### Student Service Fee Advisory Committee

**Friday, February 12, 2016; 3:00 to 5:00 PM**  
**HUB Room 379**  
**Approved Meeting Minutes**

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<td>Elan Bark</td>
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<td>Fernando Echeverria</td>
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<td>Jordan Meltzer</td>
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<td>Suraj Wadhwani</td>
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<td>Edgar Tellez Foster</td>
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<td>Darrell Peeden</td>
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P: Present  A: Absent  L: Late  E: Excused  
¹ X indicates voting privilege
1) Call to Order: 3:12 PM

2) Approval of Agenda

  Motion to approve agenda Wen-Yu Chou, Second by Elan Bark.

  Agenda Approved Unanimously.

3) African Student Programs – Ken Simons (Director)

   ● Ken Simons: Talks about the 45th anniversary for ASP and the recognition and awards ASP has received throughout the 45 years of operation. Ken Expresses that while the campus begins to grow, the ASP needs to grow with it as well. Ken also expresses the fact that before he gets professional staffing for ASP he would need permanent funding for his student workers. He describes the work description of student workers who will serve as retention coordinators, outreach coordinators, program and peer coordinators. Ken also describes and introduces the school organization within ASP called ASPTV. Ken wants to present a video to the committee, but due to computer issues cannot. Cathy suggests to send the video via email to the committee.¹ Ken describes that the video will give the committee and future undergraduates a snapshot of UCR’s diversity. “UCR has its diversity, African Student Programs is that flagship to this diversity.”

   ● Questions:
     o Darrell Peeden: Requesting from temp funding to permanent, go in more detail as to why?
       ● Ken Simons: Having permanent funding will allow us to pay for student workers who can serve in that capacity.
     o Darrell Peeden: When will you be transitioning to professional staff from student staffers?
       ● Ken Simons: Within the next 3-5 years.
     o Darrell Peeden: And the funding for these professional staff? Where will it come from? It will be a significant increase in cost.
       ● Ken Simons: That is true. Partial funding will be from the committee.
     o Darrell Peeden: Since we are on a transition from student staff to professional staff in the future. I am questioning whether or not student assistants will provide you with 10 hours each that will provide you with what you need in order to have a significant increase in student programs. How do you see the student assistants being able to, with 10 hours a week, help you to be able to increase your horizon as the campus grows?
       ● Ken Simons: Well throughout the years, we do our best with less. That is the nature as to how we work. I would say with 10 hours a week; student workers will be able to assist with programing. I see it as something that could be accomplished. I am not looking at it as something that would be a challenge. I firmly believe that the

¹ Video was emailed out to committee from Debra on 2/19/16. The link to the video is https://goo.gl/Q1wRMj.
students that we hire are on point, academically and for the continued success of their students [peers].

- **Joe Virata**: If it is okay, could I get a yield for some of his time?
  - **Jordan Meltzer**: I will yield the time to you sir.
  - **Joe Virata**: I would like to add that the student staffing won’t be held and expected to perform to the standard and responsibility level of professional staff. I know that Ken will have some projects and programs that are under his supervision, so that there is a solid foundation of service provided. We will not expect student assistants to work at the level you are asking for. There will be a transitional period.

- **Darrell Peeden**: Moving forward, you mentioned a transition to professional staff. When you do that transition, will you be decreasing student workers?
  - **Ken Simons**: I am expecting to stay at the same level of student workers. I am expecting UCR to be that model campus. Ultimately, once the students have done their jobs to get the campus notoriety in that realm, I believe that it is time the campus acknowledge and recognized that. As a result, we can look at the students and say “hey, Great Job, keep up the good work.”

- **Darrell Peeden**: How many students do you actually service throughout the year that are in your service population? I guess, what I am asking is how many African American students use your services and programming services. Assuming that, the concentration of students that are participating are African American. If not, could you explain the terms of diversity?
  - **Ken Simons**: Of course all programs are for students on campus. We don’t have any ways to measure that. Hopefully, sometime in the future, we can address this question. The events that we do, there are no sign up sheets unless food is involved or even clickers to see how many students do come. Maybe in the future, we can capture that [amount of students who do come to these events. I do not want to go on record and give an estimate amount without knowing the accurate numbers.

- **Darrell Peeden**: Last question, this comes up a lot recently. Regarding the panic button and panic button installation charges, I see that the amount is small compared to everything else you had requested. Can you explain why it is a need?
  - **Ken Simons**: My office is off the beaten path, so when you come in to ASP it is this long hallway or corridor where our admin assistant is housed and where our program coordinator is housed. Then there is a break room, a student computer room, and my office [over in this area]. For example, there was an incident that took place in the computer lab where two individuals were at a disagreement physically. Our program coordinator was in a difficult position to address what was going there [computer lab] and get in touch with
me. Fortunately, it didn’t escalate to a situation where it was totally out of control, but it was somewhat out of control to the point where these two individuals had to go to student conduct. This is one example of a need to have something to alert either myself or campus police of an issue like that. I don’t want any of my staff [student and professional] to not feel safe and something like that [panic button] does not guarantee safety, but at least you are in a position where it can make you feel safer.

- **Darrell Peeden:** Last question again, can you express a little more in detail what your plans are if we are not able to fund the student assistants or your full budget requests? Do you have any plans on how you can make way without receiving those funds that may meet your needs or desires?

  - **Ken Simons:** Maybe a letter to Janet? I am always seeking additional funds elsewhere. So, some years are better than others, but you all will be a part of history. I want to think positively. This is a valid question, but I have to remain positive and hope that my presentation will allow everyone to vote in favor for my requests.

- **Ashely Harano:** Does ASP receive funding from the Highlander Empowerment Referendum? If so, how are you planning on using that funding? *Ken asks if it is for the following year.* Yes. So you are asking for funding for student assistants and the panic button + installation. So I was wondering if the Highlander Empowerment Referendum funding would cover that or if you are planning on using that funding for projects or events.

  - **Ken Simons:** Eventually, I would like to use that fund for next year since it is our 45th anniversary. We are looking at doing a 45 minute documentary about African American Student experience here. Along with other speakers of note, so on and so forth. Perhaps getting more equipment to show off our ASPTV crew to do that. I think that is key to recruitment as well. However, I am looking for a professional staff member down the line, 3-5 years from now. As far as next year, most of the money will go toward the documentary and some of our key signature events. I set aside $10,000 to support the 12 registered student orgs that we have in ASP. I will be meeting with a student committee to see what they would like to see happen as well, I am not going to take the money I set aside and do whatever with it. Student involvement with certain decisions is key to the stability of the office. *Cathy clarifies with Ashely that the committee has a documented process and that the SSFAC will get this document before deliberations.*

4) Dean of Students - Joe Virata (Assistant Dean of Students) & Brandy Quarles-Clark (MSO)
- **Joe Virata:** Gives us a detailed description of the operation and why the Office of Dean of Students is on campus. Essentially they are the troubleshooter on campus. He also explains the “job descriptions” of the three assistant deans on campus, they are as follows: Assistant Dean of Gender and Ethnic Programs, Assistant Dean of Student Life and Administrative Work, Assistant Dean of HUB Operations and FSIC. Joe then goes on to express the need for student workers, the use of common ground, and the need for a panic button.

- **Questions:**
  - **Suraj Wadhwani:** Last year, you requested temporary funding for your student assistant positions. Could you explain why you would want to make it permanent this year?
    - **Joe Virata:** We get it every year as temporary; why not get it permanently funded? I don’t foresee a future where we won’t need student employees to function in those roles. We are happy to ask for it in temporary funds, but it just makes sense to us that if the committee has shown some support of this allocation in the past, we would just like to see it come as a part of a permanent fund. So, we won’t have to ask for it again, again, and again. We will [ask again] if we need to.
  - **Darrell Peeden:** Regarding the panic alarm; again I notice that it is a small amount of money. However, over the years if it is permanently funded, could add up over the years especially if all the organizations that need funding for it. Can you elaborate more why you are requesting these funds for this organization as opposed to another entity on campus?
    - **Joe Virata:** Yes, we are asking for permanent funding from Student Services because it is the direct benefit to the safety of students who are coming to our office and who are working in our office. We are not a programing body per say, so we don’t have other programs other than the common ground suite. We see our office as a direct service to the student body at UCR.
    - **Brandy Quarles-Clark:** Just to add, we don’t receive hazard funds in our department. We don’t receive RSAC. So, we solely depend on SSFAC funds.
  - **Darrell Peeden:** And if you weren’t to receive full funding?
    - **Joe Virata:** We would find ways to secure funding; I would consult with Cathy and see what resources we can use. We do realize that the kind of work that we do is vital.
  - **Darrell Peeden:** Also, the common ground retreat, is there another student organization that does something similar to that or are you the only “organization” that does this in such magnitude and that type of ...
    - **Joe Virata:** We are the only game in town. We also work with a group known as the “Common Ground Collective,” Gender program offices, student life, student services, student special services, and housing to contribute to our retreat and orientation sessions. We are the primary organizational body that hires and trains the student staffing that
participate in this. We coordinate everything with the camp we use for the retreat.

- **Joe Virata:** One final comment. The Referendum was passed to augment the ability to increase student programming as the student capacity/population increases. I am hoping it is not viewed as an opportunity to swap out fund sources because these departments are highly dependent on the SSFAC. The Highlander Empowerment funds were intended to create capacity for catching up to the needs of the campus as well as growth.

5) LGBT Resource Center – Nancy Tubbs (Director of the LGBT Resource Center)
- **Nancy Tubbs:** Nancy gives us a brief description about the LGBT Center, her position, her ambitions for the Resource Center, the numerous programs that they hold, and finally the need for permanent funding for the student life and development specialist (1 position).
- **Questions:**
  - **Yasmine Sissoko:** If you were not able to get these funds, would you go anywhere else to support this position?
    - **Nancy Tubbs:** This is exactly what would happen. I prioritize the needs of students. I will go to referendum (Highlander Empowerment Referendum) and say that I want this position. What does it mean? We have less money than we had last year. That means nothing we done will happen again next year. This year, we were able to add 10 programs in Fall quarter. All that would go away. We will have less money for things like our peer mentoring program and other programs we did in the past with temporary money from SSFAC, all which would go away. I think that SSFAC needs to support this position, as done in the past. Make the position permanent. The answer to your question, we will make sure we keep this position, but we will actually retreat in our programming; it won’t be at this level, it won’t even be at last year’s level, it will be less than last year because we won’t have the funds we need to do what we do.
  - **Yasmine Sissoko:** I see that you guys have a lot of incidents with the harassment, and hate with other groups and stuff. So, I was wondering if you guys are taking other steps to insure safety besides the Panic Button.
    - **Nancy Tubbs:** Yeah, so there are a couple of answers to your question. First there is the people harassment and then there are other things that happen. We actually had someone break in through three doors: the outside Cosco Hall glass door, the entrance to our center (a fire wall door), and the door to our Cyber Center to steal our computers. They were covered by insurance, but there is nothing worse than going to your center and seeing these doors and damages; it feels horrible. The Cyber Center (grant funded) was meant to be a safe place for students to use
the computers. However, we were at a position where you can walk in and see the damage done. To deal with that issue, we met with crime prevention and they made recommendation. They recommended adding a piece of steel onto the locking mechanism of the door to our center. I suggested to the hub to add cameras to face the entrances to Cosco Halls, because all the exterior cameras face the HUB. So there was no footage of that [the event of stolen computers]. One thing we do not require the students to do, is to sign in to these computers because we feel like it won’t make a difference in catching thieves. We don’t track who goes to the center. If we ask students to sign in, there would be a lot of students who will not use our center because they do not want a record of them accessing and using the center. When it comes to personal safety, the three staff work together. We will have students who come to us for harassment and then after the fact. When there are preachers on campus who are speakers on campus, who are kind of spewing hate at everyone, they usually include us in their “laundry list.” They [preachers] have a creative way to harass us. Many students would then come to the center for emotionally support because of what they had just experienced at the Bell Tower. There have been times where we escorted students to make sure that they are safe in those sort of spaces. One thing that we do, whether or not it’s at the bell tower or a student being harassed is making students fill out the UC wide hate bias incident form and more importantly, talking to these students making sure that they are safe or need additional help through counseling and or a case manager. Usually students talk it out with us, but all three of us work together to address those students’ needs. There are also campus wide efforts to address the hate speakers, so it is not just our committee that is getting attacked. Since our students may have multiple identities, they might think they are being harassed because of people being racist or people being sexist. It might be about other oppression on campus.

- **Darrell Peeden:** You run about 400 programs a year, which is amazing. You mentioned in your narrative that you have not requested temporary funds from us, but you have in the past because the Referendum would cover for most of them. If you were to ask for those requests, still is there a reason why you did not include those into your budget?
  - **Nancy Tubbs:** Knowing that the student services fee has been in deficit for many years, which is why no one got permanent increases and that there was very little temporary money, we wanted to find a way to get funding that allowed us to do some of our programming. We got that, and this year has been wonderful. This year has been the year we can do this, this, and this. Personally, I differentiate between staffing (an obligation that our university is to provide when it is needed on a permanent bases. SSFAC funded this position for 3 years.) When it comes to other things besides staffing, as long as we have the referendum, I feel
that it is my duty to not ask SSFAC for that and use the referendum money. The whole idea about referendum was that SSFAC is in crisis, there wasn’t enough money to go around, and not only would it help the 7 centers, but it will release money to SSFAC, and SSFAC would be able to help more people who are in need of money. So it is like there is this much money going in, less money going to us, and more money you could give to other departments. So when I am looking at what I am going to ask from you all, I am definitely asking for permanent funding for the staff person, but I do feel like it is an obligation to use the referendum for everything else. The only thing I debate about is student assistants, but given I was asking for a huge chunk of money for student assistants, I decided not to ask for money for them. I am going to use the referendum to pay for the student assistants.

- **Darrell Peeden**: If you were to show that in your request, what would that look like in terms of the increase of your request of $67,000 to adding those student assistants?
  - **Nancy Tubbs**: I would ask for $5,000 for student assistants because we are right on the cusp of going back to the referendum and asking for a little bit of money. The thing about student assistants is that the amount always changes whether they are work-study or not. We have 5 student assistants as of right now, 3 are work-study and 2 are not. I think we are right at the cusp of $4,500, maybe a little over. Having $5,000 or less if the student has work-study or not would enable us to hire them. The challenge of the work-study is that we often don’t have first years who we would want to hire for the center because they are at the front desk and we would want them to have a year of understanding the kinds of questions and phone calls they will get. We often get creepy callers on the phone lines. We hesitate to use first years, because a freshman just receiving their financial aid that include work-study is that if you don’t do it, you lose it. We go through a cycle of we want to hire you, but we can’t. We are trying to work a system to this, maybe we would hire in the spring if they still have it. All this comes to us not having the pull to hire mature students. The $5,000 will enable us to hire some that do not have work-study.

6) **Middle Eastern Student Center (MES) – Tina Aoun (Director of MES)**

- **Tina Aoun**: Tina describes the essentiality of the MES, as the campus and student population of MESs grow, the MES will need to grow also. Tina also gives an account of a Middle Eastern Student who attends UCR and who was harassed. Tina also describes the increase in harassment among the MES community and the need for a student life developmental specialist or community manager.
  - **Questions:**
Suraj Wadhwni: Your organization is receiving funds from the referendum and if we are not able to grant your total amount, how would you meet your goals? Would you use the referendum money?

Tina Aoun: The MES is in a very unique position. We are actually on our 3rd year as an established department, when you compare us to other ethnic and gender programs that are running for 20 or 30 years. We are still in its foundational building time of our career as a center or department. So I will feel not yet comfortable to I would not feel comfortable utilizing whatever money we are receiving from the referendum to use for this position because we have so much left to do. We still have two computers that are actually used by 50 to 60 students on a daily basis. We still need many resources that we have to have in the center. I don’t think it is a great idea to use the empowerment referendum right now for these resources. The referendum is to increase the capacity and the intention of our programming and also to help support the empowerment of our students. So through the referendum money, we are able to see student organizations ask me to put on events for them or going to conferences that represent UCR in their student organizations. If all the money is spent on one staff person, then we aren’t able to send students to conferences to represent UCR or put on events to spread awareness.

Suraj Wadhwni: Would you mind briefly describing your new full time position? How will it positively impact the organization?

Tina Aoun: Right now, I am the only professional staff person in the MES. I am in meetings all day. With having to complete administrative work and being all across the university at various time does not give me the time to help a student in need that is a victim of harassment, or a breakdown of behavior; many of the times, I am not even there. This staff person would be the face of the center when I am not there and it also builds important relations with the students and the surrounding organization. As I mentioned, it would also increase the capacity of our programing and build more potential programming for our students.

Joshua Gonzalez: Describes the need for NAS, its directives, its ambitions, its programs, and the need for a FTE (leadership development specialist). Joshua also gives a description of the student assistants. He is thankful that the student assistants are hard workers, as he is the only FTE employed in NAS.

Questions:

Suraj Wadhwni: It seems, according to your presentation, that a specialist is your number one priority. If we were to satisfy that request, and solely that request, how would you go about covering your other requests?

Joshua Gonzalez: We would have to go see if we can get some support from either other campus departments or outside organizations. That is how we were able to handle it lately, whether we partner with other
departments and share the cost or limit our resources and services. That is what we will have to do. Being able to have somebody would also allow me to go after some funds, if that is the case.

- **Suraj Wadhwani**: How about the highlander empowerment referendum, you do get that?
  - **Joshua Gonzalez**: Yes.

- **Suraj Wadhwani**: What do you plan to use the referendum for?
  - **Joshua Gonzalez**: Right now we are looking to utilize it for programing. Recently, we asked SSFAC for some funds to hire a coordinator, but we haven’t had anybody. We primarily want to use it for our programming and events.

- **Jordan Meltzer**: I have a question regarding your priority number four. Last year we allocated $1,500, but this year you are requesting $6,000. Can you elaborate why you are requesting such an increase for this priority?
  - **Joshua Gonzalez**: I only printed a few brochures the cost for printing them was already $1,300. It will allow me to print more. Like I mentioned about going to local tribes and going to a lot of college fairs and conferences, it would allow me to print more flyers for programming and events.

8) Women’s Resource Center – Felicia Salinas- Moniz (Director of the WRC)

- **Felicia Moniz**: Gives a brief introduction of herself as the new Director of the WRC. Felicia also describes the 4 key points that she will talk to the committee about. The four are as follows: 1. Growing our Sexual assault education (Peer Education Program), 2. Expanding our student development and leadership opportunity, 3. Insuring the continued function of our campus safety escort service, 4. Coordinating the quarterly gender respects series for the entire campus community. Felicia then goes in depth about the essentiality of these 4 key points and why they are needed.

- **Questions**:
  - **Darrell Peeden**: In your budget narrative, you mentioned that you are currently staffing the development specialist position with referendum funds. Is that correct?
    - **Felicia Moniz**: We will once she has officially been hired. At the time we are at right now in the academic year, the HESSR fund will only be able to cover for four and a half months of her pay. In hope that SSFAC does support the position, we would like to be able to move that position to be supportive from SSFAC. This would freeze up funds from HESSR to really focus on programs that I have mentioned.
  - **Yasmine Sissoko**: Do you have the numbers for how many students use the Safety Escort Service?
    - **Felicia Moniz**: Yes, I have a report from one of our coordinators. It is approximately between 750 and a 1000. What we realized was that the quarters we were able to use the cart because of the Chancellor’s committee on safety actually funded the cart for a couple of years,
allowed us to have greater numbers. Once we had no funds to finance the carts anymore, our numbers decreased. It is not a significant decrease, but without the cart maybe 200 less than what we normally see.

**Darrell Peeden:** Going on top of that, would that decrease the incidents without the cart?

- **Felicia Moniz:** I don’t have the answer to the current question. I think that not having the cart, anecdotally, some students have reported that they don’t want to use the service because they don’t have the cart or they are too far to walk to their location. I think with the cart, more students would use it. For example, the walk to the University Village for example.

**Darrell Peeden:** My question is to try to understand whether or not less people are using the escort service, then more students are walking alone. Does this translate more incidents?

- **Felicia Moniz:** I definitely think it could.

**Darrell Peeden:** Do you have the data?

- **Felicia Moniz:** No, I don’t have the data. I am speaking anecdotally.

**Darrell Peeden:** I think I saw in your narrative, I could be wrong, the student assistants; you are asking for $10.50, most organization student assistants get paid $10.00. Could you explain why the extra .50?

- **Felicia Moniz:** I think that one of the things; I am speaking formally from the institution I came from and how I really worked with my students. I really see how our student assistants do above and beyond what they may have been doing currently. I not only want to develop them as office support but also as scholars, as students who are going to practice. I also feel like when we give them responsibilities above and beyond as general office students that our compensation is matching that. I think that always has been my philosophy, but I am not opposed to making adjustments as needed.

**Darrell Peeden:** Also, going on top of that, regarding the 36 hours as opposed to the 20 or 10 hours. Is that sort of the same thing?

- **Felicia Moniz:** I think so, because if you have a student working 5 hours a week, they are not getting the greatest benefit. I really feel like I want our student employees to be fully engaged that this is a position that can potentially prepare them for graduate school or for careers after graduation. I think it is a great and valuable learning experience.

**Hayden Jackson:** Going off of that, the 36 hours a week, do you mean by dividing that by 3 12 hours a week?

- **Felicia Moniz:** Yes. That would be a lot to expect when student assistants are students first. My philosophy is also, that one of the skills that we are passionate about should be included in your position. I feel like if you do that, you get more time and skills.
Hayden Jackson: Yeah, I was just making sure. As a student assistant I work 17. Cathy clarifies that student assistants are only allowed to work 19.5 hours per week.

Edgar Tellez-Foster: Quick question about the graduate student initiative. Is there any collaboration with the graduate division? There are a bunch of grants that could be added to this.

Felicia Moniz: Yes, I have actually been in conversation with the graduate division. Graduates specifically. The WRC actually hosted one of their coffee hours and I actually distributed a survey to try to get some graduate students interested in and how we can think about more subjects related to gender. We are thinking about graduate students who are thinking about being professors, like thinking about and questions about gender in the classroom or navigate raising a family while being a first year faculty. All the different issues that generally play apart; with graduate success they have been really collaborative. I myself, with a PhD, felt like the women’s resource center at my institution was very valuable and it can also help graduate students on how they can use their PhD as well.

9) Subcommittee C Comments
   - None.

10) Chair Comments
    - Jordan Meltzer: I think it was a great meeting. I kind of stepped in on short notice for Jon, but I think it went smoothly and thank you to subcommittee C for your questions. I thought the presentations were really good.

11) Adjourn: 5:11 PM

   Motion to Adjourn by Suraj Wadhwani, Second by Wen-Yu Chou.

   Adjournment Approved Unanimously