



Student Service Fee Advisory Committee
Friday, January 9, 2015; 4:00 to 5:30 PM
HUB Room 268
Approved Meeting Minutes

Name	Association	Voting Privilege¹	Attendance
Alexander Taliaferro	ASUCR	X	P
Jon Cassell	ASUCR	X	P
Sean Fahmian	ASUCR	X	P
Nafi Karim	ASUCR	X	P
Iris Jiang	ASUCR	X	P
Wen-Yu Chou	ASUCR Alternate	-	P
Jordan Meltzer	ASUCR Alternate	-	P
Suraj Wadhvani	ASUCR Alternate	-	P
David Chavez	GSA	X	P
Terrance Stewart	GSA	X	P
Jason Rothman	GSA	X	P
Ted Mock	Faculty	X	P
Luis Alvarez	Staff	X	P
Cindy Flannery	Staff	X	P
Susana Salazar	Ex-Officio RP&B	-	P
Cathy Eckman	Ex-Officio VCSA	-	P
Diana Echeverria	Secretary	-	P
Sue Lillie	Staff Support	-	P

P: Present A: Absent L: Late E: Excused

¹ X indicates voting privilege

1) Call to Order: **4:08 PM**

2) Approval of Agenda

Motion to Approve Agenda by Sean Fahmian, Second by Terrance Stewart.

Vote: Yes : 9

Agenda Approved.

3) Introduction and Welcome for new members first time at the meeting.

4) Approval of Minutes for November 21, 2014

Luis: I would like to change “Hall” to “Hull”

Motion to Approve the Amended Minutes

Motion to Approve Amended Minutes by Sean Fahmian, Second by Ted Mock.

Vote: Yes: 9, Abstain: 1

5) Subcommittee Preference:

Susana: This is the committee responsible for allocating the Student Services Fee (SSF). The total we have received as of now is \$972.-- a year which is labeled as fund 20000. Eighteen dollars a year for the UCR SSF which is fund 20027. There are various policies and regulations on how this is to be allocated. There is information on the website and the SharePoint. The role of the SSFAC is to make an annual recommendation to the Chancellor. The budget call letter goes out to different organizations. We indicate to them when their proposals are requested, their deadlines and any additional information. For winter quarter, there's the process of forming the actual subcommittees. The subcommittee will talk to different departments on campus. This year the deliberations would be done winter quarter. In spring quarter we would have the appeals. The subcommittees make recommendations to the general committee on what should be allocated. We will go through line item by line item and page by page on what those recommendations are. Historically the recommendations made by the SSFAC have not been changed in the past by the Chancellor, but he does have the authority to do so. The detail of the training was reviewed by Susana. Please refer to the handouts.

5) Review subcommittee process

Alex: For the next two months we will be breaking into subcommittees. Each subcommittee will get a binder with information of the departments within the subcommittees. Be as conservative as possible there are \$3.5 million requested and we have the goal of allocated \$1 million. We have to prioritize. Look at what we funded last year and go from there. That information is available on SharePoint but there is an electronic copy on a thumb drive in the binders. Subcommittee A will be Sean, David, Wen-Yu. Subcommittee B will be Terrance, Fernando, Ted and Suraj. Subcommittee C will be Jon, Cindy and Nafi. Subcommittee D will be Luis, Iris Jason and Jordan. The budget summary will show if they have general funds and sources of income. You get a good view of how they receive funds. It's important to note how much the student services fee fund their program compared to other income sources. Think about whether what they are asking for fit the mission of the department.

David: Are these funds essential operating funds?

Alex: It varies. I can't say that all the temporary funding is not essential to these units.

Sean: Sometimes the department will request money for programming but some might have requests for workers. **Alex:** Our first subcommittee A will be presenting in two weeks. I want to invite you to get started early. If you need someplace to meet with your subcommittee, contact Sue and you can use a committee room to meet to discuss.

6) Presenter Mock presentation for Audit Class

Mock: I teach a graduate class on auditing. I sketched out something to give the students. I would like for the students to apply materials they are learning. I need a liaison for sure for the groups. We have seven teams of about four or five student per team. There are several things we can do. All the groups can focus on a single department. They need something to achieve by the end of the quarter. They could review what a department did last year like a performance review or they can review this budget process. Looking at the

budget process would be the most relevant. It's basically applying knowledge to a task. They would be doing audit work for us. I need your guidance on what would be helpful.

Alex: What would they be specifically looking at

Mock: What would you like to have them look at?

Alex: Could they compare year to year?

Mock: They can look at procedures and do assessments.

Sean: After looking at the subcommittee documents it will give you a better understanding of what they can do. I don't know anything about auditing so I wouldn't be able to suggest anything.

Alex: I guess we can table the discussion to give you time to find a focus.

Mock: We can come up with a more specific proposal.

7) Administration Issues

8) Adjourn **5:31 PM**

Motion to Adjourn by Sean Fahmian, Second by Jason Rothman.

Adjournment Approved Unanimously.