## Student Service Fee Advisory Committee

**Meeting Minutes**

**Student Service Fee Advisory Committee**  
**Friday, May 6, 2016; 3:00 to 5:00 PM**  
**Hinderaker Room B154**  
**APPROVED Meeting Minutes**

<table>
<thead>
<tr>
<th>Name</th>
<th>Association</th>
<th>Voting Privilege</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>
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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>
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<td>Suraj Wadhwani</td>
<td>Undergraduate</td>
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<tr>
<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>
<td>Staff</td>
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<td>Luis Alvarez</td>
<td>Staff</td>
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<tr>
<td>Yasmine Sissoko</td>
<td>ASUCR Alternate</td>
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<td>Hayden Jackson</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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<tr>
<td>Ashley Harano</td>
<td>Ex Officio, ASUCR</td>
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<tr>
<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>
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<td>Debra Meneely</td>
<td>Staff Support</td>
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<tr>
<td>Brandon Lieu</td>
<td>Secretary</td>
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1) Call to Order: 3:19 PM

2) Vice Chancellor for Student Affairs Jim Sandoval’s Presentation for the Appeal of the Student Health Center and Mr. Sandoval’s thoughts on some Items

- **Jim Sandoval** provides a brief overview of the Native American Student Program Position, the Middle Eastern Student Center Position, and Student Health Center Positions.

- During his presentation, **Jim Sandoval** expresses his two general concerns with the two new positions at the Native American Student Program and Middle Eastern Student Center Departments
  1. The left over Temporary money the committee has left over to spend and the committee’s clear avenue of not providing funding for the 2 career positions.
  2. Both positions in both departments have an alternative funding source option with the HESSR funds

  - Jim Sandoval expresses that it is challenging for the employees who are hired in these positions to know that their employment is dependent on funding availability on a year to year basis

- **Jim Sandoval** also proposes resolutions for the two positions to the committee:
  - **Native American Student Programs Position Resolution**
    - Jim Sandoval proposes for the committee to adjust their recommendation to suggest that any FY 15 – 16 carry forward funds from NASP’s HESSR allocations or other funds to be used to fund this position and any remaining balance needed to fund the position would come from SSFAC. In summary, SSFAC’s recommendation will remain as it stands; however, the first funding source would be the HESSR funds and the remaining funding from the position would be temporarily funded by SSFAC and then next year the committee can think about the funding situation for the position on a more permanent basis, or not.

  - **Middle Eastern Student Center Position Resolution**
    - Jim Sandoval proposes to convert the position to a graduate intern position with a possible salary range of $20,000 to $25,000. This intern position would be similar to what has been done in the past, where the role of the graduate student intern was to complete an analysis to determine a more concrete sense of programming development and position responsibilities. Like the Native American Student Programs Position, Jim Sandoval proposes to adjust the Committee’s recommendation to fund the Graduate Intern and suggest that any FY 15 – 16 carry forwards from MESC’s HESSR allocations or other funds to be used to fund this position and any remaining balance needed to fund the position would come from SSFAC.

- **Mr. Jim Sandoval** proposes a resolution to the Student Health Center Appeal

  - Jim Sandoval suggests, if the committee is in favor of his previous proposals for the NASP and MESC’s position, to temporarily fund the physician position. The Student Health Center would work to determine a more permanent funding
source for the physician position; however, it does not guarantee that the Student Health Center will come back and request with SSFAC this position next year.

- Questions:
  - **Jon Cassell:** If we are able to fund half this position this year, will there be any way that other funding can happen for this position [Student Health Center]?
    - **Jim Sandoval:** Yes, I would need to look into the reserves for the SHC. Although the reserves are approximated at about 1 Million dollars, these reserves are needed for depreciation on the x-ray machines and other machines that are of high cost.
  - **Jordan Meltzer:** With the 20% in reduction from students opting out of the insurance plan, do you suspect another decrease? Wouldn’t it be hard to balance the budget of the Student Health Center as the decrease increases every year?
    - **Jim Sandoval:** Yes because of Obamacare. The biggest one being that our commitment of billing for all services provided. As to the budget, yes it will be hard. One of the things our campus has not done, unlike the other campuses, is to reliance on user fees to fund the program.

3) Approval of Agenda

*Motion to Approve the Agenda by Jordan Meltzer, Second by Maude Clark*

**Vote:** Yes: 6 | No: 0 | Abs.: 0

*Agenda Approved Unanimously*

4) Approval of 4/15/16 Minutes

*Motion to Approve the Minutes of 4/15/16 by Jon Cassell, Second by Jordan Meltzer*

**Vote:** Yes: 6 | No: 0 | Abs.: 0

*Minutes Approved Unanimously*

5) Approval of 4/22/16 Minutes

*Motion to Approve the Minutes of 4/22/16 by Jordan Meltzer, Second by Holly Evans*

**Vote:** Yes: 6 | No: 0 | Abs.: 0

*Minutes Approved Unanimously*

6) Discussion of Appeal and the Items VCSA Jim Sandoval Brought Up

- **Jon Cassell** expresses that the committee has half of the temporary money that they need to fund the Student Health Center. By providing half of this position would be good. He also expresses that the VCSA did state that it will probably not be on next year’s request and that the Student Health Center would be reassessed next year.

- **Elan Bark** expresses the thought of needing more funds if the Committee were to fund the Student Health Center and along with the Native American Student Program and Middle Eastern Student Program positions.

- **Jon Cassell** includes that the revenue from the Highlander Empowerment Referendum would be carried over to these positions and will reduce the amount that the Native American Student Program and Middle Eastern Student Program positions cost. He also includes that the VCSA wants to make the positions Graduate Internships.
• Cathy Eckman suggests that the VCSA meant to take back the temporary funds the committee gave to the Native American Student Program Position and the department would have to go to HESSR and ask for funds. The Committee would then fund the rest of the position, whatever HESSR did not fund. For the Middle Eastern Student Program position, the VCSA suggested to make it into a graduate intern position. The graduate intern would be less expensive and the benefits would be less. The balance not needed from the Native American Student Program and Middle Eastern Student Program positions would help offset the Student Health Center Request.

• Jon Cassell suggests that the committee needs more time to think about it and have more committee members here before the committee votes. Cathy Eckman agrees.

7) Final Review of Bylaws and Voting

• Jon Cassell motions to change Article III, Section A, Number 2 to “Six (6) undergraduates or five (5) if the Chair is undergraduate; with a standing appointment reserved for ASUCR’s Vice President of Campus Internal Affairs”

  Vote: Yes: 6 | No: 0 | Abs.: 0

  Addition Approved Unanimously

• Jon Cassell motions to change Article III, Section A, Number 7 to “The Vice Chancellor of Planning & Budget, or designee, non-voting ex-officio;”

  Vote: Yes: 6 | No: 0 | Abs.: 0

  Change Approved Unanimously

• Jon Cassell motions to change Article III, Section F, Number 1 to “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.”

  Vote: Yes: 6 | No: 0 | Abs.: 0

  Change Approved Unanimously

• Jon Cassell motions to change Article III, Section G, Number 7 to “Members must complete mandatory training courses as required by the campus, such as Cyber Security and Sexual Violence & Sexual Harassment Prevention training.”

  Vote: Yes: 6 | No: 0 | Abs.: 0

  Addition Approved Unanimously

• Jon Cassell motions to change Article VIII, Section A, Number F to “Ensuring that any proposal to the Committee for funding shall not be duplicative of any proposal contemporaneously made the same academic year to the Highlander Empowerment Support Services Referendum (“HESSR”) Student Advisory Community (“RSAC”). The Committee and the RSAC shall coordinate efforts in that regard. 1. HESSR Fee is effective Fall 2015 and will be assessed quarterly (Fall, Winter, Spring, Summer) subject to reaffirmation by the student body every five year thereafter. 2. SSFAC Committee will periodically review availability of HESSR funding source.”

  Vote: Yes: 6 | No: 0 | Abs.: 0
Addition Approved Unanimously

- **Jon Cassell** motions to change Article VIII, Section A, Number G to “Ensuring that programming already permanently funded by the Student Services Fee shall not be reduced by the virtue of the HESSR to the extent the Student Services Fee budget is solvent. The Committee and the RSAC shall coordinate efforts in that regard. 1. HESS Fee is effective Fall 2015 and will be assessed quarterly (Fall, Winter, Spring, Summer) subject to reaffirmation by the student body every five years thereafter."
  
  **Vote:** Yes: 6 | No: 0 | Abs.: 0

Addition Approved Unanimously

- **Jon Cassell** motions to change Appendix A to read “Subcommittee A – Enrollment Services with the following departments: Career Services Center, Financial Aid Office, Registrar, and SATS. Subcommittee B – Health & Wellness with the following departments: AVC – Health & Wellness, Student Health Center, Counseling and Psychological Services (CAPS), and The WELL. 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, and Women’s Resource Center. 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, and Vice Chancellor of Student Affairs”
  
  **Vote:** Yes: 6 | No: 0 | Abs.: 0

Change Approved Unanimously

8) Jon Cassel’s Application for Future SSFAC

- **Hayden Jackson** suggests to use a Google Form to apply for SSFAC. It makes it easier for students, and students feel like it’s easier.

- **Jordan Meltzer** includes that the application is good and does not need any additions.

- **Jon Cassell** suggests for Committee Members to reach out to friends to apply for SSFAC.

9) Chair Comments

- **Jon Cassell** explains to the Committee Members about the examination of permanent funds and doing it “chunk” by “chunk” each year, making it manageable. He explains that Ted Mock and him are still working on this process and will inform the Committee Members about the structure and timeline of this provision of examining permanent funds that were given out previous years.
  
  - **Jordan Meltzer** suggests that it is a big task to tackle the permanent funding. He suggests to designate a subcommittee next year to do some diligence in the task and then reporting it to the whole committee.
  
  - **Jon Cassell** explains that if all subcommittees took a 1 page spreadsheet of a permanent budget for each of their departments, it will all add up and a huge chunk would be deducted or analyzed.
• Cathy Eckman includes that the Committee does request for their entire revenue sources: their permanent budget and such. The action of providing the entire revenue source is not as easily “pulled out.” Cathy Eckman suggests to make it a less arduous process so that it is not like another step for the departments.

10) Public Comments
• No Public Comments

11) Adjourn: 4:30 PM
Motion to Adjourn by Jon Cassell, Second by Maude Clark
Vote: Yes: 6 | No: 0 | Abs.: 0
Adjournment Approved Unanimously