**Student Advisory Council – Minutes 2016-17**

**Date of Meeting:** December 2, 2016  
**Facilitator(s):** Hana & Nidhi  
**Notetaker:** June

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<tr>
<th>Attendee Name</th>
<th>Role</th>
<th>Email Address</th>
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<tr>
<td>Mallory Van Abbema (BASW-SR)</td>
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<td>Cossette Woo (BASW-JR)</td>
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<td>Shawna Collins (AdvSt)</td>
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<td>Christine Gordon (AdvSt)</td>
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<td>Hana Mohamed (DAY-2)</td>
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<td>Jasmine Fleenor (DAY-2)</td>
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<td>Chris Aguirre (EDP-3-EVE)</td>
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<td>June Simon (EDP-1-EVE)</td>
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<td>Steph Landdeck (EDP-1-EVE)</td>
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<td>Eric Agyemang (DAY-1)</td>
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<td>Alex Davis (DAY-1)</td>
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<td>Matt Ignacio (PhD)</td>
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<td>Joel Crume (PhD)</td>
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<td>Gabrielle Nonast (EDP-2-WKD)</td>
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<td>Lin Murdock (Admin)</td>
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<td>Emiko Tajima (Admin)</td>
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**Quorum - Need 60% (9/14)**  
**Quorum met?** Yes

**Welcome** (list any guests, take note of any reflections)

1. **Aliyah Vinikoor (MSW Assistant Program Director)**
   - Aliyah new to position, on campus Tuesday to Friday. Seeks to interface with students and develop curriculum to meet student needs. Will offer office hours next quarter.

2. **Vicki Anderson-Ellis (SSW Director of Finance and Admin): SSW Budget**
   - Viki (vaellis@uw.edu) at SAC to explain Finance’s approach to budgets and related constraints. She will return to SAC in future sessions for further communication.

   1. “Tripartite” Relationship is a Priority
      - a) Finance seeks to engage students, faculty, and staff, and provide transparency around budgets to each.
      - b) Sustainability is a key theme that Finance seeks to integrate into University President’s Social Impact initiative.

2. Finance’s Academic Planning Cycle
   - a) Q1 Jul - Sep: Close of prior fiscal year; budget planning; merit funding released; enrollments confirmed; AY budgets released
b) **Q2 Oct - Dec**: Updates to deans/directors, SAC of previous AY budget close, current AY budget, and brief commitment of next AY; Evaluate projection model based on AY factors; Annual Provost report due

c) **Q3 Jan - Mar**: Confirming next year’s enrollment targets; Further discussion with SAC around sustainability; annual meeting where Provost discusses report; additional funding requests

d) **Q4 Apr - Jun**: Straw budgets created for next FY; confirm enrollments and make final changes; FY close; Regents approve budget

3. **Merit Funding Overview**

   a) Merit funding = annual adjustments in pay (accounting for cost of living, etc.) for faculty, staff, student, and hourly positions.

   b) Provost plans 4% increase in merit for next few years (2017-2019).

   (1) Merit adjustments paid in part through 3% annual increase in tuition of fee-based programs (EDP evening and weekend).

   (2) Provost requires merit raises but School needs to fund them.

4. **Revenue Generated by Tuition**

   a) UW SSW is in 38th percentile nationally in terms of tuition rates.

   b) Future actions to increase revenue from tuition include adding an extra cohort (24 students) in MSW Day program, which will be accompanied by commensurate increase in services (field ed, writing tutors, student services)

   (1) Current enrollment difference between Day and EDP (fee-based) programs: 55% Day, 45% EDP.

**Consent Agenda** (take note of approval of meeting agenda and minutes; briefly list any issues that come up)

**I. Vote on Approval of Minutes**

   A. Alex: “I move to vote to approve the minutes”

   B. Nidhi: “I second [that]”

   C. **Motion passes, none opposed**. Votes cast: Mallory, Cossette, Hana, Jase, Chris, Nidhi, June, Steph, Eric, Alex, Matt, Joel, Gabrielle

**II. Vote on Approval of Meeting Agenda**

   A. [Not observed]

**Business Items** (Briefly and concisely take note of action items)

**I. Introductions: Nidhi & Shawna**

   A. [Shawna absent]

**II. Funding Request: Lin**

   A. Discussion of funding for event hosting Duzen Tekkal, documentary filmmaker, at UW in January.

   1. Event’s organizer seeks SAC’s sponsorship of the event.
a) Typical funding commitment from individual departments range from $200-250. $5,900 of $7,000 needed is already covered by other funding sources.

2. Is sponsorship an appropriate use of funding in accordance with SSW students’ needs/desires for programming?

3. Findings from Q&A around funding request:
   a) SAC’s Budget
      (1) SAC’s funding would be derived from its $2,000 budget.
      (2) Other funding requests SAC fulfills this year would be drawn from this same $2,000 budget.
      (3) Last year, SAC’s budget was used to fund (1) big event, separate from socials.
   b) Connections between Event and SSW
      (1) Topically, connections could be made around intergenerational trauma, genocide, and clinical work.
      (2) Unclear whether opportunities to integrate event into class activities exist.
      (3) SSW does not have internal student groups with an international focus.
      (4) Concern for low SSW student attendance at event is expressed. If a sponsor, SAC should create targeted advertising to SSW.
   c) Benefits of Sponsorship
      (1) In return for SAC’s sponsorship, SSW would be named on the event’s promotional materials.
      (2) The event will likely be free and open to the public. However, SAC could ask about reserving a block of tickets/seats for SSW students.
      a) The event is being widely promoted. It is unclear if it will be sold out/booked/filled.
   d) Supplemental Funding Sources
      (1) The event’s organizers should contact Global Health at UW for additional funding.

B. Vote on SAC Sponsorship of Duzen Tekkal Event
   1. Alex: “I motion to devote $200 in funding to this event.”
   2. Chris: “I second that motion.”
   3. Motion passes, none opposed. Votes cast: Mallory, Cossette, Hana, Jase, Chris, Nidhi, June, Steph, Eric, Alex, Matt, Joel, Gabrielle
   4. Next Steps:
      a) Lin will inform event’s organizers of Global Health’s available funds.
      b) Chris, Nidhi, and Cossette will create advertising to SSW students about the event, prior to next SAC meeting.

III. Tent City Relocation Support: Alex
   A. Background
1. Tent City is democratically run, substance-free, pet-friendly, temporary encampment for people experiencing homelessness.
2. A temporary solution.
3. Typical capacity: 100-110 residents.

B. Relocation of Tent City to UW
1. The City requires Tent City to relocate every 90 days.
2. Current location: Lake City.
3. Next location: UW parking lot, W-35, on campus.
   a) Date of relocation (into UW): December 17th.
   b) Date of subsequent relocation (out from UW): March 17th or 18th.
   c) UW’s period of hosting Tent City is a good opportunity for UW to demonstrate support for people experiencing homelessness.

C. Call for Volunteers (Assisting Relocation to UW)
1. Tent City residents need volunteers to assist in relocating materials to the new Tent City site.
   a) ~320 volunteer shifts needed on Day Before Relocation (Friday, December 16th) and Day of Relocation (Saturday, December 17th).
      (1) 50 people needed to volunteer on site, 8 hours a day, over two days. Unrealistic to ask volunteers for 8 hour shifts, so about 320 shifts (shorter than 8 hours) needed.
2. Alex will forward Volunteer Sign-Up sheet to SAC members.

D. Brainstorm: How else may SSW support Tent City?
1. Physical relocation
   a) Aid in physically moving Tent City?
   b) Teenagers and youth can volunteer if able to lift boxes.
   c) Set a goal for student participation?
2. Fundraising; Donation Drives
   a) Support existing crowdfunding page?
   b) Can SSW host a fundraiser for Tent City?
   c) Donation drive for personal care products?
   d) Tent City does not host its own recurring events, but social gatherings are welcome. Past events have included a Chili Cook-Off popular with residents.
   e) Alex will investigate Seattle University’s volunteer model for potential replication (SU has worked with Tent City multiple times).
3. Resolutions of Support
   a) SAC could pass a resolution of support or commitment to Tent City. SAC could ask staff and faculty councils to join in resolution.
   b) SSW can also demonstrate support on website, like it has for Black Lives Matter.
4. Service Provision
   a) U-District Medicine is an existing service provider where SSW students could volunteer.
b) Offer counseling or referral services?
c) Help redesign plastics into waterproof, weatherproof, wearable items?

E. Next steps
   1. Alex will draft SSW-wide email to faculty, students, and staff around Tent City’s presence and volunteer opportunities during relocation.
   2. Social Justice Pod will meet around relocation support and drafting resolution, prior to next SAC meeting.
   3. Lin will advertise volunteer opportunities on Facebook page.

IV. SAC Meeting Times (Friday, Monday, or Thursday at 4:30?)
   A. SAC meetings will be moved to 5pm-6:30 on Fridays.
      1. Effort being made to keep meetings on Fridays when EDP weekend class meets.
   B. Next meetings dates
      1. January 6
      2. March 3

V. SAC-Sponsored Social Event for SSW
   A. Vote on Date of Next SSW Social Event:
      1. Nidhi: “I move for January 27 to be our next Social date, and perhaps a fundraiser.” [Replacing SAC meeting originally scheduled that day]
      2. Chris: “I second that motion.”
      3. Motion passes, none opposed. Votes Cast: Mallory, Cossette, Jase, Chris, Nidhi, June, Steph, Eric, Alex, Matt, Joel, Gabrielle.
   B. SSW Community Building Pod will determine next steps.

Reports (Briefly and concisely take note of any important details related to reports)
I. Subcommittees
   A. Social Justice Pod
      1. Next meeting: December 5.
   B. SSW Community Building Pod
      1. Will be communicating over email after December 8th to plan the social/fundraiser
      2. Next meeting: January 5
   C. Field Education Pod
      1. Next meeting: December 9.

II. Affiliate Committees
   A. MSW Program Committee
      1. Menosh Zalmal-Appl will serve as MSW first year rep
      2. This committee looking for reps for a subcommittee on inclusive curriculum. Gabrielle, Jase and June have offered to serve on this subcommittee.

III. Ad hoc committees

IV. Cohorts

Comments, Concerns, and Acknowledgements (Include any presentation items presented or discussed, items brought up to review, feedback relevant to agenda or meeting items, etc)
I. Inclusive Programming Committee
   A. The specific task force of MSW Program Committee seeks students to join.
      1. Jase, Gabrielle, June volunteer to join.

II. SSW-wide Equity Council is also being created.

III. The deadline for students to offer feedback on Faculty Candidate visits is Friday, December 9.

IV. Attendance at faculty candidate student meetings has been low. How can this be improved?

Meeting Review (take note of member action commitments, future agenda items, any items related to evaluating meeting and or adjournment)

I. Facilitator(s) next meeting - June and Chris

II. Notetaker(s) next meeting - Gabrielle

III. Round Robin of commitments
   A. Mallory - Meet with practicum advisor to discuss applying Tent City volunteering to practicum hours. Attend advisory committee. Attend OSSW meeting.
   B. Cossette - Share Tent City email with BASW cohort and various advisors. Sign up for Tent City shift. Help plan social. Meet with next faculty candidate.
   C. Christine - [Absent]
   D. Chris - Advertise Tent City on Facebook. Follow up on fee-based activities. Help plan next social event with Community Building Pod.
   E. Shawna - [Absent]
   F. Eric - Sign up for shift with Tent City. Waiting to hear back on rules around funding, possibly to be shared with SAC.
   G. Alex - Find DAY-1 cohort member to join Inclusive Programming, and Field Education committees. Send out information around Tent City to SAC members.
   H. Hana - [Left early]
   I. Jase - Meet with Social Justice Pod. Follow up with Alex on Inclusive Programming Committee. Find volunteers for Tent City actions.
   J. Nidhi - Watch for email from Alex, send it to EDP-2 Evening cohort. Sign up for Tent City shift. Get in touch with Community Building pod to plan next social, in communication with Lin.
   K. June - Will meet with Social Justice Pod, MSW Program Committee. Hear back from Lin about Inclusive Program committee.
   L. Steph - Attend Social Justice Pod meeting. Share Tent City email with EDP-1 Evening cohort.
   M. Gabrielle - Meet with Chris. Talk with EDP-2 Weekend cohort about Tent City, sign up for shift. Meet with Field Education Pod. Bring up information about practicum hours around Tent City.
   N. Matt - Work with Nidhi and Chris of Community Building Pod to plan next social. Check in with PhD cohort students interested in immigration rights and international issues to help advertise Tekkal event.
   O. Joel - Share Tent City info with PhD cohort and sign up for volunteer shift. Meet with Community Building Pod for next social.
P. Emiko - Send out note on meet and greet with next faculty candidate on January 27. On Tent City: forward communication to faculty and staff councils; put announcement on website; contact Charlotte Sanders; look into Practicum and Community Service Learning credits.

Q. Lin - Update affiliate committee assignments on agenda. Contact Menosh and include her on committee. Update Inclusive Programming Committee members. Get rules on fundraising. Follow up with event planner and ask for block of tickets for SSW student access, and inform her of Global Health. Follow up on email list (some students not being included).

**Outstanding Items**

I. Discuss affiliate committees and adding new membership thereto.
General Tips:

- Aim to record key themes not verbatim comments – be brief and concise
- Record key outcomes including decisions made, actions agreed to, and open issues
- Record exact words for motions as well as who motions, who seconds the motion, and results of voting
- Include context to help an uninformed reader to understand what happened in the meeting
- Please make sure to make notes about everyone’s commitments during the round robin at the end of the meeting.
- If you are unclear of something you wish to record, interrupt the meeting to ask for clarification.
- Use a third person voice for recording minutes
- Use roman numerals and letters to organize details
- Type in Times New Roman font, size 12

After Completing minutes:

- Send out minutes as soon as possible to saessw@uw.edu email list and ask for any revisions/corrections. Give at least 3 days to respond and include a date for the responses in the email.
- After the 3+ days have passed, send another email with the final version of the minutes and ask for a vote. Tally vote until you reach the level of quorum for approvals. Then let everyone know minutes were approved so Lin can get them posted on the SAC website. At that point, SAC reps may distribute them as they wish (on facebook or send link to SAC website where the minutes are posted.)