# Student Service Fee Advisory Committee
**Friday, February 26, 2016; 3:00 to 5:00 PM**
**HUB Room 379**
**Approved Meeting Minutes**

<table>
<thead>
<tr>
<th>Name</th>
<th>Association</th>
<th>Voting Privilege</th>
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<tr>
<td>Jon Cassell</td>
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<td>Elan Bark</td>
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<td>Fernando Echeverria</td>
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<td>Wen-Yu Chou</td>
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<td>Jordan Meltzer</td>
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<td>Suraj Wadhwan</td>
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<td>Edgar Tellez Foster</td>
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<td>Darrell Peeden</td>
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<td>Jesse Melgar</td>
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<td>Ted Mock</td>
<td>Faculty</td>
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<td>Maude Clark</td>
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<td>Holly Evans</td>
<td>Staff</td>
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<td>Luis Alvarez</td>
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<td>Yasmine Sissoko</td>
<td>ASUCR Alternate</td>
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<td>Hayden Jackson</td>
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<td>Beau Young</td>
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<td>Naysha Caldwell</td>
<td>Staff Support</td>
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<td>Michael Ervin</td>
<td>Ex Officio, ASUCR</td>
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<td>Ashley Harano</td>
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<td>Cathy Eckman</td>
<td>Ex-Officio, VCSA</td>
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<td>Susana Salazar</td>
<td>Ex-Officio, AP&amp;B</td>
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<td>Lorissa Zavala</td>
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<td>Shafi Karim</td>
<td>Ex-Officio, ASUCR</td>
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P: Present  A: Absent  L: Late  E: Excused

¹ X indicates voting privilege
1) Call to Order: 3:08 PM

2) Approval of Agenda
   
   Motion to approve agenda by Jordan Meltzer, Second by Wen-Yu Chou.
   
   Vote: 6/0/0
   
   Agenda Approved Unanimously.

3) Approval of Minutes
   
   Motion to approve agenda Darrell Peeden, Second by Holly Evans.
   
   Vote: 5/0/1
   
   Minutes Approved.

4) Graduate Student Programs – Lewis Luartz (President) & Michele Herzog
   
   - Lewis Luartz: Lewis explains what GSP is. It is essentially like ASP, but for graduate students. Although GSP in numbers is small, it is a very influential group on campus. Lewis also provides an overview as to why they need funding. He explains that these services they provide need a lot of funding and staffing, hence the priorities: Permanent Funding for Staff, Conference Travel Funding, Student Assistant Funding, Other (Campus Activities, aka department co-sponsorships). Lewis then gives an explanation of all his priorities. The main reason for funding is that Lewis does not want to take away any money from any individual priorities and put them into any of his existing priorities (e.g. taking some funds from Conference Traveling to put into Permanent Funding for Staff).

   - Questions:
     
     o Ted Mock: The person that does the staff employment is this all the funding for this position or is it just a part of it?
       
       ▪ Lewis Luartz: I have funding for half of her salary, so we are asking for the other 50%.

     o Ted Mock: Do you know why the benefits increase so much in this? Last year the benefits were at 28% and this year they are at 69%? Does anyone know why it went up this much?
       
       ▪ Cathy Eckman: That is for actual benefits rate. For previous years, it was just what we were allowed to ask for since there is someone in the position, it is their actual benefit rate and their actual retirement. I kind of explained this before, people get different insurance plans and based on your marriage status and etc. your rate will be different. Retirement alone is 14.2% or something like that.

     o Ted Mock: Talking about travel, in your request you said permanent funding in the budget it is listed as temporary so is that a change in the request or ….?
       
       ▪ Lewis Luartz: I don’t know if that is the updated one, but the updated one should have the same number on both columns. Is that the one that you are looking at?
- **Jon Cassell**: No, we are looking at the permanent position and the benefits for that position is permanent and the rest of the categories are temporary.
- **Lewis Luartz**: May I see it?
- **Cathy Eckman**: We just want to clarify if you want it permanent?
- **Lewis Luartz**: We want it permanent. We want permanent funding for everything, all four priorities.
- **Cathy Eckman**: We will update the spreadsheet to indicate permanent funding for all four.

  - **Ted Mock**: How much do you spend on travel per year? It is more than $20,000 is that correct?
    - **Lewis Luartz**: What we do is that we will take a portion of our student fee that we receive from student services fee. Half of that goes to travel ($85,000-$86,000 per year) and the Chancellor almost matches it almost dollar to dollar. In total we spend about $160,000 or so on just travel. The numbers that came from this came from our actual ledger.
    - **Ted Mock**: So you are asking for $20,000 of that?
    - **Lewis Luartz**: Yes.

  - **Ted Mock**: You fund international and …?
    - **Lewis Luartz**: Yes.

  - **Ted Mock**: How do you decide on this? When a student applies for these grants how are they allocated?
    - **Lewis Luartz**: We create levels. Depending on where the conference is, we will fund you $80 if you do all the paperwork. The most you get for flying in the US …
    - **Ted Mock**: You try to fund all the grants?
    - **Lewis Luartz**: Yes, we try to fund all the grants. One of the issues we had in the beginning of the year was whether or not we should keep the travel caps, uncapped, we ran out of money. So in order to prevent that, we created a system. Unfortunately, it looks like it will only last until mid-March.

  - **Maude Clark**: So how much for international travel?
    - **Lewis Luartz**: $480. 30% of the applicants are international students.

  - **Darrell Peeden**: For clarification, you are asking for 50% of their salary. Are you asking for us to pay for 100% of the benefits?
    - **Lewis Luartz**: No, so 28% here and 69% …
    - **Cathy Eckman**: It does not say the right number does it?
    - **Lewis Luartz**: I don’t believe it does.
    - **Cathy Eckman**: We will verify the benefits portion.

  - **Jordan Meltzer**: For the conference travel, you wanted to expand the amount of funds you are allocating for that, but you are asking for the same amount of money. So how are you going to expand on
the current level of students you can reach out to, if you are requesting the same amount of money?

- **Lewis Luartz:** The idea now is to meet with the Chancellor on March 9th and see what we can do about that. He mentioned that he would be supportive of figuring something out. We figured that since it was temporary we should ask for $20,000 and should the committee decide to give us more, that is fine, if not, we are happy with the permanent allocation of the $20,000.

- **Darrell Peeden:** For clarification, you said the student assistants work 10 – 12 hours per week, but your budget is asking for 8 hours.
  - **Lewis Luartz:** Yes because we also help pay for that and they also have work-study. There is other money coming in for that, it is not being paid completely for [by SSFAC].

5) **KUCR – Louis Can Den Burg (General Manager and Director)**

- **Louis:** Louis gives the history of KUCR, 50 years of broadcasting on campus. Talks about broadcasting emergency information and also on a national level. Also talks about the KUCR archives and the use of them everyday, broadcasting a piece of history everyday. Talks about the programs that they host for NPR, PBS, BBC, etc. these programs involve professors that are brought on by these broadcasters to talk about their field. Has a lot of information, Cathy suggests for him to forward it to the committee. Louis agrees.

- **Questions:**
  - **Ted Mock:** Can you tell us about the requests for this year?
    - **Louis:** the requests for this year are exactly the same as the request from last year. It is salaries and the addendum (fund the stations history project and the staff member who organizes it). To preserve the history of what the students have done.
  
  - **Jon Cassell:** Is there a resource where students can access to see maybe the progress we can see the achiever has done?
    - **Louis:** Yes, you can go online, right here and even now and go to KUCR.org and look at the archives there.
  
  - **Ted Mock:** How much permanent budget do you have?
    - **Cathy Eckman:** It is on the page here.
    - **Ted:** So you currently have $221,000 in your permanent budget. Are there any details on that?
      - **Cathy Eckman:** It is mostly for staff and expenses.
  
  - **Ted Mock:** Do your permanent items still receive some of those?
    - **Louis:** The core operations of the station are pretty necessary and not extravagant at all. That is basic stuff that we need to cover.
Darrell Peeden: Regarding the custodian, this is not his whole salary right? You are just asking for partial?

- Louis: It is part of his salary.

Darrell Peeden: Right, are you putting the money that is not spent on him now on reserve?

- Louis: Yes, we are not spending it.

Darrell Peeden: You put it as permanent because you want to preserve his position?

- Louis: Yes, that is correct. This is not a new request. Since we did not spend it, we can use it in the forthcoming year.

Maude Clark: What is his full salary?

- Louis: That is his full salary. Maude says “The 5,000?” Unfortunately, yes.

6) Student Conduct – Tasha Yules (Director)

- Tasha Yules: Tasha talks about her position, what Student Conduct does, and her requests. She explains that student conduct investigates anything that deals with students violating any rules, Title IX, and faculties. More towards helping the student rather than getting the student in trouble. E.g. students not doing well in classes, the reason of financial problems so they work a lot. We would point this student to resources here at UCR. Tasha also expresses the multiple leadership opportunities at the Student Conduct Center.

Questions:

- Ted Mock: The training in Oakland is unfunded? Maude asks if this training is federal and required.

  - Tasha Yules: Yes. Both Maude and Ted agree that it must be funded somehow. We are doing that now, what I currently do is do a case by case request to our office to fund or not to fund. They find the funding. It will be nice to know that this will be guaranteed.

- Ted Mock: On the budget, it shows that we funded priority #1 last year. There is no request equivalent to this year.

  - Tasha Yules: The staffing. Ted asks what is happening with that. The staffing is being funded elsewhere. Last year we requested partial funding and the benefits for one of our officers, but we never got the funding. It came from the special request from our Central Office.

- Ted Mock: Your priority two went up from $10,000 to $22,440. What is the difference? Was it funded before or was it fully funded?

  - Tasha Yules: We want it fully funded. The $10,000 was funding them at 50%.

- Jordan Meltzer: For priority number 9, is this a new position for a front desk assistant? Do you already have someone? If so, how is it funded because in the previous years, this was not asked for?
- **Tasha Yules**: Same thing, it was not funded for last year. We currently have someone in this position. It is the same where we ask the central office, year to year for funding.
  - **Darrell Peeden**: Some clarification on the space rental for priority 3.
    - **Tasha Yules**: We use space rentals for committees and training. We have committees that exceed the rooms that we have, so we need bigger rooms to fit more committee members. Sometimes two committees have to meet at the same time for one case, so we would need bigger rooms and we have quarterly training that we do.
  - **Darrell Peeden**: On priority 3 and priority 4, they both are for alarms. Are these two separate categories or are they being dubbed twice?
    - **Tasha Yules**: Two separate categories. Every staff member has a panic alarm under their desks. One of the line items is for maintenance and the hourly costs it costs for someone to come and reset the alarms every time it is pressed.
  - **Darrell Peeden**: Is there a way we can find out which one of these priorities are federal requirements so we can see what you are required to have either under the UC system or the federal system?
    - **Tasha Yules**: The main ones are the student committee and training for conduct officers.
  - **Jordan Meltzer**: I just want to clarify again. So for priority 9 you said that it was funded by this committee, but it does include it last year.
    - **Tasha Yules**: I am not sure. *Cathy states that we will double check what was funded last year.* I thought it was in the request, but it was not funded.
  - **Ted Mock**: When you say Central Office, where does it go to?
    - **Tasha Yules**: The Vice Chancellor for Student Affairs Office.
    - **Cathy Eckman**: We maintain certain amounts of salary savings and we talked about that before.

7) Student Life – Ellen Whitehead (Director)
- **Ellen Whitehead**: Ellen provides a brief overview about the office and explains that student life supports student organizations (450 organizations). Student life promotes student pride: free R'Gear. Ellen also talks about student life supporting orientation for freshmen and transfer students.
- **Questions:**
  - **Jon Cassell**: Last year, you did not request for the student life advisor position. I was wondering if that position was funded last year. If so, how was it funded and if it didn’t exist why was it being asked this year?
- Ellen Whitehead: We did request that last year. Cathy explains the theme of the recurrence of asking for funding and not receiving it. We did request it. This position oversees the pep band, campus vitality initiative, and a student organization advisor. He also fills in as needed. This request is only 50% of his salary, the other 50% is funded through the band. The other 50% is not allocated.
- Cathy Eckman: This list is what was funded, not what was not funded.
  - Ted Mock: Could you talk about the Highlander Orientation Income? What is that?
    - Ellen Whitehead: It funds everything. The students all pay. It is a mandatory program so if a student cannot pay for it, it gets rolled into their financial aid packet. So it benefits more and more of our students. In the past, students paid out of pocket for it. They do pay in fee ($270+), it pays for the staffing for the programs: 70 orientation leaders (housed and fed), and conference assistants.
  - Ted Mock: Is it 2 million or so?
    - Ellen Whitehead: It is a large budget, but it does take a lot of money to run the program.
  - Jordan Meltzer: Could you breakdown how you arrived at priority number 3 for $15,000?
    - Ellen Whitehead: For the past we been requesting $30,000 for our student staff. For the last few years, we were only funded $15,000 for their salary in the student life offices. They greet people, schedule appointments, and troubleshoot any issues. Hourly wage is minimum wage. We intended to request 15 in permanent funding and 15 in temporary funding. So I am asking for $30,000.

8) Student Special Services – Laura Riley (Director)
  - Laura Riley: Laura gives an overview of the actions and roles of the office. Services for students with disabilities, veterans services, ROTC referrals, and voter registration.
  - Questions:
    - Ted Mock: Could you elaborate on student note taking? Does one note taker serve multiple students? You have 165 students who need this service and only 50 note takers. Is it a one on one ratio?
      - Laura Riley: I based this number on the numbers that we have now. We have students that take notes for us in multiple classes. We have students that are eligible for note taking but they won’t take it because it is a challenge for them to find a note taker in their classes. We are on a volunteer system right now. We are using a special tool for
this, for example the smart pen which records the lecture and uploads the notes.

- **Jon Cassell:** Your SOS3 Position is not asked for this year? Where did you get the funding?
  - **Laura Whitehead:** We got funding through the VCSA.
- **Ted Mock:** Priority 5 is permanent and 6 is temporary. They seem similar.
  - **Laura Whitehead:** 5 is temporary because we are implementing a paperless system. We need a student assistant as we implement it, but the need for a student assistant would go away. The smart pen program should be temporary because with funding and all, I rather wait and bring back more data for this program.

9) Subcommittee D Comments
   - **No comments.**

10) Chair Comments
   - **Jon Cassell:** We will provide you with the CSF Update. SD budget can only give the Vice Chancellor recommendations, but the Vice Chancellor doesn’t follow their recommendation whatsoever. Their committee gave us an update on that: the Vice Chancellor congratulated them on a good job they have done, but they haven’t don’t anything or even get to see the budget. Parking is full at UCSD and they are looking for an answer for that, along with public transportation. Across all UCs they are encountering problems for continued funding for their food pantry programs. SSFAC’s are getting all these requests, but it hasn’t worked out. If you have any ideas, talk to me. The mental health initiative is going well. They are in need of scholarship money to give out to their students. We were also talking with other committees and this one committee doesn’t even give any FTE funding.

11) Adjourn 5:20
   - **Motion to Adjourn by Wen-Yu Chou, Second by Jordan Meltzer.**
   - **Vote:** 7/0/1
   - **Adjournment Approved.**