Members Present:  
GSA- Jason Tien (co-chair), Rebekah McLaughlin, Lawrence Lin, Melissa Hendershott, and Thomas Young  
ASUCSF- Josh Biddle, Doug Jacobs, and Michael Yang  
Faculty Present:  Don Kishi (co-chair)  
Ex-Officio Members Present:  Angela Hawkins, Eric Koenig, Tracey Gearlds  
Staff Present:  Michael Villanueva, Yen Lara  
Absent:  Schola Matovu, Thomas Dunehew, Renu Gaur, Iveta Markova, Lisa Raskulinec  
Call to Order (time):  Jason called meeting to order at 6:15pm  
Welcome:  
The goals today are to provide instructions and request for information to Campus Life Services (CLS) and to Unit Directors.  
Continued discussion on Proposals to offset deficits:  
Should CLS cut services or implement new fees to meet deficit?  Angela also added that CLS can be more efficient to reduce costs – for instance, there may be ways to share costs across CLS units. Additionally, the deficit/holes may be larger than at first glance since CLS and the wellness programs need to absorb more than $17K net deficit since there will be no temporary allocations provided.  
The Committee was not comfortable with specifically endorsing any increases in fees for CLS at this point. Rather, specific targeted recommendations will be made after the Committee has considered all the units.  
For SAA, conceptually, there was consensus that SSFAC supports an increase to the UC SHIP program (either via the GSHIP fee, waiver fee, or some other method).  
Discussion about what kind of information to be requested from the Unit Directors:  
SSFAC will consider funding requests for new initiative or current unmet needs or continuing funding for temporary allocations. SSFAC will inform Unit Directors in the letter that these will be considered though it may be unlikely that funding will be approved.  
Suggestions on requested information-  
• Shorten the number of questions to unit directors and response from unit directors to streamline the letter and proposals.  
• Follow-up from the units on issues that were left open-ended or were projected from prior year’s proposals.  
• Change list of activities from fiscal-year based to calendar-year based so activities for Jan 2012-Dec 2012. May be difficult to obtain info on a calendar year since budget and financial info are based on fiscal year.  
• Graphs should be clearly labeled.  
• Develop a template form for the units to fill out to streamline responses and review process.  
• Key metrics to measure utilization and value as related to the specific service (services can vary greatly among units). For instance, attendance for events or # of visits for student health.
However, a challenge is that some units may not have resources to provide level of info requested.

- SSFAC members don’t want to go into the minutia of how these units run their business or operations.

- Units to provide info for common metrics and additional metrics unique to each of their units. So units to evaluate their services in qualitative and quantitative measures related to their impact to students. This data will be available to SSFAC if needed even if not used in approval process.

**Jason** confirmed items to units in the letter—

1. Give us your best idea(s) for generating revenue with target of 2% of budget.
2. Give us your best idea(s) for reducing budget with target of 2% of budget.
3. Actual numbers from anticipated activities from last year and projected numbers for current year.
4. Common metrics and unique metrics. Units to evaluate their services in qualitative and quantitative measures.
5. Any other info they want to provide to SSFAC in considering their proposal.
6. Info to ask for on standard template form (see 2011-12 letter)
   a. #4 - Student awareness and feedback by campus location
   b. #6 - Collaboration potential
   c. #7 - Revenue sources
   d. The others are asked for elsewhere in the letter.
7. Any new proposals and continuing funding requests for current activities,

Once proposals are submitted, the **Budget Office** will provide a summary sheet of the funding requests. Summary should shows current 2012-13 budget, any other recurring requests, temporary requests, and any other requests for a total picture, as well as projections on increases. **Jason** to consider whether a similar summarized sheet on qualitative info/requests is needed and will bring it back to the Committee.

There was also some discussion on SSFAC’s purpose/goal. Is SSFAC an oversight committee that looks at details of a unit’s operations and use of SSF funding or a committee that is more “bigger picture.” **Jason** restated that SSFAC’s purpose is to advise units on students’ perspective on which services the students value and/or need.

**Schedule future meeting dates:**
Not until after Feb 1, 2013.

**Voting:** None at this meeting

**Adjournment:** Meeting adjourned at 7:57pm.