### Student Service Fee Advisory Committee
Friday, March 04, 2016; 3:00 to 5:00 PM
HUB Room 268
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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<tr>
<td>Elan Bark</td>
<td>Undergraduate</td>
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<td>Fernando Echeverria</td>
<td>Undergraduate</td>
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<td>Wen-Yu Chou</td>
<td>Undergraduate</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>
<td>GSA</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>
<td>Faculty</td>
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<td>Holly Evans</td>
<td>Staff</td>
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<td>Luis Alvarez</td>
<td>Staff</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>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>
<td>Ex-Officio, AP&amp;B</td>
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<td>Shafi Karim</td>
<td>Ex-Officio, ASUCR</td>
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<td>Debra Meneely</td>
<td>Staff Support</td>
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<td>Brandon Lieu</td>
<td>Secretary</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 Ted Mock, Second by Wen-Yu Chou.
Vote: Yes: 8 | No: 0 | Abs.: 1
Agenda Approved.

3) Review Planning Calendar
   - Hayden Jackson: Could we get an updated list of meeting times and locations?
   - Jordan Meltzer: There should have been an email that was sent out.
   - Planning Calendar was sent out on March 10, 2016 by Debra Meneely to the committee.

4) Subcommittee A: Discussions and Recommendations
   - Financial Aid Office’s Request
     - Subcommittee Recommends:
       - $0 Temporary | $0 Permanent (No Funding for all priorities)
       - Luis Alvarez: Based on the VCSA’s recommendation of $0 Permanent Funding and $0 Temporary Funding, the subcommittee is going to recommend the same. There has been a priority set where if a request had to deal or meet a set standard for student mental health, then we will fund it. However in the Financial Aid Office’s requests, there isn’t anything that partakes to student mental health.
       - Edgar Tellez Foster: Do you know what happens if they don’t get the funding?
         o Luis Alvarez: That was a question that we asked. Essentially for the Financial Assistant 2, when we asked what they will do if they don’t funds, how will the workload be handled? They said that they would have to implement a self-service type of thing: phone, email, etcetera and that hours at the HOSS will have to be cut.

     - Registrar Office’s Request
       - Subcommittee Recommends:
         - $0 Temporary | $0 Permanent (No Funding for all priorities)
         - Luis Alvarez: We are recommending the same for the same reasons as the Financial Aid Office. Here they are requesting funding for all current positions, including one vacant position.
         - Jon Cassell: Could we see their allocations from last year?
           o Cathy Eckman: There are none, same situation as Financial Aid.
Jon Cassell: We can go through this at our final allocations to talk about this again because it is a huge chunk of change to hand out right now.

Luis Alvarez: They are looking at a new revenue stream and it had to do with transcripts. Hopefully it could be something that materializes next year, and it could be an additional revenue source for them. I like how they are partnering with other campuses. It is promising for them. Just not for next year.

Career Services Center’s Request

Subcommittee Recommends:

- Priority #1: SAO 3 (Employer Relations Specialist)
  - Permanent: $44,600 | Temporary: $0
- Priority #1: SAO 3 Benefits
  - Permanent: $37,460 | Temporary: $0
- Priority #2: BC 25 Peer Advisor Program Student Salaries (6 students)
  - Permanent: $0 | Temporary: $24,000
- Priority #2: BC 30 Peer Advisor Benefits 3%
  - Permanent: $0 | Temporary: $720
- Priority #3: Front Desk Student Assistant Program
  - Permanent: $0 | Temporary: $0 (No Funding)
- Priority #3: BC 30 Front Desk Student Assistant Program Benefits 3%
  - Permanent: $0 | Temporary: $0 (No Funding)
- Priority #4: BC 46 – Computing – Annual License for Simplicity
  - Permanent: $0 | Temporary: $12,500

Luis Alvarez explains the recommendations and why they are necessary. He stresses the fact that the services provided are going directly back to the students. Every year the Career Services Center puts outstanding efforts to helping students; they do so much for the student body and are successful. Having the individual [Employer Relations Specialist] full time is a benefit to all students.

Jon Cassell adds “Besides the benefits jump, we funding him for 8 years and without the funding it will be detrimental to the students he serves. Although we said we [the committee] would not fund permanent positions, I feel like we should this time because we been funding him for 8 years now. Since we have the time to do it [funding permanently], we should do it now.”

Darrell Peeden asks if it is a guarantee that they will purchase the license.

  - Cathy Eckman: Yes, that is correct. They will need the license. They will have to cut employment or something else to make the rest of the funds up for the license.
SATS’ Request
- Luis Alvarez – asks whether VCSA’s priority recommendations have been communicated to the department directors.
- Luis suggested to Jon if the subcommittee can go back and meet with director, Deborah Enright to get clarification on strategic plans that will support student mental health and how the position aligns with the strategic plan and then come back to committee before the final vote to present the information.
- Jon suggests emailing questions to director and then forwarding the final recommendations to the committee.
- Luis agrees he can plan to meet with director and then follow up with an email to the committee.
- Subcommittee Recommends
  - No recommendations at this time until the subcommittee follows up.

5) Subcommittee B: Discussions and Recommendations
- AVC Health and Wellness Request
  - Subcommittee Recommends
    - Priority #1: Case Manager Student Assistants (A01985)
      - Permanent: $4,000 | Temporary: $0
    - Priority #1: EB – Case Manager Student Assistants (A01985)
      - Permanent: $160 | Temporary: $0
    - Priority #2: Admin Specialist (Penny Key)
      - Permanent: $0 | Temporary: $0 (No Funding)
    - Priority #2: EB – Admin Specialist (54.1% - includes UCRP)
      - Permanent: $0 | Temporary: $0 (No Funding)
    - Priority #2: Admin Specialist – General S&E
      - Permanent: $0 | Temporary: $0 (No Funding)
    - Priority #3: Sexual Violence Education & Training (A02167)
      - Permanent: $0 | Temporary: $0 (No Funding)
    - Priority #4: Professional Development for Students (A02167)
      - Permanent: $0 | Temporary: $2,500
    - Priority #5: Critical Student Incident Team – 3rd party software to support Data Sharing & Management & Training & Professional Development (A03167)
      - Permanent: $0 | Temporary: $5,500
  - Jordan: We recommend permanent funding for priority 1 because this position has been funded by SSFAC for the past 3 years (from the request). We felt that it serves a vital part for the department.
  - Jordan: We recommend no funding for priority 2; it was not funded last year and was funded through VCSA. This position should not be
funded through SSFAC. We approved a temporary allocation of student assistants to help Mrs. Ortega. They used salary savings to help bring in someone, but it is now vacant. In addition, they did not use the $4,000 last year for the student assistants.

- **Jon:** If we gave them $4000 last year for the student assistants and did not use it last year, why are we giving it to them again?
  - **Jordan:** It is a different position.

- **Jordan:** We recommend no funding for priority 3. Funding was not issued last year. It is a UC wide compliance issue and UCOP should fund this. I also think that it is important to note that the VCSA does recommend that we do fund this with $20,000. She did mention that this is a reoccurring line item, she wanted to get it on the committee’s radar for future allocations.

- **Jordan:** We recommend temporary funding for priority 4. It is a program for professional development to let students develop their professional skills. Since they lost some funding for moving the active minds, I think we should fund this position to balance it out.
  - **Luis:** They ran this program under active minds before?
    - **Jordan:** This program was not funded by SSFAC last year. The active minds was a priority that was asked by the AVC to the WELL.

- **Jordan:** We recommend permanent funding for priority 5. It is a program that they use for student services and to function properly. It is something we funded in the previous years, and I think we should fund it permanently.
  - Elan, Jon, Luis agree that it should be put it in temporary.

- **Darrell:** Is your recommendation for Priority 4 and Priority 5 to keep the same level of funding?
  - **Jordan:** The same level of funding as last year for the AVC.

- **Student Health Center**
  - **Subcommittee Recommends**
    - **Priority #1:** Student Health Physician 5 (Per Diem GYN)
      - Permanent: $0 | Temporary: $40,000
    - **Priority #2:** BC 25 – Physician Salary – New
      - Permanent: $146,000 | Temporary: $0
    - **Priority #2:** BC 30 – Physician Benefits
      - Permanent: $33,500 | Temporary: $0
    - **Priority #2:** BC 47 – Physician S&E/Startup
      - Permanent: $0 | Temporary: $0 (No Funding)
• Jon Cassell and the committee requests to have the subcommittee compile a list of questions to clarify the priorities and positions and follow up with the department (similar to the follow up that Luis will complete for SATS)

• The WELL
  • Subcommittee Recommends
    ➢ Priority #1: Well/ Health & Wellness Services Programing
      o Permanent: $0 | Temporary: $60,000
    ➢ Priority #2: Student Life Development Specialist 2
      o Permanent: $52,216 | Temporary: $0
    ➢ Priority #2: Student Life Development Specialist 2 Benefits @ 28%
      o Permanent: $22,244 | Temporary: $0
    ➢ Priority #2: Student Life Development Specialist 2 S&E
      o Permanent: $5,000 | Temporary: $0
    ➢ Priority #3: R’Pantry – Student Life Development Specialist
      o Permanent: $0 | Temporary: $43,500
    ➢ Priority #3: Student Life Development Specialist Benefits @ 28%
      o Permanent: $0 | Temporary: $12,180
    ➢ Priority #3: Student Life Development Specialist S&E
      o Permanent: $0 | Temporary: $5,000
    ➢ Priority #3: Feeding America (Food to stock the food pantry)
      o Permanent: $0 | Temporary: $9,000
    ➢ Priority #3: R’Pantry Student Coordinators
      o Permanent: $0 | Temporary: $8,000
    ➢ Priority #3: BC30 – Benefits R’Pantry Student Coordinators @ 3%
      o Permanent: $0 | Temporary: $240
    ➢ Priority #4: Mental Health Outreach
      o Permanent: $0 | Temporary: $5,000
    ➢ Priority #5: Active Minds Student Assistants
      o Permanent: $0 | Temporary: $4,750
    ➢ Priority #6: WELL Office Functions
      o Permanent: $0 | Temporary: $6,500
    ➢ Priority #7: Graduate Student Initiatives Intern
      o Permanent: $3,500 | Temporary: $0

• Jon Cassell and the committee requests to have the subcommittee compile a list of questions to clarify the priorities and positions and follow up with the department (similar to the follow up that Luis will complete for SATS)
  ➢ Mainly the follow up will be on Priority #3 (the R’Pantry) about the use of the position, student coordinators, and also about Priority #5: Active Minds Student Assistants.
6) Chair Comments
   • **Jon:** These are difficult decisions that we have to make. We have a lot to go over and talk about during our final recommendations. Everything we do here is important to you and the students here on campus. I want everyone to keep that in mind when going home and thinking about this. If you have any questions you can email me.

7) Public Comments
   • N/A

8) **Adjourn 5:01 PM**
   *Motion to adjourn by Wen-Yu Chou, Second by Luis Alvarez.*
   *Vote: Yes: 8 | No: 0 | Abs.: 0*
   *Adjournment Approved Unanimously.*