### Student Service Fee Advisory Committee

**Wednesday, February 22, 2017; 3:00 PM to 5:00 PM**

**HUB Room 268**

**APPROVED Meeting Minutes | Approved on 04.05.2017**

<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, Chair</td>
<td>X</td>
<td>P</td>
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<tr>
<td>Hayden Jackson</td>
<td>Undergraduate, Vice-Chair</td>
<td>X</td>
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<tr>
<td>Elan Bark</td>
<td>Undergraduate</td>
<td>X</td>
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<tr>
<td>Wen-Yu Chou</td>
<td>Undergraduate</td>
<td>X</td>
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<td>Dalshawn Boson</td>
<td>Undergraduate, VP of Internal Affairs</td>
<td>X</td>
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<td>Ruby Ramirez</td>
<td>Undergraduate</td>
<td>X</td>
<td>P</td>
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<td>Sook Yi “Jaymee” Goh</td>
<td>GSA</td>
<td>X</td>
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<td>Derreck Carter-House</td>
<td>GSA</td>
<td>X</td>
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<td>Jose Medrano</td>
<td>GSA</td>
<td>X</td>
<td>P</td>
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<tr>
<td>Zizhong “Jeffrey” Chen</td>
<td>Faculty</td>
<td>X</td>
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<td>Richard Rodriguez</td>
<td>Faculty</td>
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<td>P</td>
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<td>Hector Linares</td>
<td>Staff</td>
<td>X</td>
<td>P</td>
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<td>Sally Tavison</td>
<td>Staff</td>
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<td>P</td>
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<td>Jordan Meltzer</td>
<td>ASUCR Alternate</td>
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<td>Beau Young</td>
<td>ASUCR Alternate</td>
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<td>Kevin Tseng</td>
<td>Ex-Officio, ASUCR, VP of Finance</td>
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<td>Johnathan Li</td>
<td>Ex-Officio, ASUCR, Presidential Designee</td>
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<td>Cathy Eckman</td>
<td>Ex-Officio, VCSA</td>
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<td>Debra Meneely</td>
<td>Staff Support, VCSA</td>
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<td>Brandon Lieu</td>
<td>Secretary, VCSA</td>
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<td>Ken Simmons (GUEST)</td>
<td>Director of African Student Programs</td>
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<td>Arlene Cano (GUEST)</td>
<td>Program Coordinator for CSP</td>
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<td>Joe Virata (GUEST)</td>
<td>Assistant Dean of Students</td>
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<td>Nancy Tubbs (GUEST)</td>
<td>Director of LGBT Resource Center</td>
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<td>Brandy Clark (GUEST)</td>
<td>Management Services Officer</td>
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<td>John Valdez (GUEST)</td>
<td>Budget, Personnel &amp; Program Assist. (CSP)</td>
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1 “X” indicated voting privilege
2 P: Present | A: Absent | L: Late | E: Excused
1) Call to Order: 3:08 PM

2) Approve the Agenda

   Motion to Approve the Agenda by Ruby Ramirez, Second by Derreck Carter-House.
   Vote: Yes: 9 | No: 0 | Abs.: 0

   Agenda Approved Unanimously

3) Subcommittee C Department Presentations:
   - African Student Programs (ASP) – Ken Simmons
     i. Ken Simmons gives a brief introduction of African Student Programs at UCR and
        the impact the program has on the University in terms of student retention rate
        and student graduation rate of African American students here at UCR. This
        year, African Student Programs is celebrating its 45th anniversary.
     ii. Subcommittee Questions
         1. Jose Medrano emphasizes why the position needs to be full time and
            not at 75%?
            a. Ken Simmons specifies that the position needs to be full time
               because program demands have increased. To meet the
               demands for programs, the position needs more time to
               develop programs and the position needs to work beyond what
               they are compensated for.
         2. Jose Medrano questions what will happen if the position cannot be
            funded.
            a. Ken Simmons clarifies that if the position is not funded, ASP will
               be in a difficult position. “Students have done their job ... they
               done their job to a point where we are known nationally. I am
               looking at UC Riverside to in kind show some appreciation for
               the academic success our students have achieved.” ASP will still
               produce programs for the numbers and provide on-going
               services.
         3. Jose Medrano questions how ASP is going to fund the other 25% in the
            future.
            a. Ken Simmons clarifies that ASP can conduct fundraisers, but the
               money raised is used for scholarships.
     4. Sally Tavizon questions if the programming request is associated with
        the 45th anniversary.
        a. Ken Simmons clarifies that the increase is based on the increase
           of student demand, not based on the 45th anniversary of ASP. It
           is hard to scale backwards after 45 years with programming.
     5. Hayden Jackson questions if the position is a .75 FTE, so the position is
        considered part time.
        a. Ken Simmons clarifies that the position is currently part time
           and would like it to be full time.
   - Chicano Student Programs (CSP) – Arlene Cano
i. *Arlene Cano* gives a brief introduction of Chicano Student Programs at UCR and the impact CSP has for its students. CSP offers support services and programs that encourage academic success and retention. As well as pursuing graduate degrees after attaining their bachelor’s.

ii. Subcommittee Questions

1. *Jose Medrano* questions if SSFAC can only fund one thing [priority], what Arlene Cano would choose.
   a. *Arlene Cano* clarifies that it would be the entire department’s hope that SSFAC would fund the professional staff member.

2. *Jose Medrano* questions if priority number one is funded temporary, where would CSP look for funding in the future?
   a. *Arlene Cano* clarifies that the department would come back to SSFAC.

3. *Jose Medrano* questions how CSP reaches out to Chicano Students for support from CAPS.
   a. *Arlene Cano* clarifies that CSP and CAPS provides programming that “de-stigmatizes” the negative thought of using counseling services by finding context and common language on mental health and what is counseling services. The CSP and CAPS program was held in the Office of Chicano Student Programs.

4. *Ruby Ramirez* questions if CSP is open to all students or if CSP is only to those who are affiliated with CSP.
   a. *Arlene Cano* clarifies that the programs are open to all students.

• AVC – Dean of Students – Joe Virata

i. *Joe Virata* gives a brief introduction about the Assistant Vice Chancellor’s Dean of Students Office and the programs the office offers to students. The Dean of Students Office is the problem-solving unit for students. Its key projects or programs is “Common Ground.” Common Ground Projects are workshops during Highlander Orientation and the Common Ground Retreat.

ii. Subcommittee Questions

1. *Richard Rodriguez* questions if the funding requested would help expand the number of student participants in the Common Ground workshops
   a. *Joe Virata* clarifies that the funding would allow the department to hire more students to facilitate these workshops. There are 10 to 11 Highlander Orientation Sessions. During each session, there would be 2 Common Ground workshops with about 200+ students in each session.

2. *Richard Rodriguez* questions if there are other resources the Dean of Students Office could turn to for funding.
   a. *Joe Virata* clarifies that the sole support of funding is through SSFAC. The Dean of Students Office was not named on the HESSR.

3. *Ruby Ramirez* questions if the Common Ground Facilitators work only during the summer.
   a. *Joe Virata* clarifies that the Facilitators are trained and hired the day before the Orientation Session and end a day or two after the last Orientation session.
• LGBT Resource Center – Nancy Tubbs
  i. Nancy Tubbs gives a brief introduction about the LGBT Resource Center and the programs and impact it has on the UCR Community. The LGBT Resource Center provides support, education, and advocacy regarding sexual orientation and gender identity/expression for the UC Riverside community and beyond.
  ii. Subcommittee Questions
    1. Richard Rodriguez questions if the LGBT Resource Center can look for other sources of funding for the FTE Position.
       a. Nancy Tubbs clarifies that SSFAC will be the only funding resource the department will look to.
    2. Hayden Jackson questions if the FTE is 4% requested by the Department because the FTE is currently at 92%.
       a. Nancy Tubbs and Cathy Eckman clarify that 4% is requested by the LGBT Resource Center and 4% is requested by the Women’s Resource Center.
    3. Sally Tavizon questions if a cost analysis was conducted on the FTE position being requested by the department.
       a. Brandy Quarles-Clark clarifies that there was no cost analysis conducted. This position is used by all Gender and ethnic programs. Currently, Brandy Quarles-Clark and the Ethnic Program Department Directors delegate out tasks to the available Program Assistants.

4) Subcommittee C Comments
   • No Subcommittee Comments

5) Public Comments (if applicable)
   • No Public Comments

6) Chair Comments
   • No Chair Comments

7) Adjourn: 4:36 PM
Motion to Adjourn the Meeting by Jon Cassell, Second by Hayden Jackson.
Vote: Yes: 7 | No: 0 | Abs.: 0 [Some voting members departed early for class]
Adjournment Approved Unanimously