UNIVERSITY OF CALIFORNIA
UC RIVERSIDE

2013-2014 Student Services Fee Advisory Committee
For 2014-2015 Budget
Date: 11/1/2013
Time: 3:00 pm
Location: HUB 355

Name	Association	Voting Privilege[1]	Attendance
Cardenas. Lazaro	ASUCR	X	P
Cassell, Jon [Alternate]	ASUCR	X	A
Dow, Liam	ASUCR	X	P
Fan, Li	Faculty	X	A
Hong, Ashley	ASUCR	X	A
Kim, Danny	Ex-Officio-VCSA	-	A
Flores, Stephanie	Ex-Officio-RP&B	-	A
Salazar, Susana	Ex-Officio-RP&B	-	P
Taliaferro, Alexander	ASUCR	X	P
Tang, Janice	ASUCR	X	P
Ta, Johnny	ASUCR	X	P
Patadia, Sai	ASUCR	X	P
Fahmian, Sean	ASUCR	X	P
Polishko, Anton	GSA	X	P
Stewart, Terrance	GSA	X	P
Lucas, Keira	GSA	X	P
Alvarez, Luis	Staff	X	P
Sedita, Jolene	Staff	-	P
Nguyen, Lynne	Secretary	-	P
Lillie, Sue	Staff Support	-	P
Guests			

P – Present   A – Absent   L – Late   Exc. – Excused

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[1] X – indicates voting privilege

Meeting Minutes

1. Welcome Time: 3:09 pm
2. Approve Agenda

MOTION: Sean Fahmian/Sai Patadia	**VOTE:** unanimous - pass

3. Approve Minutes
   10/17/2013

MOTION: Sai Patadia/Johnny Ta	**VOTE:** unanimous – pass

   10/25/2013 – *Incomplete at the moment*

MOTION:	**VOTE:**

4. Review Training
   a. Chair Liam reviewed the training and the bylaws from the last meeting because there are new members to the committee
   b. Susana reviews the training
      i. Fall is when there is planning about the budget
      ii. Winter quarter is when subcommittees will get together and decide what to prioritize for each department.
         1. There are many processes the committee will go through during winter and spring quarter
         2. In January, the AVC will come and talk to the committee about the budget for a better understanding of what can be allocated
      iii. Budget requests can be found on Sharepoint; the committee can look at each department's past requests and see what past committee members have said about allocations
      iv. It is important to find all the necessary information from each department because in Spring quarter, it can be tedious without all the information needed
         1. A total of $5 million was asked by departments to the committee
         2. Most were temporary funds
         3. Out of the $5 million that was asked, only $800,000 was allocated among all the departments
      v. Chair Liam has stated that he would like to have a template of questions that would be asked to department heads. It is to avoid lack of information.
      vi. Tips and Recommendations can be found in the training manual. EX: When to talk to department heads
      vii. The addendum request form has been changed slightly in order to get the information needed from departments
      viii. Understand what is being asked by each department & be prepared to cut down budgets

c. Chair Liam stated that he would like to make improvements for this year, and he wanted to hear experienced committee members thoughts on being on the committee

d. Anton said that the committee went through requests from the departments, and they had to see where the funds were being spent on. The committee also discussed what should be cut from each department's requests

e. Alexander said that subcommittees would get together and have informal discussions with department heads, and they brought their deliberations to the committee

f. Lazaro stated that he was a part of the KUCR, Athletics, Registrar, the Rec Center, and Financial Aid subcommittees, and he would contact the directors of each department to schedule meetings with them. Meetings were about 30 min – 1 hour each. He stated that it would have been good to understand the proposals and receive all information they needed from departments.

g. Chair Liam suggested some ways to improve:
   i. Have a set of agreed upon questions to ask departments in order to get all the right information because in the past, subcommittee members would break apart and come back with several variations of their reports
   ii. Each subcommittee will receive a binder with each department's past budget information, such as general funds, how much they receive from SSFAC, how much they receive from general funds, what are the permanent funds, what is actually going into departments, and how much they requesting, because members cannot always be connected to Sharepoint
   iii. When meeting up with the departments, ask to have a tour of the departments in order to have a more in depth take on where the funds will be allocated towards
   iv. Each subcommittee will have an experienced member in order to help new committee members

h. Lazaro added that before members go into meetings with department heads, be clear in emails about what each member is seeking from each department

i. Anton included that when they toured departments, it was to show where certain things were in the department, but when it came to the actual meeting, department heads will have a power point ready to show what is really going on in the department

j. Chair Liam said that there may be another meeting in order to get everyone on Sharepoint because all the information is on there.
   i. Some committee members are still unable to get onto Sharepoint. There are still some issues on how to log on.

k. Sean asks what is the time frame of when to talk to department heads and to tour departments
   i. Chair Liam responded that fall quarter is dedicated to training and understanding the process of SSFAC. Committee members will also be

getting into subcommittees. An experienced member will hopefully be put onto each subcommittee to help newer committee members

ii. During winter quarter is when subcommittee members will meet department heads. At the end of winter quarter, subcommittees will create a report which details how funds should be allocated for each department.

iii. In spring quarter is when the committee will get together to discuss how funding should be done

iv. Lazaro included that there are several meetings in spring quarter to discuss what each department. In the past, there was no concise and clear template of questions to ask departments, so subcommittee members came back with several different reports.

v. Chair Liam included that meetings with departments are at most 1-2 hours because subcommittee members can get all the information that they need in one meeting

l. Luis asks how the committee prioritizes what the departments receive in funds

i. Chair Liam answers that committee members will ask departments what are their top priorities. They will review what was said in the past. He said that one of the goals for this year is to be able to create a scoring formula that would help with deciding how fund allocation is for deparments.

ii. There are policies of what can or cannot be funded for each department.

iii. Vice Chair Lazaro includes that in Spring is when there is a lot of work. SSFAC is guided by SSR-31.

m. Sue states that past minutes and forms can help the committee figure out what is the best decision for each department.

i. The reality is that there is not that much money

ii. These can be found on the SSFAC website

n. Susana interjects said that it is hard to compare departments because each department is so different

i. EX: Printing might be the priority for one department but not for another

ii. Subcommittee members must understand what each dept wants

iii. Last year's spreadsheet is on Sharepoint

5. **Call Letter Process**

a. The letter from last year is in the folder for committee members to look at.

i. It is sent to SSFAC from the Chair

b. The Student Services Fee Allocation Process Instructions packet is also included in the training materials.

i. The current format for proposals.

c. Chair Liam stated that they wanted to create a template than can follow the budget requests to be put into the report because each department has their own way of writing request, and it becomes confusing to decipher.

i. to be added onto the addendum form Creating a template that could follow the proposal requests on the letter

d. Chair Liam also included that he would like to add a template to the addendum narrative, the programming narrative, and the addendum form to make it easier to read and understand

e. Chair Liam will be sending out a letter in November that will look similar to the Call Letter before leaving for winter break
   i. During winter, all the requests will be in and the committee will review the requests

f. Members could always email Chair Liam or Sue if there are any questions.

g. Lazaro included that there were some errors during the Spring Quarter, and members need to make sure that reports are detailed and thorough in order to make Spring quarter easy for the entire committee

h. Susana added that the way the notes are written are going to be a summarized version of the meeting
   i. Make sure to have detailed notes because members will need to explain what each department wants if questions come up during the review

6. **Administrative Issues**

a. Information for payroll input for members that did not attend last week's meeting
   i. Provide contact information

b. This is a paid committee, so please email and RSVP with Sue if you can or cannot attend the meeting
   i. Please make sure to attend the meeting because SSFAC affects the campus as a whole

c. Chair Liam will send an email about the template to every committee member

d. Engage in the committee, learn and read what is going on, and be on time

e. Contact info, including cell phone and carrier for texting updates and reminders

f. Sai asked if there will be a meeting about Sharepoint
   i. Chair Liam and Sue said that they would like to have Mike Jenkins from VCSA technology to come in and help set everyone up in Sharepoint

g. Overview of Sharepoint and SSFAC website
   i. Get familiar with the website and Sharepoint

7. **Adjourn Meeting**

MOTION: Sai Patadia/Anton Polishko	**VOTE:** unanimous – pass

8. **Adjournment Time: 3:56 pm**