

**Student Fee Advisory Committee**  
**Meeting Minutes**  
**November 6, 2020**

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Present: Brynna Downey, Lucy Rojas, Isaac Karth, Venkatesh Nagubandi, Alvin Ho, Andy Huynh, Gloria Qiu, Lisa Bishop, Matthew Sarti, Vivian Pham, Sue Carter

1. Welcome and Introductions
  - a. Welcome to our new committee members!
  - b. Brynna leads the group in introductions and check-ins.
2. Approval of Agenda and 10/30/20 [Minutes](#)
  - a. Alvin motions to approve the agenda, Matthew seconds. Motion passes.
  - b. Isaac motions to approve the minutes, Venkatesh seconds. Motion passes.
3. Announcements & Updates
  - a. Lucy encourages the group to participate in and promote the [UMI live stream events](#). There will be a guided meditation next week and a live concert in December. An online registration is required.
  - b. No other announcements.
4. Funding Call Preparation
  - a. Goals: Finalize metric and approval the funding call letter
    - i. These will be questions asked when authors request funding.
    - ii. We want to fund proposals that will better the community. Asking the right questions is important to inform the decision making process.
  - b. [Funding Proposal Priorities](#)
    - i. Themes? (e.g. specific student groups, mental health, etc.)
    - ii. Categories of expenses? (e.g. student employment, remote service resources, etc.)
    - iii. What is missing?
      1. Isaac says he would like to address safety, especially in the pandemic situation. It could be linked with accessibility. Lucy adds that we can include a note that the proposal is responsive to being in a business recovery mode, since we may be back to in person operations around that time. This topic becomes its own category.
      2. Gloria suggests adding a question about student retention.
      3. Venkatesh suggests adding if skills or knowledge are a takeaway of the event.

- iv. Brynna suggests creating a checklist in the Google form. Gloria adds an “elaboration” item, where units can share more about how units can contribute to the checklist items.
    - c. Revisit the Funding Call [Metric](#)
      - i. The committee redistributes points to each of the categories.
      - ii. Discussion about word limits in the Overview category.
  5. Funding Proposal Timeline - letter discussion and finalization tabled to next week
    - i. Finalize Call Letter and Metric by Nov 6
    - ii. Deadline Monday, January 11 at 12pm?
    - iii. Workshop dates
    - iv. [Funding Call Letter](#) Draft
      1. Budget template discussion
  6. Adjournment
    - a. Alvin motions to adjourn, Isaac seconds. Motion passes.

**Upcoming Guests/Topics:**

- Lisa’s SSF presentation (November 13)
- Lucy Van Doorn for MCFAC participation (November 13 @ 1:30 pm)
- Interim Vice Chancellor Baszile (November 20)
- Associate Vice Chancellor and Dean of Students Naiman (December 4)
- Kimberly Register