Coordinator\_a.pdf
  - b. Brynna explains that \$45,000 was awarded to GSA for an international housing quarter in 2018-19. In May 2020, a blanket extension was granted for all proposals due to COVID. The authors recently notified Lucy that they have spent the funds and would like reimbursement and extension.
    - i. There was no follow up communication back with Lucy and Brynna about their spending plan.
    - ii. \$25,000 has been spent.
  - c. Stephanie shares that there was a mistaken impression that the spending was before the award. There was a belief that SFAC didn't communicate the

deadlines with the GSA. Stephanie suggests that proposal authors should submit directly continuous contact information.

- i. Lucy notes that the financial analyst for GSA was copied in notification emails. She says that we can add language in communication about providing continuity to later proposal stewards.
  - ii. Isaac was in SFAC last year and was aware of communications and deadline updates.
  - iii. Ask the question if there's another point of contact to be aware of in the application.
  - iv. Last day worked for the housing coordinators was September 2021, but not charged payroll until November 1.
- d. Kayla asks what the contingency plan is if SFAC does not reimburse? Stephanie says it would come out of the GSA general fund, which has \$78,000 this year. \$67,000 of this goes to stipends.
- e. Mathew asks if there is a way to partially fund the difference? Stephanie is not sure where the funding comes from. Brynna says there is a graduate-specific fee and permanent SSF funding.
- f. Gloria asks if this has happened in SFAC before and what previous response was? Lucy says that generally speaking, there is communication between departments, proposal authors, and DSAS's interface. Denise and Lucy are communicative with folks.
- g. Lucy asks if it would be helpful to understand the impact or outcomes of the position that was awarded?
- i. Brynna says that this could align with the SFAC's goal of being responsible stewards of student fees.
  - ii. Stephanie says that there was a testimonial from an international student who said it was difficult to find housing.
- h. Gloria notes that there is a larger than usual carryforward this year. This may be a reason for that. She would not like an issue that is based on timing to prevent reimbursement. Charlene agrees.
- i. Mathew suggests partial funding.
- j. Alvin understands the thoughts, but concerns that approving this sets a precedent for future responses and changing funding allocations.
- k. Gloria asks Stephanie what other things are funded by GSA's budget? They have an EVP budget, GSA sponsored events, orientation.
- l. Gloria suggests funding out of reserves.
- m. Discussion about where reimbursement fund
- n. Alvin motions to move \$8,000 to reserves and set the funding call at \$500,000. Mathew seconds. No objections, motion passes.
- o. Alvin asks how long it would take for Lucy and Denise to reach out to forfeitures? Lucy can do it in a couple of days.
- p. Lucy says that this option would be part of due diligence. With data, the committee can make decisions that can inform future situations.
- q. The discussion is paused until a formal request from the GSA.

5. [Funding Call](#)
  - a. [Draft of Announcement Letter](#)
  - b. [Draft of Application](#)
  - c. [Draft of Budget Template](#)
  - d. Tentative Workshop Dates
    - i. Sunday Nov 21 4-5:30pm -- student oriented
    - ii. Friday Dec 3 10-11:30am -- staff oriented
    - iii. Tuesday Jan 4 5-6:30pm -- everyone
  - e. The group goes into breakout rooms to discuss aspects of the funding call.
  - f. No progress on student impact.
  - g. Andy shares his idea for a new metric.
  
6. [Equity in Mental Health](#) Funding (Lucy)
  
7. Announcements & Updates
  - a. Join the Miscellaneous and Course Fee Advisory Committee, [MCFAC](#)
  - b. Outreach Subcommittee (Alvin)
    - i. [Subcommittee Sign-up & Goals](#)
  - c. [SFAC 101 presentation](#) for your spaces
  - d. Other announcements
  
8. Adjournment
  - a. Mathew motions to adjourn, Andy seconds. No objections, motion passes.

**Upcoming Guests/Topics:**

- Elimination of CBF Policy (Lisa and Diane Lallemand)
- DSAS Space Initiative
- Associate Vice Chancellor and Dean of Students Garrett Naiman
- SUGB, Student Union Governance Board
- On The Margins, Daniela Obeso ([coaching](#), [care circle](#))