# Student Service Fee Advisory Committee

**Friday, April 22, 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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</thead>
<tbody>
<tr>
<td>Jon Cassell</td>
<td>Undergraduate</td>
<td>X</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>
<td>X</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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<tr>
<td>Debra Meneely</td>
<td>Staff Support</td>
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<tr>
<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: 3:07 PM

2) Approval of Agenda

Motion to approve the agenda by Ted Mock, Second by Jordan Meltzer.

Vote: Yes: 5 | No: 0 | Abs.: 0

Agenda Approved Unanimously

3) Review Bylaw Changes

- Cathy Eckman clarifies that today’s meeting is about a discussion and tweaking of the language of the bylaws and then a formal vote would be made at the next meeting.

- Article III: Members Section A: General Composition Number 2
  - Original: Six (6) undergraduates or five (5) if the chair is undergraduate;
  - Change: Six (6) undergraduate or five (5) if the Chair is undergraduate; with a standing appointment reserved for ASUCR’s Vice President of Campus Internal Affairs
  - Comments:
    - Hayden Jackson suggests a possibility of adding another voting member
    - Luis Alvarez and Ashley Harano suggests that keeping the number at 13 is best just in case there is a tie and also the attendance of the committee so far
    - Hayden Jackson also suggests that possibility of adding more undergraduates as the universities ratio of undergraduates to graduates do not match to the ratio of SSFAC Committee Members
    - Jon Cassell includes that the composition of SSFAC is different at different universities

- Article III: Members Section A: General Composition Number 7
  - Original: The Vice Chancellor of Administration, or designee, non-voting ex-officio;
  - Change: The Vice Chancellor of Planning & Budget, or designee, non-voting ex-officio
  - Comments:
    - Debra Meneely clarifies that this is an Administration Change
    - Luis Alvarez suggests for consistency
      - Cathy Eckman clarifies by stating that “Maria is the Vice Chancellor of Planning and Budget and the representation that we have from the liaison are from the Financial Planning and Analysis Unit.”

- Article III: Members Section F: Committee Staff Number 1
  - Original: Professional staff assistance shall normally be provided by the Vice Chancellor of Student Affairs and the Office of Academic Planning and Budget
for the preparation, distribution, and interpretation of budget materials and other information

- Change: Professional staff assistance shall normally be provided by the Vice Chancellor of Student Affairs and the Office of Financial Planning and Analysis for the preparation, distribution, and interpretation of budget materials and other information

- Comments:
  - Jon Cassell includes that this change is another administration issue

- Article III: Members Section G: Remuneration of Student Members Number 7
  - Addition: Members must complete mandatory training courses as required by the campus, such as Cyber Security and Sexual Violence & Sexual Harassment Prevention training.

- Comments:
  - Cathy Eckman suggests that these are examples and that “such” should be “such as”
  - Cathy Eckman also clarifies that this is a requirement for a paid position

- Article VIII: Budget Recommendation Process Section A: Committee Deliberations of Procedures and Priorities Number 3 Letter F
  - Addition: Ensuring that any proposals for to the Committee for funding shall not be duplicative of any proposals contemporaneously made the same academic year to the Highlander Empowerment Support Services Referendum (“HESSR”) Student Advisory Committee (“RSAC”). The Committee and the RSAC shall coordinate efforts in that regard.

- Comments:
  - Jon Cassell suggests to change the language of this addition
  - Debra Meneely suggests a change of changing “for to” to “for”
    - The Committee agrees
  - Cathy Eckman suggests that if the Referendum ends, we can add bullet points to it instead of changing the language. If the language is changed, Cathy has to go back to the University’s Attorney, Dave, for approval and rewording for legal reasons.
    - However, if the committee would like to add something, the use of the bullet point will work so that way the process is quicker and would not take as long.
  - Ted Mock suggests to end the sentence at “year” and delete the rest of the sentence after the word “year.”
    - Jon Cassell agrees with the change.
      - Elan Bark suggests that if we change this line, then we have to change “Letter G” as well
  - Cathy Eckman will get in touch with Dave and get more information from him and provide his rationale to the language used.
• Jordan Meltzer agrees with Cathy’s action of adding bullet points so that way the Committee does not need to circle back with the University’s Attorney.
• Jon Cassell suggests to add the starting date and ending date of the HESSR Fund.

• Article VIII: Budget Recommendation Process Section A: Committee Deliberations of Procedures and Priorities Number 3 Letter G
  o Addition: Ensuring that programming already permanently funded by the Student Services Fee shall not be reduced by virtue of the HESSR the extent the Student Services Fee budget is solvent. The Committee and the RSAC shall coordinate efforts in that regard.
  o Comments:
    • Jon Cassell suggests to develop language for the bylaw changes as the Committee has a week.
    • Elan Bark suggests to add a note where in 5 years, if the referendum is not continuing, to strike the line item.

• Appendix A Subcommittee Groupings: Academic Support/Administration
  o Original:
    Academic Support/Administration with the following Departments:
    Careers Services Center
    Graduate Student Association
    International Services Center
    Learning Center
  o Change:
    Subcommittee A – Enrollment Services with the following Departments:
    Career Services Center
    Financial Aid Office
    Registrar
    SATS
  o Comments:
    • No Comment(s)

• Appendix A Subcommittee Groupings: Campus Services/VCSA
  o Original:
    • Campus Services/VCSA with the following Departments:
      • Child Development Center,
      • Assistant Vice Chancellor/Dean of Students,
      • Special Student Services,
      • Transfer and Reentry Services,
      • Women’s Resource Center,
      • Vice Chancellor of Student Affairs
o Change:
  - Subcommittee B – Health & Wellness with the following Departments:
    - AVC – Health & Wellness
    - Student Health Center
    - Counseling and Psychological Services (CAPS)
    - The WELL
  o Comments:
    - No Comment(s)

- Appendix A Subcommittee Groupings: Cultural and Human Affairs
  o Original:
    - Cultural and Human Affairs with the following Departments:
      - African Student Programs
      - Asian Pacific Student Programs
      - Chicano Student Programs
      - Lesbian/Gay/Bisexual/Transgender Resource Center
      - Native American Student Programs
  o Change:
    - Subcommittee C – Ethnic and Gender Centers with the following Departments:
      - African Student Programs
      - Asian Pacific Student Programs
      - Chicano Student Programs
      - Dean of Students
      - Lesbian/Gay/Bisexual/Transgender (LGBT) Resource Center
      - Middle Eastern Student Center
      - Native American Student Programs
      - Women’s Resource Center
  o Comments:
    - No Comment(s)

- Appendix A Subcommittee Groupings: Health Services, Recreation, Athletics, and Commons, Student Activities
  o Original: Three Different Subcommittees
    - Health Services with the following Departments:
      - Campus Health Center
      - Counseling Center
      - Student Judicial Affairs
    - Recreation, Athletics, and Commons with the following Departments:
      - Intercollegiate Athletics (Men’s & Women’s)
      - Recreation Program
      - University Commons
    - Student Activities with the following Departments:
      - Cultural Events (includes University Band)
KUCR
Student Life

Change:
• Subcommittee D – Other with the following Departments:
  • Graduate Student Association
  • KUCR
  • Student Conduct and Academic Integrity Programs (SCAIP)
  • Student Life/University Band
  • Student Special Services
  • Vice Chancellor of Student Affairs

Comments:
• No Comment(s)

4) Reaffirm Returning Committee Members
• Returning Members:
  • Debra Meneely, Cathy Eckman, Beau Young, Hayden Jackson, Ted Mock, Yasmine Sissoko, Jon Cassell, Brandon Lieu, Jordan Meltzer, Elan Bark
  • Non-Returning Members: Ashley Harano (Next President of ASUCR will take over)
  • Tentative Returning Members: Holly Evans and Luis Alvarez
    • Tentative Returning Members will let Cathy Eckman know through email if they will be returning onto the committee
• Committee Members who were not present during this meeting will get an email from Cathy Eckman or Debra Meneely about their potential return onto the committee

5) Chair Comments
• Students who will not be traveling to UCSF can leave, those who are traveling to UCSF will have an additional 15 minute meeting about Travel and Reimbursements.
  • Jon Cassell and Ted Mock introduces a “sunset clause” for permanent funds
    • Jon Cassell and Ted Mock will reword the “sunset clause” for the Committee and will have it available at the next meeting.

6) Public Comments
• No Public Comments

7) Adjournment: 4:09 PM
Motion to adjourn by Jordan Meltzer, Second by Holly Evans.
Vote: Yes: 7 | No: 0 | Abs.: 0
Adjournment Approved Unanimously