



Student Service Fee Advisory Committee
Friday, January 23, 2015; 4:00 to 6:00 PM
HUB Room 268
Approved Meeting Minutes

Name	Association	Voting Privilege¹	Attendance
Alexander Taliaferro	ASUCR	X	P
Jon Cassell	ASUCR	X	P
Fernando Echeverria	ASUCR	X	L
Sean Fahmian	ASUCR	X	L
Nafi Karim	ASUCR	X	P
Iris Jiang	ASUCR	X	P
Wen-Yu Chou	ASUCR Alternate	-	P
Jordan Meltzer	ASUCR Alternate	-	P
Suraj Wadhvani	ASUCR Alternate	-	P
David Chavez	GSA	X	P
Terrance Stewart	GSA	X	A
Jason Rothman	GSA	X	A
Ted Mock	Faculty	X	P
Luis Alvarez	Staff	X	P
Cindy Flannery	Staff	X	P
Susana Salazar	Ex-Officio RP&B	-	P
Cathy Eckman	Ex-Officio VCSA	-	P
Diana Echeverria	Secretary	-	P
Sue Lillie	Staff Support	-	P
Angelica Tan	GUEST	-	P
Andy Plumley	GUEST	-	P
Steven Brint	GUEST	-	P
Sara Weertz	GUEST	-	P
Renee Jacobs	GUEST	-	P
Karen McComb	GUEST	-	P
Sean Gil	GUEST	-	P
Preston Williams	GUEST	-	P

P: Present A: Absent L: Late E: Excused

¹ X indicates voting privilege

1) Call to Order: **4:07 PM**

2) Approval of Agenda

Motion to approve agenda by Jon Cassell, Second by Iris Jiang.

Vote: Yes: 6, No:0

Agenda Approved.

3) Approval of Minutes for 1/09/2015

Motion to Approve by Luis Alvarez, Second by Ted Mock.

Vote: Yes: 4, No: 0

Minutes Approved.

4) ARC – VP Steven Brint and Sara Weertz

Sara Weertz: This year the ARC is seeking temp funds for a high priority service, our writing support program. This program offers tutoring to students. It also provides non-course based tutoring such as writing letters of intent for graduate schools, applications and articles. It hires and trains undergraduates and graduate students leading one-on-one tutoring as well as writing workshops. Last year, the writing support program provided assistance to approximately 1500 unique students. For the past 18 months the ARC funded the writing support program with our carry forward funds, funds which are no longer sufficient to run this program the way it was originally designed. We are seeking support to temporarily fund this much needed program and re-launch the writing support program for the next year. Last December we had to suspend the writing program because our carry forward has been depleted.

David Chavez: Could you talk a little about the improvement you've seen?

Sara Weertz: We are in the midst of an evaluation. The preliminary evaluation is showing positive results in the improvement in the writing of students.

Wen-Yu Chou: How has the suspension of the writing program affected the ARC?

Sara Weertz: We have hired writing tutors. We have a part time writing specialist and that's being supported through the UV. There's still help but on a limited basis.

David Chavez: Could you talk more about that? What is their status in the university?

Sara Weertz: The writing specialists are all graduate students. Then we have writing tutors who work in conjunction with the writing specialists.

Steve Brint: The tutors are all undergraduates.

Wen-Yu Chou: The program was successful last year without a coordinator, correct?

Sara Weertz: No, we were running it on carry forwards with a program coordinator.

David Chavez: How do you see the future of this position and the program?

Steven: We would like to continue to collect data on the effectiveness of the program and then go to provost to ask for a permanent position for this program. Many of the programs in the ARC are related to STEM, we have an imbalance in the ARC. The student from CHASS, there is relatively little for them.

Sara Weertz: Writing support has been the most in demand subject. We have had to turn students away because there wasn't enough support.

Nafi Karim: Is there backup recourse if you aren't able to get the funding from us?

Sara Weertz: We would maintain as it is now with the tutor program but that will take us through spring.

David Chavez: One of the things you highlighted was that the ARC was capturing the students in need the first quarter. Can you talk about how this program is part of this movement towards preventative programming?

Sara Weertz: We are looking at a certain cohort of students who are starting less

proficient than others and providing them with support services and introducing them to all services with the hope that they will be comfortable to coming in.

Steven Brint: We have conceptualized this as a two quarter program so that you get not just a healthy start but some follow through also. Our first results are very encouraging.

5) CDC -- Renee Jacobs

Renee Jacobs: We offer services during the academic year; we want to expand those services for the summer. Our teachers have credentials. We provide the instructional portion and basic child care.

Wen-Yu Chou: How many student positions are available this year?

Renee Jacobs: About 36.

Wen-Yu Chou: How many will be available in the upcoming year?

Renee Jacobs: The budget is being drafted, but it stays about the same. We just picked up three new students for our administrative offices. Increase it based on our need.

David Chavez: What happened to the student workers in building A? Is that money still available to increase for next year?

Renee Jacobs: It will open whenever I notify the parents and staff. During the closure we acted quickly. We had about 20 children that were displaced. A lot of student workers went to dining and all over the campus. We had about ten students that remained with us.

David Chavez: There was a large waiting list. A number of children are waiting to have access to subsidized childcare? Has this been a growing trend?

Renee Jacobs: It has remained consistent because of our funding. We received a grant back. We didn't have the space and now we are getting ready to get the enrollment for the new students. We were able to offer 40 additional spaces for children. We applied for other grant funding. Our goal is to be at capacity for our center.

Alex Taliaferro: Do you think you can secure the grant again in the future?

Renee Jacobs: The only competition is other universities. Right now we started our four year cycle. We have the new grant for four years. This year we can serve up to July because we started late. It's the federal trio grant, it is CCAMPIS.

Jon Cassell: It says you have student assistance. Is the money for additional student assistance?

Renee Jacobs: if we had our way we would want more students. We haven't finalized the budget for July. We don't plan to hire new staff so we would direct the money for program operations, curriculum staff development, quality measures, and student workers.

5) IERC -- Karen McComb

Karen McComb: The ISRC has three primary goals on campus. We support the 2,500 international students, alumni and their dependents. We support this population from the moment they SIR to the moment they are no longer an immigrant in the United States. We work on one-on-one adjustment and immigration advising. Last year we provided 8200 advising interactions with 1600 unique individuals. We also provide support programs. We provide a safe space for students to ask questions. The second role we play is that we provide intercultural development. We have international peer advisors. Thirdly, we're the campus compliance office. Every campus needs to have a designated school official if you're going to admit international students. We are responsible for

updating the international student records. Between now and year 2020 we are supposed to double in international students. In 2013, we submitted a retention plan for undergraduate international students and from that plan we did receive some funding so we are good at supporting our existing levels of staff. What we struggle with is space. We are located across the highway in university village and we lease that space. The campus pays for 85% of that lease. My office is responsible for the other 15%. When we don't have this money we need to cut programs and student assistant hours. In the coming year, if we are not supported in that \$14,000 project to have an \$11,000 deficit.

Alex Taliaferro: What's the rationale for requesting money for the lease than programs that are being cut?

Karen McComb: It was funded in this form before. This is the exact amount that we need in order to enhance our program and continue to have space.

Luis Alvarez: Last year you asked about reaching out on the campus for funds since they are interested in having more international students.

Karen McComb: The amount I get is not for the lease. The change in leadership changed the conversation. Even if you are able to partially fund this, we'll work around it.

6) Career Center – Sean Gil

Sean Gil: The career center's mission is down to two things. One is to make sure our students are the most career ready. Second is to brand UCR as a nationally recognized university to employers. We do three or four major career fairs every quarter. We try to rotate amongst all the majors and all the colleges. Our virtual connections program is new. Last quarter we brought Riot Games to the campus. We had 130 students attend this event. We had 37,801 contacts through workshops, websites, and career fairs. Last year we had 64% of our student fully employed after 6 months after graduation. 25% were going to grad school. 10% were looking for jobs. Looking at the future, we can see that we have met many of our goals. In the fall, we brought Facebook, Google, and Microsoft to campus. Right now we are in the process of offering free career assessments to students.

We are planning to relocate the career center. We are at 75% design completion. I would like to see an open space where you can meet with employers, in person or virtually. We need a facility where we can move people from a group space to a one-on-one space. I'm asking for career services management software. That is a critical piece of software. It drives the career center. The second priority is an employer relations specialist. If we don't have someone in this position, it's easy to lose contacts. This position tries to open doors for students and increases the value of your degree.

Sean Fahmian: We notice that the position has been vacated since October 1st. What's the process of getting this position filled?

Sean Gil: We have a short list of candidates. We need someone with some type of relationship with UCR and can advocate in front of employers to give UCR a chance. We want someone that we can develop.

Wen-Yu Chou: How has not having someone in this position impacted the career center?

Sean Gil: In the short term it hasn't had a huge impact. If we had a chance to call employers we could have stronger relations with them. We have assigned other people to pick up the slack for that. We hired someone in the temporary position.

7) GSA – Preston Williams

Preston Williams: We represent a little over 2,700 students on campus and we provide a platform for student to either get funding to go to conferences or form activities on campus. We have one staff assistant and she is currently funded 50% through SSFAC. Her primary task is going over conference grants. We are able to give students money to attend conferences. The chancellor said they would match funding with our fees so we do charge a conference travel fee. This had been dwindling. Right now the SSFAC funding covers 20 hours a week. Last academic year we funded just under 700 students. We support conferences here on campus that is run by students. Last year we funded over ten conferences. Our award was \$10,000 the year before was cut down to \$5,000 and that significantly impacted how many conferences we could help fund. The overall goal is to connect the student body to UCR. There are a lot of graduate students who want to do outreach events. We only fund materials for these events; we don't pay the students anything. Right now we have \$4000 in that account. Since we only have one staff, we are not as effective.

David Chavez: Can you speak a little bit more about how the money will be distributed?

Preston Williams: We have a committee so we can see how we can minimize cost. They make a recommendation to our general council which is made up representatives in many different areas and we vote.

Wen-Yu Chou: Can you elaborate on the student labor?

Preston Williams: We have four part time students. It's a key aspect to have that person that understands what you need and who to contact.

Sean Fahmian: How many graduate students do you feel that GSA successfully outreaches to?

Preston Williams: Our council meetings are open to all graduate students. We are getting almost 3% of our graduate students just coming to our meetings. We fund networking events and we had almost 15% of all graduate students coming out to an event. We also do coffee socials and we get between 4 and 8 percent. This is a year that we are actually changing the graduate student mentality. Graduate students make up 14% of the campus and by 2020 it will be 17%. We need to make sure we are able to handle the increase and create a culture.

Alex Taliaferro: Do you have any other sources of funds? What is the number for other funds?

Preston Williams: We have \$10,000 from last year. We are requesting \$20,000 and, from the Chancellor, \$69,000 and we get charged a conference travel fee. Just under 700 applicants we had last year, it costs us \$160,000.

8) Subcommittee A comments

Sean Fahmian: I like the process. KUCR wasn't able to present but we will be setting up a meeting with them soon.

Wen-Yu Chou: I think it ran smoothly.

David Chavez: I think it's a great way to get our questions answered.

9) Chair comments

Alex Taliaferro: You might want to leave these forms in the blue folders.

Sean Fahmian: I would advise three hours to go through it as a group. We are going to have further talks with each other and we are going to present our recommendations and our reasoning behind it.

10) Administrative Issues

Sue Lillie: Leave your notes from this meeting in the blue folders.

11) Adjourn **6:12 PM**

Motion to Adjourn by Sean Fahmian, Second by Jon Cassell.

Adjournment Approved Unanimously.