Present: Alvin Ho, Brynna Downey, Andy Huynh, Bara Mudita, Gloria Qiu, Kayla Gomez, Liz Moya, Maryann Godje, Mathew Sarti, Stephanie Herrera, Lisa Bishop

1. Welcome and Introductions
   a. SFAC Community Agreements

2. Approval of Agenda and 11/10/2021 Minutes
   a. Alvin motions to approve the agenda, Mathew seconds. No objections, motion passes.
   b. Gloria motions to approve the minutes, Andy seconds. No objections, motion passes.

3. Join the Miscellaneous and Course Fee Advisory Committee, MCFAC
   a. Brynna will be in attendance.
   b. Scheduling will be in winter quarter.
   c. Lisa stresses that student representation is very important for the MCFAC.
   d. Gloria volunteers to participate. Alvin does as well.

4. Formal Extension Request for GSA International Graduate Housing Coordinator
   a. Mathew notes that previous discussion was to allow for some reimbursement, Alvin agrees with this summary.
   b. Stephanie notes that this happened in 2019 when the current GSA students were not in their positions and is disappointed that their budget this year would be impacted.
   c. Brynna notes that the current ask for this reimbursement is about $33,000.
   d. Mathew asks how the group feels about taking the amount from reserves? Stephanie, Alvin, Bara, Gloria, Maryann, support this.
   e. Mathew suggests maintaining a 10% reserve.
   f. Alvin motions to move $50,000 from the funding call to the reserves, Mathew seconds. No objections, motion passes.
   g. Gloria motions to approve the GSA request for $32,833.72 from SFAC’s reserves, Mathew seconds. No objections, motion passes.
      i. Alvin requests to make a stipulation that there is planning in place to prevent this in the future. Brynna notes that GSA has made amendments to their process, and SFAC can message organizations directly.

5. Funding Call
a. Draft of Announcement Letter
b. Draft of Application
   i. Alvin likes having a 500 word limit for the description of an application’s proposed program. Matthew agrees.
   ii. Gloria proposes 15 points for funding, 40 points for funding, and 20 points for methodology and outreach. The committee approves of the proposed points.
   iii. Gloria motions to approve the points allocated to the categories. Bara seconds.
   iv. Application Look and Feel in Qualtrics
   v. Draft of Qualtrics Form
c. Draft of Budget Template
d. Tentative Workshop Dates
   i. Friday Dec 3 10-11:30am -- staff oriented
   ii. Tuesday Jan 4 5-6:30pm -- everyone
e. Determine date of release and deadline
   i. Friday Jan 7 11:59pm -- deadline?

6. Announcements & Updates
   a. SSF report
   b. Other announcements

7. Adjournment

**Upcoming Guests/Topics:**

- Elimination of CBF Policy (Lisa and Diane Lallemand)
- DSAS Space Initiative (Lucy)
- Associate Vice Chancellor and Dean of Students Garrett Naiman (December 1)
- SUGB, Student Union Governance Board
- On The Margins, Daniela Obeso ([coaching, care circle](#))