Student Service Fee Advisory Committee  
Wednesday, January 25, 2017; 3:00 PM to 5:00 PM  
HUB Room 367  
APPROVED Meeting Minutes | Approved on 3.15.17

<table>
<thead>
<tr>
<th>Name</th>
<th>Association</th>
<th>Voting Privilege</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jon Cassell</td>
<td>Undergraduate, Chair</td>
<td>X</td>
<td>P</td>
</tr>
<tr>
<td>Hayden Jackson</td>
<td>Undergraduate, Vice-Chair</td>
<td>X</td>
<td>P</td>
</tr>
<tr>
<td>Elan Bark</td>
<td>Undergraduate</td>
<td>X</td>
<td>P</td>
</tr>
<tr>
<td>Wen-Yu Chou</td>
<td>Undergraduate</td>
<td>X</td>
<td>P</td>
</tr>
<tr>
<td>Dalshawn Boson</td>
<td>Undergraduate, VP of Internal Affairs (ASUCR)</td>
<td>X</td>
<td>P</td>
</tr>
<tr>
<td>Ruby Ramirez</td>
<td>Undergraduate</td>
<td>X</td>
<td>P</td>
</tr>
<tr>
<td>Sook Yi “Jaymee” Goh</td>
<td>GSA</td>
<td>X</td>
<td>P</td>
</tr>
<tr>
<td>Derreck Carter-House</td>
<td>GSA</td>
<td>X</td>
<td>P</td>
</tr>
<tr>
<td>Jose Medrano</td>
<td>GSA</td>
<td>X</td>
<td>P</td>
</tr>
<tr>
<td>Zizhong “Jeffrey” Chen</td>
<td>Faculty</td>
<td>X</td>
<td>A</td>
</tr>
<tr>
<td>Richard Rodrigez</td>
<td>Faculty</td>
<td>X</td>
<td>A</td>
</tr>
<tr>
<td>Hector Linares</td>
<td>Staff</td>
<td>X</td>
<td>A</td>
</tr>
<tr>
<td>Sally Tavizon</td>
<td>Staff</td>
<td>X</td>
<td>P</td>
</tr>
<tr>
<td>Jordan Meltzer</td>
<td>ASUCR Alternate</td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>Beau Young</td>
<td>ASUCR Alternate</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Kevin Tseng</td>
<td>Ex-Officio, ASUCR, VP of Finance</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Shafi Karim</td>
<td>Ex-Officio, ASUCR, President</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Cathy Eckman</td>
<td>Ex-Officio, VCSA</td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>Debra Meneely</td>
<td>Staff Support, VCSA</td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>Brandon Lieu</td>
<td>Secretary, VCSA</td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>Jim Sandoval (GUEST)</td>
<td>Vice Chancellor for Student Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bri Cates (GUEST)</td>
<td>VCSA – Senior Administrative Officer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 “X” indicated voting privilege  
2 P: Present | A: Absent | L: Late | E: Excused
1) Call to Order: 3:06 PM

2) Approve the Agenda
   Motion to Approve the Agenda by Wen Yu-Chou, Second by Hayden Jackson.
   Vote: Yes: 10 | No: 0 | Abs.: 0

   Agenda Approved Unanimously

3) Approve the Minutes 11/30/2016
   Motion to Approve the Minutes of 11/30/16 by Elan Bark, Second by Jaymee Goh.
   Vote: Yes: 10 | No: 0 | Abs.: 0

   Minutes Approved Unanimously

4) Budget Update – Cathy Eckman
   • Cathy Eckman gives a brief SSFAC budget update for the Committee. Due to funding the
     Campus Equity Call, there is a reduction of current available funds to allocate for this
     year from $976,353.00\(^1\) to $738,000.00. A difference of $238,353.00 as this impacts
     future year’s funds that we have to set aside.
     i. Jon Cassell & Dalshawn Boson both question the Campus Equity Call.
        • What is the Campus Equity Call?
        o Cathy Eckman: This was the first annual Campus Equity Call that was
          made. A campus wide opportunity for departments to submit
          requests for staff members who are under paid compared to similar
          positions with equivalent education and relevant experience “out in
          the market” in order to better align salaries with the market value
          which allows UCR to stay competitive in our salaries.
        • This year’s available funding is now $738,000.00 for Temporary Allocations. The options
          are as follows:
          1. The committee gives out the total of $738,000.00 and does not allocate
             funding for the next 2 years after.
          2. The committee gives out $369,000.00 this year, $369,000.00 next year,
             and does not allocate funding for the 3rd year.
          3. The committee gives out $246,000.00 for each year, for the next 3
             years.

5) VCSA Priorities Presentation – Vice Chancellor for Student Affairs, Jim Sandoval
   • Below is a summary of all points covered in VCSA Jim Sandoval’s Presentation on the
     Priorities of SSFAC and the Student Affairs Division
   • Meeting on the day that the regents are considering tuition increase as it impacts all of
     us
     i. Thinking about the role of the Student Services Fee Advisory Committee for the
        next 3 to 4 years as we are continuing to deal with funding uncertainties
        1. uncertainty at the Federal and State Level
        2. level of fee increases
        3. changes nation’s economy in the Federal Government due to new
           administration, and no clear picture of the impact to the way we do
           business or our bottom line

\(^1\) This amount can be found on the Meeting Minutes of 11.16.16
ii. Focus on what the campus is going through and how that impacts Student Affairs

iii. Positive role of SSFAC moving forward

iv. Face value that funding is bleak and we have an obligation to ensure we are “Meeting the needs of students” which are ever changing

1. Purpose and Intended outcomes
   a. Lay the road map for the next several years to engage input of SSFAC in developing a role specifically in the divisional strategic planning process
   b. Which will in turn help to make priority decisions for future SSFAC on the use of funds

2. Campus Initiatives
   a. Campus Direction: Prior to the 2010 Budget Crisis, UC Riverside was focused on developing a strategic plan that would guide us in getting to the next level of prestige. To use strategic plans to do a lot more so the University can advance itself. Presumption was that funding would remain relatively the same and had no idea the impact the economic downturn was going to have.
   b. Chancellor Wilcox's taking a close look at the strategic plan with a goal of realigning UCR to meet the needs of the future and advance ourselves in Teaching, Research, and Community engagement.

3. Organizational Realignment
   a. In order to achieve the goals, Chancellor took a hard look at the campus and decided that several fundamental structural changes needed to be made. One that had a direct impact on Student Affairs, since we are the largest organization on campus and had many of the auxiliary services- dining, campus store, housing, facilities in housing and other areas – the decision was to move these auxiliary functions out of Student Affairs. Vice Chancellor Sandoval was supportive of the decision and recognizes that it provides Student Affairs with the opportunity to focus on those things that have a direct impact on students. So although Housing moved, we retained Residential Life. We continued to retain the core student functions (financial aid, registrar, etc.) as well as campus life and health and wellness units, and the idea was that once we had those clustered together we could focus on realigning funding to meet our programmatic needs.

4. Budget Redesign
   a. SSFAC has primarily been rededicated solely to Student Affairs departments (previously funding areas such as Athletics, etc.)
   b. Key that effects all funding sources is the efforts of individual units need to align themselves with the campus strategic plan in order to justify the use of funds. Demonstrate how additional funds allocated to Student Affairs will support the strategic plan.
The other key piece is the need to develop metrics and assessment so that as funds are given to Student Affairs, we can effectively demonstrate the return on investment and impact to student success.

d. These are two key principles that the Vice Chancellor feels should be incorporated into the SSF process.

v. Path to Preeminence

1. 4 Major goals in the Campus Strategic Plan – finalized in 2010
   a. Academic Excellence – Guiding Student Success
   b. Access
   c. Diversity
   d. Community Engagement
      i. Student Affairs has a major role and impact on access and diversity specifically on a non-academic student success front as well as a huge impact on Community Engagement.

vi. Guiding Student Success

1. After the finalization of the campus plan, one of the first things we did was refine our divisional mission and vision statements and guiding principles in alignment with campus goals, with a goal of having all of these pervade everything we do.
   a. Need to position ourselves to best meet the changing needs of our students

vii. Core Values

1. How we conduct ourselves as we carry out our business, what students should reasonably expect out of student affairs professionals on campus.
2. Outline of values with brief explanation and highlight of importance

viii. Strategic Goals

1. Established in alignment with campus goals as developed by Student Affairs.
   a. Improve Student Success by Improving Student Support Services. For example, Financial Aid.
   b. Improve Non-Academic Initiatives like clubs and organizations on campus to provide a platform for students non-academically
   c. Cultivate a Campus Community (Highlander Pride) about creating an environment so everyone can feel good about being a part of the Highlander Family.
   d. Provide Programs for Students that are contributing to their success in life after graduation from UCR.
   e. Raise UCR Profile Rate – developing a sense of pride in the campus
   f. Infrastructure,
      i. Programs come first. If we have high turnover rates, we will have to train new staff every time and program will lack in quality. Jim Sandoval expresses his advocacy for
Technology and Peer Mentor Programs and student employment on campus

- **Bri Cates**, Senior Administrative Officer at the VCSA’s Office, gave a rundown of Implementation Workgroups that were developed around each strategic goals. These implementation workgroups were composed of staff of all levels, students, and staff that were subject matter experts. These workgroups focused on how we will go about implementing the initiatives set forth in the strategic plan by drafting action plans. The action plans were then used to make 4 categories ...
  1. Non-Academic Student Success
  2. Student Wellness and Development
  3. Campus Life
  4. Staff Training and Development

- Steering Committees were then developed to implement these 4 categories in the Student Affairs Division by using the action plans developed from the Implementation Workgroups. These Steering Committees will then effectively measure the goals of the action plans based on the programming provided by the departments.

- What does this all do with SSFAC? **Jim Sandoval** emphasizes the need to align all the resource allocations to the initiatives that are consistent with campus goals and student needs and services. In order to do so, Student Affairs needs to work with the SSFAC to find the best allocations for student needs.

6) Review Department Requests
   - In reviewing Department Requests, **Debra Meneely** explains how to access each Department’s Addenda Request, Budget, and Narratives on SharePoint.
   - **Jon Cassell** questions which departments did not request funding.
     i. **Debra Meneely**: Asian Pacific Student Programs, KUCR, Case Management, and Registrar’s Office

7) Public Comments
   - No Public Comments

8) Chair Comments
   - **Jon Cassell** questions whether or not funding all the permanent positions last year was a good decision on the Committee’s part. Would it have helped the committee this year?
     i. **Cathy Eckman**: It was not a big impact because you were allocating the temporary funding every year anyway. You would have a little more funding “cash” to give out this year. The impact of giving perm funds for career positions is realized in future years and salary and benefit rates increase and the initial allocation grows due to these mandatory cost increases. There were few staff allocations given, most of the perm funds were for student hires or programing that was ongoing for many years.

9) **Adjourn: 4:07 PM**
   
   *Motion to Adjourn the Meeting by Jon Cassell, Second by Jaymee Goh*
   
   *Vote: Yes: 7 | No: 0 | Abs.: 0 [Some voting members departed early for class]*
   
   *Adjournment Approved Unanimously*