Student Service Fee Advisory Committee  
Friday, April 01, 2016; 2:30 to 5:30 PM  
Hinderaker B154  
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>
<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>
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<td>Jesse Melgar</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>
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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>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

¹X indicates voting privilege
1) Call to Order: 2:41 PM

2) Approval of Agenda
   - Motion to approve the agenda by Jon Cassell, Second by Fernando Echeverria.
   - Vote: Yes: 6 | No: 0 | Abs.: 0
   - Agenda Approved Unanimously

3) Approval of 2/26/16 Minutes
   - Motion to approve the minutes by Jon Cassell, Second by Maude Clark.
   - Vote: Yes: 5 | No: 0 | Abs.: 1
   - Minutes Approved

4) Approval of 3/04/16 Minutes
   - Motion to approve the minutes by Jon Cassell, Second by Luis Alvarez.
   - Vote: Yes: 5 | No: 0 | Abs.: 1
   - Minutes Approved

5) Approval of 3/11/16 Minutes
   - Motion to approve the minutes by Jon Cassell, Second by Holly Evans.
   - Vote: Yes: 5 | No: 0 | Abs.: 1
   - Minutes Approved

6) Administrative Issues
   - Jon Cassell suggests to adding another meeting next week on April 8th, 2016.
     - The whole committee agrees. However, Fernando will not be able to attend the meeting.
   - Jon Cassell motions to amend the agenda for the items “Review all Subcommittee Recommendations (A, B, C, D)” and “Make Final Committee Decisions,” Second by Fernando Echeverria.
     - Vote: Yes: 6 | No: 0 | Abs.: 0
     - Amendment Approved Unanimously
   - Cathy Eckman informs the committee about the “Core Recharge Rationalization Model.” This model covers core services like mailing and postage. Cathy Eckman and Debra Meneely have gone back to the requests from the departments and adjusted the requests based on what the Core Recharge Rationalization Model covers. This is beneficial as the committee has less requests to cover and more money can be given out.

7) Subcommittee D (Other Departments – GSA, KUCR, SCAIP, SL & SSS) – Discussions and Recommendations
   - Graduate Student Association
     - Subcommittee Recommends:
       - Priority #1: AAAIII (Herzog, M)
         - Permanent: $28,220 | Temporary: $0
         - Priority #1: BC 30 AAAIII Benefits at 69.2% including UCRP
- **Permanent: $19,528 | Temporary: $0**
  - Priority #2: BC 40 – Conference Travel for Graduate Students
- **Permanent: $20,000 | Temporary: $0**
  - Priority #3: Student Assistants (5) (8hrs/week each)
    - **Permanent: $0 | Temporary: $9,600**
    - Priority #3: Student Assistants (5) – Benefits @ 3%
      - **Permanent: $0 | Temporary: $288**
  - Priority #3: Student Assistant (1)
    - **Permanent: $0 | Temporary: $9,731**
  - Priority #3: BC30 Students @ 3%
    - **Permanent: $0 | Temporary: $291**
  - Priority #4: BC47 – Other, Co-Sponsorship of on campus conferences, etc.
    - **Permanent: $0 | Temporary: $10,000**

- **KUCR**
  - Subcommittee Recommends
    - Priority #1: BC25 – Custodian (Glenn Lutz) Salary Support
      - **Permanent: $0 | Temporary: $0**
        - No Funding, will use salary savings
    - Priority #2: BC25 – Archiver (Elliot Kim) Salary Support – 25% FTE
      - **Permanent: $0 | Temporary: $8,034**
    - Priority #2: BC30 – Archiver Benefits Support (actual benefits 3.6%)
      - **Permanent: $0 | Temporary: $289**
    - Jon Cassell recommends for the subcommittee to check in with KUCR to see how much archiving is left. The position may or may not need permanent funding.

- **Student Conduct**
  - Subcommittee Recommends
    - Priority #1: BC46 – Computing
      - **Permanent: $0 | Temporary: $6,000**
    - Priority #2: BC25 Student Conduct Committee Chairs
      - **Permanent: $0 | Temporary: $22,440**
      - Request to have subcommittee follow up with department for clarification to be reviewed again during final recommendations
    - Priority #2: BX30 Conduct Committee Chairs Benefits @ 3%
      - **Permanent: $0 | Temporary: $673**
    - Priority #3: BC70 Copier Lease/Expenses, Alarm Maintenance, Space Rental
      - **Permanent: $0 | Temporary: $3,425**
    - Priority #4: BC42 Services, Other – HireRight Background Checks
      - **Permanent: $0 | Temporary: $610**
Priority #4: BC42 Services, Other – Printer Fees
- Permanent: $___ | Temporary: $___
  - Recommendations not discussed during the meeting, will follow up during 4.15.16 meeting

Priority #4: BC42 Services, Other – Transcript Fees
- Permanent: $___ | Temporary: $___
  - Recommendations not discussed during the meeting, will follow up during 4.15.16 meeting
  - Committee requested to ask department or to check the submitted narrative for clarification of the transcript fees expense
    - By transcript, the department means a transcriber or recorder – a transcript of hearings.

Priority #5: BC40 Travel
- Permanent: $0 | Temporary: $3,000

Priority #6: BC45 Communication (Toll Charges)
- Permanent: $0 | Temporary: $133

Priority #7: BC25 Academic Integrity Seminar Student Facilitators
- Permanent: $0 | Temporary: $5,940
  - Request to have subcommittee follow up with department for clarification to be reviewed again during final recommendations

Priority #7: BC30 Academic Integrity Student Facilitators Benefits @ 3%
- Permanent: $0 | Temporary: $178

Priority #8: BC41 Academic Integrity Seminar Facilitator training and seminar supplies
- Permanent: $0 | Temporary: $800

Priority #9: BC25 Front Desk Assistant
- Permanent: $0 | Temporary: $4,000

Priority #9: BC30 Front Desk Assistant Benefits @ 3%
- Permanent: $0 | Temporary: $120
  - Jon Cassell suggests for Fernando Echeverria to follow up on Priority #7 to get more information for the committee about the seminar facilitators and why they are beneficial.

Student Life/University Band
  - Subcommittee Recommends:
    - Priority #1: Student Org Advisor - Stdt Life Dev Spec 2 (4563) (Medina, Gerardo)
      - Permanent: $39,808 | Temporary: $0
    - Priority #1: BC 30 - Student Org Advisor - Stdt Life Dev Spec 2 (Medina, G) (54.1%)
      - Permanent: $21,536 | Temporary: $0
    - Priority #1: BC47 - Other, S&E - Stdt Life Dev Spec 2 - On Going S&E Support (FTE 1.00)
- **Permanent: $5,000 | Temporary: $0**
  - Priority #2: Student Org Advisor/University Bands/Campus Vitality Advisor - Stdt Life Dev Spec 2 (4563) (Mayoral, Geovanni)
    - **Permanent: $0 | Temporary: $0**
      - No Funding
      - Subcommittee and Committee agree that some other department, like athletics should fund this priority
  - Priority #2: BC 30 - Student Org Advisor/University Bands Advisor - Stdt Life Dev Spec 2 (Mayoral, Geovanni) (33.7%)
    - **Permanent: $0 | Temporary: $0**
      - No Funding
      - Subcommittee and Committee agree that some other department, like athletics should fund this priority
  - Priority #2: BC30- Student Org Advisor/University Bands Advisor-Stdt Life Dev Spec 2 (Mayoral, Geovanni) UCRP 14.6%
    - **Permanent: $0 | Temporary: $0**
      - No Funding
      - Subcommittee and Committee agree that some other department, like athletics should fund this priority
  - Priority #3: Student Assistants (4 Program Assistants)
    - **Permanent: $0 | Temporary: $15,000**
  - Priority #3: BC 30 Student Assistants Benefits @ 3%
    - **Permanent: $0 | Temporary: $450**
  - Priority #4: BC46- Computing - Annual Student Organization Online Support System: Collegiate Link
    - **Permanent: $0 | Temporary: $19,739**

- **Student Special Services (No Funding)**
  - Subcommittee Recommends:
    - Priority #1: BC46 - Annual License for VCSA divisional software
      - **Permanent: $0 | Temporary: $0**
    - Priority #2: BC46 - Annual License for adaptive software such as Kurzweil 3000 w Firefly
      - **Permanent: $0 | Temporary: $0**
    - Priority #3: BC46 - Replacement desktop computers for two staff workstations
      - **Permanent: $0 | Temporary: $0**
    - Priority #4: BC46 - Desktop Scanners for 4 Clockwork Database Users
      - **Permanent: $0 | Temporary: $0**
    - Priority #5: BC25 - Student Assistant for Disability Specs/Supvs 1 student x 10 hr/wk x 40 wks@ $10.50/hr
      - **Permanent: $0 | Temporary: $0**
    - Priority #5: Benefits on above 3%
      - **Permanent: $0 | Temporary: $0**
- Priority #6: BC25 - Graduate Student Assistant for Smart Pen Program
  - $15.93 x 10hr/wk x 30wks
  - Permanent: $0 | Temporary: $0
- Priority #6: Benefits on above 3%
  - Permanent: $0 | Temporary: $0
- Priority #7: BC42 - Supplemental and replacement materials for Smart Pen Program
  - Permanent: $0 | Temporary: $0
- Priority #8: BC40 - Staff training, webinars, off-site meetings, conferences/institutes for between 5-11 staff members. Certain trainings/meetings are applicable for certain staff members.
  - Permanent: $0 | Temporary: $0
- Priority #9: BC46 - Kognito - on-line Veteran education/awareness program
  - Permanent: $0 | Temporary: $0
- Priority #10: BC25 - Student Notetaker accommodation services (50 students @12hr/wk x 30 weeks)
  - Permanent: $0 | Temporary: $0
- Priority #10: Benefits on above 3%
  - Permanent: $0 | Temporary: $0
- Priority #11: BC46 - Banner Document Management - Digitize Veteran Services/General SSS Fiscal Records
  - Permanent: $0 | Temporary: $0
- Priority #12: BC46 - Service for scanning existing archived records, 60 boxes @ $250 each
  - Permanent: $0 | Temporary: $0
  
  Subcommittee D and the Committee itself believes that Student Special Services is a core academic service of the university and should not be funded by this committee but by the Chancellor’s Office or the VCSA. This current SSFAC committee and previous SSFAC committees believe that the Student Special Services Department should be funded by tuition.
  
  Jon Cassell notes that either he or Cathy will note in the letter that requests from some departments that are “federally mandated” should not be funded by SSFAC but by other sources like the Chancellor’s Office.

8) Subcommittee C (Continuation from last meeting for Dean of Students & the Women’s Resource Center) – Discussions and Recommendations

- Women’s Resource Center
  
  Subcommittee Recommends:
  - Priority #1: BC25 - Student Life Development Specialist I (A01427)
    - Permanent: $0 | Temporary: $0
      - No Funding
  - Priority #1: BC30 - SLDS I benefits at 28% (A01427)
    - Permanent: $0 | Temporary: $0
      - No Funding
- Permanent: $0 | Temporary: $0
  - No Funding
- Priority #1: BC47 - S&E SLDS Position and start up
  - Permanent: $0 | Temporary: $0
    - No Funding
- Priority #2: BC25 - Student Assistants (3) (40 weeks @ 36 hours per week) (A01427)
  - Permanent: $0 | Temporary: $15,120
- Priority #2: BC30 - Student Benefits @ 3% (A01427)
  - Permanent: $0 | Temporary: $454
- Priority #3: BC42 - Fingerprinting of Campus Safety Escorts (A01583)
  - Permanent: $0 | Temporary: $0
    - No Funding, this will be part of the core recharge rationalization model
- Priority #4: BC41 - Campus Safety Escort Service - general supplies - radios (A01583)
  - Permanent: $0 | Temporary: $1,199
- Priority #4: BC41 - Campus Safety Escort Service - general supplies - uniforms (A01583)
  - Permanent: $0 | Temporary: $490
- Priority #4: BC41 - Campus Safety Escort Service - general supplies - misc supplies for the Campus Escort Services (A01583)
  - Permanent: $0 | Temporary: $486
- Priority #5: BC43 - Mail Services (A01427)
  - Permanent: $0 | Temporary: $0
    - No Funding, this will be part of the core recharge rationalization model
- Priority #6: BC46 - Annual Microsoft Licensing Fees (A01427)
  - Permanent: $0 | Temporary: $514
- Priority #7: BC40 - WRC Graduate Student Initiative (A01427)
  - Permanent: $0 | Temporary: $6,000
- Priority #8: BC41 - SAVE Peer Group recruitment, mandatory training, event funding (A01427)
  - Permanent: $0 | Temporary: $2,900
- Priority #9: BC42 - Speaker Fees (A01427)
  - Permanent: $0 | Temporary: $3,000
- Priority #10: BC40 - Room Rental Fees (A01427)
  - Permanent: $0 | Temporary: $2,000
- Priority #11: BC44 - Media Costs (A01427)
  - Permanent: $0 | Temporary: $2,000
- Priority #12: BC41 - Campus Safety Escort Service Gift Cards (A01583)
  - Permanent: $0 | Temporary: $5,000
- Priority #13: BC70 - Campus Safety Escort Service - Transportation Cart (A01583)
• Permanent: $0 | Temporary: $4,162
  • Priority #13: BC 47 - Campus Safety Escort Service - Trainings/Insurance Deductibles for Transportation Cart (A01583)
• Permanent: $0 | Temporary: $1,500
  • Priority #14: BC 40-Co-curricular Program Development (A01427)
• Permanent: $0 | Temporary: $3,500
  • Priority #15: BC 40 - Student Parent Programming (A01427)
• Permanent: $0 | Temporary: $1,500
  • Priority #16: BC 42 - Panic Alarm - funds for annual monthly alarm and assessment fees (A01427)
• Permanent: $0 | Temporary: $0
  o No Funding, this will be part of the core recharge rationalization model
  o Darrell Peeden will revisit priority #7 with the Women’s Resource Center sometime during this week to get a clarification about the initiative and its benefits to students.
  o Subcommittee C will follow up on how much the radios will cost for the Campus Escort Service to get a feel of how much to fund Priority #4, Line item #1 (Radios).

• Dean of Students (Full Temporary Funding)
  o Subcommittee Recommends:
    • Priority #1: Student Assistants (4) (10hrs/week for 48 wks)
      • Permanent: $0 | Temporary: $19,200
    • Priority #1: BC 30-Student Benefit Rate @ 3%
      • Permanent: $0 | Temporary: $576
    • Priority #2: Common Ground Workshop and Facilitators (25)
      • Permanent: $0 | Temporary: $9,500
    • Priority #2: Common Ground Workshop and Facilitators (25) 3% Benefit Rate
      • Permanent: $0 | Temporary: $285
  o Jon Cassel indicates completion of the initial review of all subcommittee recommendations.
    • Cathy Eckman – VCSA’s office will confirm initial recommendations and the Excel file will be available on the SSFAC SharePoint for viewing.

9) Chair Comments
• Jon Cassell expresses to the committee a job well done and his appreciative thoughts to everyone.
• Jon Cassell also reminds the subcommittees to bring to the final recommendation meeting the department responses to follow up questions that were asked during the
subcommittee recommendation process. This will help streamline the final recommendation process.
  o  Cathy Eckman offers assistance, if needed, in reaching out to the departments for any follow up questions.

10) Public Comments
   •  No Public Comments

11) Adjourn: **5:33 PM**
    
    *Motion to adjourn by Jon Cassell, Second by Jordan Meltzer.*
    
    *Vote: Yes: 7 | No: 0 | Abs.: 0*
    
    *Adjournment Approved Unanimously*