Student Service Fee Advisory Committee  
Friday, February 05, 2016; 3:00 to 5:00 PM  
HUB Room 379  
Approved Meeting Minutes

<table>
<thead>
<tr>
<th>Name</th>
<th>Association</th>
<th>Voting Privilege¹</th>
<th>Attendance</th>
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<tbody>
<tr>
<td>Jon Cassell</td>
<td>Undergraduate</td>
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<td>Elan Bark</td>
<td>Undergraduate</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>
<td>Undergraduate</td>
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<td>Suraj Wadhwani</td>
<td>Undergraduate</td>
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<td>Edgar Tellez Foster</td>
<td>GSA</td>
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<td>Darrell Peeden</td>
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<td>Jesse Melgar</td>
<td>GSA</td>
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<tr>
<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>
<td>ASUCR Alternate</td>
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<td>Beau Young</td>
<td>ASUCR Alternate</td>
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<td>Naysia 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>
<td>Ex Officio, ASUCR</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  
¹X indicates voting privilege
1) Call to Order: 3:10 PM

2) Approval of Agenda
   - Motion to approve the Agenda by Edgar Tellez-Foster, second by Jordan Meltzer.
   - Vote: 8/0/0
   - Agenda Approved.

3) Approval of Minutes
   - Motion to approve the Minutes by Elan Bark, second by Suraj Wadhwani.
   - Vote: 8/0/0
   - Minutes Approved.

4) AVC - Health and Wellness – Susan Allen-Ortega (Assistant Vice Chancellor)
   - Susan: Susan gives the committee a brief introduction about Health and Wellness and also expresses that being a Highlander is no longer just being spirited but having a healthy life style today for a hopefully longer and healthier quality of life one has in the future. Susan also gives an introduction about the programs about being healthy, fit, and “well.”
   - Questions:
     - **Jordan Meltzer:** In your narrative you mentioned you received a grant for a $102,000 that must be matched by the University. How are the funds going to be matched and is it a total of $102,000 that needs to be matched?
       - **Susan:** This grant is actually in the Wells budget, not in mine. What we are allowed to do with the money is to use it for programming and for salaries. The match is part of my salary, part of Devon’s salary, and a part of a couple people in counseling who are helping with the education program. They can use CalMesa funds that rolled over that is used to pay for peer mentorship that counts towards the match and expenses used in the Well and Counseling budgets for mental health programing can also be counted towards the match. SSFAC funds used towards mental health purposes can also be used towards the match.
     - **Jordan Meltzer:** There wouldn’t be any excess funds to fund any of these priorities?
       - **Susan:** No, but the grant reduced the number of new SSFAC funding requests submitted.
     - **Jordan Meltzer:** Priority 2, Last year you requested funds for an assistant to you. That request was partially filled with a part time student assistant. Was that student assistant position filled this year? If the part time student assistant position was filled, how has this position helped you? The administrative specialist position currently held by Penny Key, did you use other funding to fund this position?
- **Susan:** I have not hired students in part because I am in the office by myself and given my calendar schedule I am rarely in the office. It hasn’t been conducive for me to move forward that way. I did get one time funding from the VCSA for an assistant, but my assistant has left the university. So I am now recruiting to replace her position.

- **Jordan Meltzer:** What is the status of the funding for the Active Mind student assistant position?
  - **Susan:** I still need it. However, the Well will ask for it.

- **Jordan Meltzer:** How critical is the need for a professional development training described in priority 4?
  - **Susan:** It is critical; you can manage it in different ways. Either make sure if there is a funding request for professional development in any of the Health and Wellness budgets I oversee the committee agrees to fund all of the requests. Dollar wise it is a small amount. And/or allocate all professional development funds to her to manage. There are many “new” preventive health and wellness issues there should be some training resources available even on a rotating basis in order to help students learn about health and wellness.

- **Jordan Meltzer:** Do you think that some of the funding that was allocated to the student assistants could be used for the priorities this year?
  - **Susan:** Of course.

5) **Student Health Center – Pamela Haggins (MSO) & Doctor Ken Han (Chief Physician)**

- **Dr. Han:** Dr. Han gives a brief explanation about the Student Health Center and his position at the Student Health Center. Dr. Han also gives a history of his work experience: Boston University, Army, and Private Practice. Student health involves the whole wellbeing: mental and physical health. It is an integral part of everything that happens on campus.

- **Questions:**
  - **Elan Bark:** I think in your narrative you stated you service about a 1:1300 employee to student ratio. Is this correct?
  - **Dr. Han:** That would be the goal. How many physicians and providers do we need to appropriately help the student body? Those are the ratios we have calculated. In private practice, there are budgetary constraints but typically in an 8-hour day, a physician could see 40 patients. But at our University We don’t want to do that. We want to help the student out, and have the flexibility to take the time to address issues. If students questions about cholesterol, we want to be able to sit down with the student and talk about it. We want at least 16 to 18 patients a day for each physician, an average across all UCs.
Elan Bark: You guys are meeting this standard or are you understaffed?

Dr. Han: We are currently understaffed.

Elan Bark: With an increase of more students, so how many more positions would you think you will need in order to reach that goal?

Dr. Han: Currently we are in the plans of recruiting additional FTEs (Physician & Nurse Manager). I am like the air traffic controller guy, I am seeing that all the physicians have what they need to be giving good care, but at the same time I am watching how long students are waiting. Students have class and other activities. You don’t want to have such a short staff that students are waiting a long time which is why wait times are monitored.

Elan Bark: I noticed that the request for $40,000 for the GYN last year. Is it the same for this year?

Dr. Han: Yeah it is the same.

Elan Bark: If you aren’t able to get funding from SSFAC, is there any other ways you guys could possibly get funding for the positions?

Dr. Han: No.

Wen-Yu Chou: It says that the Priority 1, the student health assistant for the GYN are part time doctors and Susan Allen Ortega wants to move away from using part time doctors and hiring full time physicians. Since it says it is permanent, is there any possibility that we are moving towards finding a permanent GYN or something that specializes in that.

Dr. Han: Yes, I believe we are in the process; however most GYNs have other careers, they have other obligations, but it is something we are looking into. We are also looking for a dermatologist so students won’t have to go off campus.

Pamela: Although we are moving away from utilizing part time doctors and the temporaries, they meet the needs of the students and their requirements Even if it is not the most ideal staffing situation, we know our students need them based on what they come in to see us for.

Wen-Yu Chou: I also had another question for priority number 4, 5, 6. The counseling psychologist and the psychiatrist. Are we trying to get a new psychologist and psychiatrist? I know that we currently have a few at the health center.

Dr. Han: This is to addition to our counseling center. We are in the process of hopefully hiring a full time psychiatrist.

Darrell Peeden: How many students did you serve last year?

Dr. Han: In a typical day we have 5 – 6 providers that each of us will see 16 – 18 each. It could be a 100 to 150 a day. It is not just for sickness, but also for travel (international travel). There are certain vaccines you need to take to go to places like Colombia, Manchu Picchu, etc. Student health offers so much more than just “I am sick.” I always recommend for students when they visit
schools to go to the health center, how much does the health center care about their students. You are going to this school for 4 years. You want to stay healthy for 4 years. It tells you how much the school invested in the health center.

- **Jordan Meltzer**: According to their narrative, they served 8,642 students this past year.
- **Edgar Tellez-Foster**: Is there any plan to have after hour clinics or something of that sort?
  - **Dr. Han**: This is something we are talking about. It is still in discussion. However, there is an afterhours hotline where you could get a nurse on the phone. I usually get the afterhours calls, if you are sick? I will see you at the hospital. We are available for 24 hours a day.

6) The WELL – Devon Sakamoto & William Cagnap

- **Devon**: Devon goes over the specifics of the WELL and what they do. The mission is to promote healthy minds and communities through campus outreach, programs, and education. Devon also goes over the programs that are in the narratives and the budget requests. The WELL works with multiple student organizations, and student programs. The WELL also employs graduate student interns, student staff and peers, peer educators and peer mentors. Peer mentors are effective it works best when students teach other students. A student-to-student relationship.

- **Questions**:
  - **Wen-Yu Chou**: Last year you asked for a temporary fund for the student life development specialist, is that position still held by the same person and would it be permanent funding?
    - **Devon**: Yes, it is still held by the same person and yes to permanent funding.
  - **Wen-Yu Chou**: I know that R’Pantry is very successful. Do you see that there is any possible way that the VCSA will continue giving you money?
    - **Devon**: As of now, there is no guarantee. There are monthly calls with the global food initiative, but our charge was to find the money. I am not sure if all of the $75K from UCOP is spent if there is an opportunity to carry forward any remaining funds to the next year.
  - **Wen-Yu Chou**: Is the coordinator being paid through the funding?
    - **Devon**: Yes.
  - **Wen-Yu Chou**: If SSFAC is not able to fund R’Pantry, is there any other resources that will be able to fund the pantry?
    - **Devon**: No, we are hoping that with the student services fee money that we can get funding for this.
- **Jordan Meltzer**: The R’Pantry, is it UC wide? Have you looked to see how every UC that does this fund their pantry?
  - **Devon**: Everyone is at different stages in the pantry development. UCR is one of the final UC to get the pantry. Some of the pantries are funded through the health and wellness budget, some have funding from other departments on campus. I will have to go back and look. It is different from everyone’s pantry. Health and wellness may have nothing to do with the pantry.

- **Jon Cassell**: From campus to campus, the severity must be different. Do you know the severity of a need of a pantry on campus here at UCR? At Berkeley 66% of students skip a meal to help fund their college and living expenses. Do you have the statistics for our campus?
  - **Wen-Yu Chou**: For UCs it is 1out of 5, but for UCR it is 1 out 3.

- **Darrell Peeden**: Can you express in more details to the grants you have looked into?
  - **Devon**: We are having our coordinators look into the grants.

- **Darrell Peeden**: Now that we know it is the 1 out of 3, how much money has been spent on the pantry?
  - **Devon**: We have not spent all of it. We have a large budget for renovations left, we have enough money for our coordinator for the rest of the year, and we have enough money for food for the rest of the year. Where I can see where we can carry over some funds would be in the renovation and equipment supply.

- **Darrell Peeden**: How many students have the pantry served?
  - **Devon**: Over 450 students. We are serving over a 100 a week. The food pantry started in November, a second day in December, and in January our food pantry coordinator started, which allowed us to be open more. We are now open Wednesdays and Thursdays for about 5 hours a week and serve about 50 to 70 students each day.

- **Darrell Peeden**: Out of the programs, which programs are new, ongoing, and getting kick started. In terms of the $60,000 what are we actually funding?
  - **Devon**: Most of our programing is ongoing. We have large and small programing that change based on student needs. It is based on what students say on the survey that we give out. There is always a change in need; it always depends on what the students say. There are no brand new initiatives at this point.

- **Darrell Peeden**: The $3,500 for the graduate student initiative intern it seems to me the $3,500 will not produce much of a result for programs related to graduate students in terms of getting the message out to graduate students. Do you have any additional information you can provide?
Devon: We collaborate a lot with the graduate division; we found that with graduate student programing a lot of it can be done online. Not with big events because graduate students don’t usually attend the events. We do more small scale events, offer in-house programs and work with the rec center to provide programs. Most of our graduate programing is stress relief and stress management based.

7) Chicano Student Programs – Estella Acuna
- **Estella**: Estella gives a brief description of the Chicano student programs. She also brings 4 students who are in CSP to give the committee a brief description of their experiences in CSP.
- **Questions:**
  - **Jesse Melgar**: I noticed that you requested a new position as your second priority, “Student Development Position,” could you elaborate on the request?
  - **Estella**: As the Chicano student population grows, it is very important for us to grow our office at the same rate the campus is growing. This will create more programs and opportunities for the students. Right now in the office, we have three professional staffs (Director, admin assistant, and programmer). We go above and beyond; sometimes it is hard for us. There is a lot of need. We have over 100 student volunteers serving as mentors to first year students along with a lot of graduate students as well. This allows us to levy some work onto this position.
  - **Jesse Melgar**: This will be a permanent request right?
  - **Estella**: Yes.
  - **Jesse Melgar**: Could the funding from the referendum cover the request?
  - **Estella**: That can be one scenario. We have a plan for the referendum and we are hoping year 4 or year 5 that we can hire somebody, but the need is now. The referendum gives us the support, but we need to grow our department. The referendum has been used on our infrastructure: new furniture, laptops, etc. for our students. If we chose to use the referendum, it will be the entire referendum funding. We would have to make a choice, an employee vs. programs.
  - **Elan Bark**: What percentage falls under the Chicano Students?
  - **Estella**: About 36%.
  - **Elan Bark**: How many students do you service a year with your programs?
  - **Estella**: We service all students. Just having the presence on campus, we advocate for all students to make sure there is equality on campus.
- **Hayden Jackson**: Your student assistant request increase, why did the hours double?
  - **Estella**: Last year we had 4 student workers working at 10 hours a week, but with the increase in population we maxed out their hours to 19.5 hours a week. We are trying to develop mentorships and attainable skills for our students to walk away with.

- **Darrell Peeden**: So you have $15,000 for programing and we have an increase in positions. Is there an increase in programing or are you going to stay at the same level?
  - **Estella**: We will supplement it with our referendum money. 50% increase in programing. Half of already what we are doing. It puts you in a bit of conundrum, if we increase the programing by 50%, we need to increase staffing too.

8) **Asian Pacific Student Programs – William Cagnap**
   - **William Cagnap**: William gives a brief explanation about the Asian Pacific Student Programs and what it brings to UCR. He also explains the details of his requests to SSFAC and he also expresses that it is similar to last year’s request.
   - **Questions**:
     - **Jesse Melgar**: How many students do you serve?
       - **William**: 7,000 to 8,000 students.
     - **Darrell Peeden**: Going back to the alarm system, is this something that is used across the university or something specific to your department’s needs?
       - **William**: This is used in two more offices across Cosco Hall. This is the pricing that came from the LGBT Center and SCAIP which both have the alarm system and believes the Women’s Resource Center has an alarm system. We are all trying to have an alarm system.
     - **Cathy Eckman**: I think it connects to UCPD. It is a campus system. It is not like using ADT.

9) **Subcommittee B & C Comments**
   - **Jordan Meltzer**: The first department that came in I asked a lot of questions; the rest of the committee didn’t have an opportunity to ask questions. Does the committee have any questions to add?
   - **Darrell Peeden**: It is interesting to see what the referendum will provide for the student programs.
     - **Jon Cassell**: Cathy and I are aware of that. We are aware of the double dipping that may occur. So we are going to look over the line items.
     - **Darrell Peeden**: If the referendum supports programing, and we support staffing. Then we should see an increase in programing. Also producing the services to the student body should increase.
- **Jon Cassell:** The highlander referendum, the funding will actually be received for the first time this year. When departments return next year we will be able to assess them to see what programs they have changed from the prior year and what they plan to do; what worked and what didn’t work and any funding that wasn’t used for programing asking where the funds were allocated. Asked Cathy Eckman if there is a model that can be referenced.

- **Cathy Eckman:** States she can share with the committee the E & G department budget requests for the approximately $80K per year which each of the 7 departments will receive. The departments will use the funds in various ways which has been vetted and approved by the award committee. And notes that they didn’t receive any funding until after the first quarter was over. Therefore no programing was done with those funds in the Fall. It may be a bit of a delayed process so she doesn’t think we can correlate exactly this year other than what they planned to do.

- **Jon Cassell:** What is the formal charge/mission statement that the Highlander Referendum committee has created?
  - **Cathy Eckman:** We can create a Highlander Referendum packet that includes that information for the SSFAC committee to review during deliberation.

10) Administrative Issues

- **Jon Cassel:** Look at the January 15, 2016 meeting minutes, we carried a motion to approve the ASUCR VP of Campus Internal Affairs to the committee as well as appointing Michael Ervin temporarily to the committee for the 2015/2016 year. We have to formally rescind our motion to appoint Michael temporarily for this year because that is not in accordance with our Bylaws but we can leave the other motion which appoints the ASUCR VP of Campus Internal Affairs permanently into the Bylaws for next year. So I will call for a motion and I will need a second.

- **Jon Cassel:** Motion to rescind our previous motion of the temporary appointment of the VP of Campus Internal Affairs to the committee for the academic 2015-2016 year, second by Suraj Wadhwan.
  - **Vote:** 6/0/1
  - **Motion Approved**

- **Cathy Eckman:** Cathy introduces Debra.

11) Adjourn 5:00 PM

- Motion to adjourn by Jon Cassell, second by Jordan Meltzer.
- Adjournment Approved Unanimously.