

Student Fee Advisory Committee
Meeting Minutes
November 17, 2021
12-2pm

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](#))