

Campus Fee Advisory Committee Agenda

October 29, 2024

03:30-04:30 PM

Zoom Meeting ID# 830 4052 0642

Agenda Items

1. Approve prior meeting minutes - September 27, 2024 (available on [Google Drive](#))
2. SSETF Review and Revamp
 - a. [SSETF Website](#)
 - b. SSETF Allocation and Expenditure Procedures 2024-25
 - i. [SSETF Allocation and Expenditure Procedures 2024-25](#)

Attendees

Associated Students Members and Students-at-Large

- Ariana Lacson, A.S. President
- Sidhant Sadawarti, A.S. Controller
- Leonardo Plazola, A.S. Director of Student Rights & Responsibilities
- Sahithya Swaminathan, A.S. Director of Co-Curricular Affairs
- Sehtej Khehra, A.S. Director of Academic Affairs
- Katelyn Gambarin, A.S. Director of Legislative Affairs
- Sahib (Siya) Johal, Student

Academic Members

- Karthika Sasikumar, Senate Chair
- Tabitha Hart, Senate Vice Chair

Administrative Members

- Maureen Pasag (Chair), Administration & Finance
- Sami Monsur, Academic Affairs
- Kara Li, Information Technology
- Catherine Voss Plaxton, AVP Health, Wellness, and Student Services

Staff to the Committee

- Mike Vizzusi
- Parvati Nimbargi

Campus Fee Advisory Committee Minutes

October 29, 2024

03:30 PM

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Discussion

1. Introduction of committee members and staff.
2. Prior meeting minutes approved – - September 27, 2024 (available on [Google Drive](#))
Members
 - i. present from last meetings approved (11), others abstained (0).
3. SSETF Review and Revamp:
 - i. Mike shared SSETF Website and SSETF Allocation and Expenditure Procedures 2024-25.
 - a. Clarification was made to explain how the unused funds revert to the University SSETF Fund line from the SSETF Funding Cycle Schedule. If the program does not spend its approved funding within the agreed timeframe, those funds will revert to the University SSETF fund.
 - b. Question was asked about whether decisions about funding or any key decisions are being made when the faculty is not around in summer/winter break or when the committee does not meet during that period. Clarification was made that the key decisions are made after the President's final approval of our committee's recommendation. This committee follows the academic year calendar and not the fiscal year calendar. Many of the committee members work during summer and are part of the process.
 - c. Are the key decisions recorded in some manner and reported back to CFAC? Clarification was made that the approval process and order of operations are documented in the memo which gets sent to the President from the CFO and the President ultimately approves/responds to it. The Budget Office sent out the approved commitment memo to the Divisions.
 - d. Discussion regarding the SSETF funded programs currently funds no of base funded positions but with the improved two-year funding cycle, there will be only temporary positions will be funded. Clarification was made that the Budget Office and Divisions will work

with those affected units/programs to transition those positions out of the SSETF fund and find them an alternate funding source. Only temporary positions will be funded through the SSETF fund. The focus of the two-year cycle is to allow for consideration for other new programs that may be coming in and allow older programs to slowly transition to using general funds rather than SSETF funds which have both sources of funds.

- e. Discussion regarding SSETF is Category II mandatory fee, the guidelines are about the SSETF fee which is paid by all students enrolled in regular sessions on campus and this does not pertain to special session/open university students.
- f. Action Item: The committee will review the procedure and make suggestions before the next meeting and will review the suggestions made in the next meeting to have a concrete document.
- g. Question regarding how the SSETF Allocation and Expenditure Procedures will be used? Clarification was made that this document will be used as a guideline for the SSETF process and once we come to the final version of the documents then we will take a vote and share it with the campus. The Budget Office is working with the President to share the message campus-wide, and it will be also shared with CFAC as well as a heads up.
- h. Question was asked about the proposal presented at the cabinet by the CIO to understand how the new camera system proposal is related to the SSETF priorities. Clarification was made that there have been no commitments made from SSETF to fund such a proposal but there was a onetime commitment that was approved to fund smart classroom technology.
- i. Question was asked about the timeline for having the guidelines finalized. Clarification was made that the goal is to have the guidelines finalized by November and make the call for the proposals in early December.

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