

# Student Fee Advisory Committee

## Meeting Minutes

Fall 2020 Week 10, 12/11/2020

Fridays, 2:00-4:00 P.M.

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1. Call to Order
  - a. 2:02pm
2. Roll Call
  - a. Arbi Leka, Chase Hickey\*, Courtney Chan\*, Jean Hanna\*, Ilmaa Haque, Miranda Junn\*, An Vu\*, Zachary Infante\*, Miguel Carias, Margaret Ramaeker\*, Arnav Taneja\*, Serena Chang, Stephanie Eisenberg\*, Sam Horio, Jacqueline Lee\*, Jason Jennings\*, Liz Henry\*, Norienne Saign, Becca Rose\*
  - b. Excused: Lakshmi Chilukuri\*, Ben Du, John Hughes
  - c. Unexcused: Nick Butler, Bryce Smith
    - i. \* = voting members, voting members present = 13
3. Approval of Minutes
  - a. [Fall 2020 Week 9](#)
  - b. Motion by Chase, Seconded by Miranda
    - i. Approve: 11
    - ii. Abstain: 2
    - iii. Reject: 0
4. New Business
  - a. Subcommittee Role Distribution and Logistics
    - i. Liaison: responsible for communication with unit directors and/or a unit representative to set up meetings with them so your subcommittee can discuss their overview chart and ask questions/clarifications
    - ii. Scribe: you are the designated note-taker during your subcommittee meetings. You will be responsible for uploading your meeting notes and any reference documents you receive from your subcommittees conversations with the unit directors in the shared google drive
    - iii. Presenter (2): you both will be responsible for creating and setting up your subcommittees weekly presentations, although everyone in your subcommittee should take turns presenting during the general committee. You will also upload your subcommittees presentations to the shared Google Drive.
    - iv. Participation, transparency, and communication is important! 🎉
    - v. /breakouts to distribute roles/
    - vi. Scheduling with unit directors
      1. Liaison: you will need to schedule the meetings ASAP

- a. Let people assign themselves a time in your schedule they can make a meeting with your group
    - b. Spreadsheet example
  - 2. As a group, talk about how to divide your weeks and workload up, you'll have week one to start thinking about this
    - a. Some units might be very large so you will want to meet with them multiple times over the quarter and talk to them about chunks of their overview chart at a time
    - b. Some units might be smaller and only need half a meeting to discuss their smaller amount of programs so you might consider interviewing two different unit heads during your meeting
  - 3. Communication is key! Utilize asynchronous methods of talking, particularly the slack group chats in order to spend your meeting time as productively as possible
- vii. Subcommittee checklist
  - 1. Before subcommittee meeting:
    - a. Review the overview chart and generate questions for the unit being reviewed that week
    - b. Talk to your respective representative group about the overview chart and your questions to solicit feedback
  - 2. During your subcommittee meeting
    - a. Discuss your individual takes on the overview chart and review the questions you all generated
    - b. Discuss breadth, depth, and value and come up with a collective subcommittee score for each category to present
    - c. Discuss potential areas that need more clarification and reach out to the unit director to ask questions and get said clarification
  - 3. After subcommittee meeting
    - a. Fill out the subcommittee scoring form individually
    - b. Make your weekly presentation (presenters)
- viii. Where should I upload my subcommittee resources too?
  - 1. The subcommittee folder in Google Drive of course!
    - a. SFAC 2020-21 → Subcommittees → YOUR SUBCOMMITTEE NAME → Meeting Notes/Reference Documents (depending on your position)
- b. Interview Questions for SSF Unit Directors
  - i. Potential interview questions (even though we don't have the overview charts)

1. Consider budget contractions, have your budgetary priorities changed overall, if at all?
2. In the event of budget contractions, do you have a specific plan on how to allocate resources within your unit?
- ii. Due to it being week 10, no one had any potential questions. So we will just wait until we have the overview charts.
- iii. We want to seem like it's a normal SFAC year, just instead of evaluating their proposals, we evaluate their programs.
- c. SSF Units Overview and VCSA Clusters
  - i. Insert list
  - ii. How do they cluster?
    1. Grad division
    2. Undergraduate colleges
    3. Advancement
    4. Ethics and compliance
    5. Campus budget office
    6. Student health and wellbeing
    7. Facilities management
    8. Transportation (ADA)
    9. Global Education
    10. Recreation
    11. Student life
    12. Student retention and success
    13. VCSA office
    14. Financial aid
- d. What to Expect: Week 1 Winter Quarter and Onwards
  - i. Presentations by Joes (Arbi and Courtney) on VCSA Commitments
    1. John is the Unit Director for this so we will be asking him questions after our presentation as a committee in order to practice how to have a dialogue with these unit directors
  - ii. Think of this as a practice run for when you all have to start presenting in week 2 and beyond!
    1. After week 1, it will be the subcommittees presenting
5. Announcements
  - a. SFAC goals for 2020-2021
    - i. Find student priorities among the many programs that UCSD offers and is funded by the SSF in order to better inform the campus during their budgeting year
      1. Just because something is rated low for us as students does not mean that it is necessarily going to get cut

2. Similarly, just because something is rated highly for us as students it does not mean that it is completely free from contractions
  - ii. Any contractions that do occur are going to get mitigated over the course of years and through various means, such as the glide paths we discussed, as well as natural attrition of positions through people retiring or finding jobs elsewhere within UCSD or outside of the university as well
  - iii. Remember that we are looking long term at student priorities. The campus will look different in the next year or 5 years
  - iv. The impact of this committee will stay post-COVID as well
6. Adjournment
  - a. 3:03pm