

# CAL POLY

## Student Success Fee Allocation Advisory Committee Meeting

Friday, October 26, 2018  
Administration Building, Conference Room 01-133

### MEETING RECORD

<b>Members Present:</b>	Jasmin Fashami	Kathleen Enz Finken
	Cynthia Vizcaíno Villa	Joy Pedersen - <i>absent</i>
	James Broaddus	Dustin Stegner
	Samuel Cunningham	Victor Brancart – <i>non-voting</i>
	Jack Wooldridge	Derek Gragson – <i>non-voting</i>
	Alan Faz	
	Noah Krigel	
	Gabriela Guillen	
<b>Meeting Recorder:</b>	Cindy Pilg	
<b>Guests Present:</b>	Jen Haft	Ed Rainbolt
	Janice Manzo	

### Call to Order/Introductions

Co-Chair Fashami called the meeting to order at 2:13 p.m. and the members introduced themselves (*appointment memo posted to the Student Success Fee Allocation Advisory Committee website for reference*).

### Overview

Mr. Brancart provided an overview of Executive Order 1075 as well as the purpose and role of the Student Success Fee Allocation Advisory Committee (*overview posted to the Student Success Fee Allocation Committee website for reference*). Co-Chair Villa requested the members rise above self-interest and seek the best interest of the university in regards to issues brought forth to the committee. She added that no lobbying should occur with regard to presentations and reminded the members that discussion should be during the committee meetings only.

### Current Allocations/Impact Reports

Mr. Brancart discussed the current base and one-time allocations as well as reviewed a sample of the impact report required from each division receiving funding, indicating the allocation received, how funds were used and number of students impacted. Mr. Stegner suggested that the number of students impacted should be more realistic to ensure supportable information. Co-Chair Villa suggested the committee discuss this topic at a future meeting.

Provost Enz Finken noted that Information Technology and the Office of University Diversity and Inclusion were formerly under Academic Affairs; they are now separate divisions and may submit proposals this year.

Mr. Krigel inquired about the increase in the allocation summary for 2015-16; Mr. Brancart advised that increases can occur due to enrollment fluctuations or one-time funding being rolled forward for larger projects. He added that base funding is recurring and one-time funding is for specific projects to benefit a majority of the students.

Mr. Wooldridge inquired if the funds allocated to the divisions are separated from other funding. Provost Enz Finken mentioned that divisions are accountable for base funding being dispersed. Mr. Faz inquired how often this is reviewed; Co-Chair Villa mentioned that most base funding is for positions and Co-Chair Fashami added that one-time funding will not be used for salaries under the new guidelines.

**Annual Calendar**

Co-Chair Fashami reviewed the timeline for Fall, Winter and Spring quarter with regard to call for proposals, presentations/discussion and allocation of funding.

**Next Steps**

Co-Chair Fashami informed the committee that the one-time funding template will be sent to all division presidents for their opportunity to submit up to three proposals and will be requested to provide a presentation for one-time funding request at the next committee meeting. She requested the proposals be forwarded to the committee member a week prior to the meeting for their review.

Mr. Faz inquired how the divisions select the proposals to be submitted. Provost Enz Finken replied that divisions look holistically at the biggest impact or critical need.

**Adjournment**

There being no further business, the meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Jasmin Fashami, Co-Chair

A handwritten signature in black ink, appearing to read 'Jasmin Fashami', written in a cursive style.