## Student Service Fee Advisory Committee

**Wednesday, March 15, 2017; 3:00 PM to 5:00 PM**  
**HUB Room 260**  
**APPROVED Meeting Minutes | Approved on 04.29.2017**

<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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<tr>
<td>Dalshawn Boson</td>
<td>Undergraduate, VP of Internal Affairs</td>
<td>X</td>
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<tr>
<td>Ruby Ramirez</td>
<td>Undergraduate</td>
<td>X</td>
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<td>Sook Yi “Jaymee” Goh</td>
<td>GSA</td>
<td>X</td>
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<tr>
<td>Derreck Carter-House</td>
<td>GSA</td>
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<tr>
<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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<tr>
<td>Richard Rodriguez</td>
<td>Faculty</td>
<td>X</td>
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<tr>
<td>Hector Linares</td>
<td>Staff</td>
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<tr>
<td>Sally Tavizon</td>
<td>Staff</td>
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<tr>
<td>Jordan Meltzer</td>
<td>ASUCR Alternate</td>
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<tr>
<td>Beau Young</td>
<td>ASUCR Alternate</td>
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<tr>
<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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<tr>
<td>Cathy Eckman</td>
<td>Ex-Officio, VCSA</td>
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<tr>
<td>Debra Moneely</td>
<td>Staff Support, VCSA</td>
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<td>P</td>
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<tr>
<td>Brandon Lieu</td>
<td>Secretary, VCSA</td>
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<td>P</td>
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1 “X” indicated voting privilege

2 P: Present | A: Absent | L: Late | E: Excused
1) Call to Order: 3:04 PM

2) Approve the Agenda

   Motion to Approve the Agenda by Derreck Carter-House, Second by Wen-Yu Chou.
   Vote: Yes: 9 | No: 0 | Abs.: 0
   Agenda Approved Unanimously

3) Approve the Minutes of 01/25/17

   Motion to Approve the Minutes by Hayden Jackson, Second by Derreck Carter-House.
   Vote: Yes: 10 | No: 0 | Abs.: 0
   Minutes of 01/25/17 Approved Unanimously

4) Memo Presentation – Jon Cassell
   - Middle Eastern Student Center
     The addenda changed. The original $25,000 requested for the Student Life &
     Developmental Specialist II has been dropped to $24,400. However, the request
     initially did not include benefits. If you could refer to the updated addenda
     request in your folder, you can see that we added Benefits (28%) for $6,832,
     UCRP (14.6%) for $3,562, and an S&E of $2,500.
   - Women’s Resource Center
     The addenda request was lowered. The Women’s Resource Center has
     requested that we update their addenda by taking out Priority Number 3,
     “Media Costs A01427” for $2,000.
   - Student Special Services
     The addenda request was lowered and the wording was changed for Priority
     Number 2 per. The change was from the original amount of $3,926 to an
     updated amount of $3,746. Wording was changed from “BC70 Copier
     Lease/Expense, Alarm Maintenance, and Space Rental” to “BC70 Copier
     Lease/Expense.”
   - Overall Budget
     To conclude, the overall request amount was increased by $10,114.

5) Subcommittee A: Enrollment Services Recommendations
   - Career Services Center (Recommendation Total: $32,634.00)
     - Priority 1: BC25 – New Graduate Intern (4573)
       Partial Funding of 50% @ $22,175.00
     - Priority 1: BC30 Benefits – 28% for BC25 New Graduate Intern (4573)
       Partial Funding of 50% @ $6,209.00
     - Priority 1: S&E – One time Start-Up for BC25 New Graduate Intern (4573)
       Partial Funding of 50% @ $1750.00
     - Priority 1: S&E for BC25 New Graduate Intern (4573)
       Partial Funding of 50% @ $2,500.00
     - Priority 2: BC25 – Front Desk Student Assistant Program (4922) (8 Students)
       No Funding
     - Priority 2: BC30 Benefits – 3% for Front Desk Student Assistant Program
       No Funding
- Priority 3: BC25 – Peer Advisor Student Program (2)
  - No Funding
- Priority 3: BC30 Benefits – 3% for Peer Advisor Student Program
  - No Funding
- Priority 4: BC46 – Computing – Annual License for Career Center Management
  - No Funding

- Financial Aid Office *(Recommendation Total: $0.00 [No Funding]*)
  - Priority 1: BC25 - FA Officer 2 (4526) Salary
    - No Funding
  - Priority 1: BC30 - FA Officer 2 (4526) Benefits 56.71%
    - No Funding
  - Priority 1: S&E
    - No Funding
  - Priority 2: BC25 - FA Officer (4526) Salary
    - No Funding
  - Priority 2: BC30 - FA Officer (4526) Benefits 79.02%
    - No Funding
  - Priority 2: S&E
    - No Funding
  - Priority 3: BC25 - Fiscal Asst (4722) Salary
    - No Funding
  - Priority 3: BC30 - Fiscal Asst (4722) Benefits 63.77%
    - No Funding
  - Priority 4: BC25 - FA Asst (4723) Salary
    - No Funding
  - Priority 4: BC30 - FA Asst (4723) Benefits 42.24%
    - No Funding
  - Priority 4: S&E
    - No Funding
  - Priority 5: BC25 -OP FA Asst (4723) Salary (vacant position)
    - No Funding
  - Priority 5: BC30 - OP FA Asst (4723) Benefits
    - No Funding
  - Priority 5: S7E OP FA Asst
    - No Funding

- Student Affairs Technology Services *(Recommendation Total: $0.00 [No Funding]*)
  - Priority 1: OP- Info Sys Analyst 3 (SHS) Salary (open position)
    - No Funding
  - Priority 1: OP- Info Sys Analyst 3 (SHS) Benefits 23%
    - No Funding
  - Priority 1: S&E OP - Info Analyst 3
    - No Funding
  - Priority 2: Info Sys Analyst 2 (Career Ctr) Salary
    - No Funding
  - Priority 2: Info Sys Analyst 2 (Career Ctr) Benefits 42.2% actual rate
    - No Funding
  - Priority 2: S&E
Subcommittee A Comments on Subcommittee Recommendations:

Ruby Ramirez comments that the Subcommittee recommends 50% of funding for priority 1 for the Career Services Center at 50% because the graduate student intern would help with the center’s expansion by having more drop in hours, performing workshops, and other necessary operational items. The Career Center seemed to be open and flexible to partial funding.

Ruby Ramirez expressed her concern of having a limited budget. Therefore, there will be no funding for the Financial Aid Office and Student Affairs Technology Services due to their request of “high salary” positions.

6) Subcommittee B: Health & Wellness

AVC – Health & Wellness A02167 & Guardian Scholars A02105 (Recommendation Total: $0.00 [No Funding])

- Priority 1: Financial and HR Supervisor - 1 FTE (A02167)
  - No Funding
- Priority 1: Financial and HR Supervisor - Benefits at 51%
  - No Funding
- Priority 1: Financial and HR Supervisor - S & E
  - No Funding
- Priority 2: Foster Youth Support Services Director - 1 FTE (A02105)
  - No Funding
- Priority 2: Foster Youth Support Services Director - Benefits at 48%
  - No Funding
- Priority 2: Foster Youth Support Services Director - S & E
  - No Funding

Counseling and Psychological Services (CAPS) (Recommendation Total: $20,000.00)

- Priority 1: Facility upgrades and security measures of Career Services office space to allow for hiring of newly funded CAPS clinicians.
  - Full Funding @ $20,000.00

Student Health Services (Recommendation Total: $40,000.00)

- Priority 1: STF PHYSCN per diem
  - Full Funding @ $40,000.00

The WELL (Recommendation Total: $69,750.00)

- Priority 1: The WELL/ Student Health & Wellness Services Programming (includes Wellness Wednesdays, Health Fairs, GO! Pedometer programming, Power of the Peers training/ recruitment/ professional development, large- and small-scale wellness programs on physical health and mental health outreach)
  - Full Funding @ $65,000.00
- Priority 2: Stdt Life Dev Spec 1
  - No Funding
Priority 2: Stdt Life Dev Spec 1 Benefits at 40%
  • No Funding
Priority 2: Stdt Life Dev Spec 1 S&E
  • No Funding
Priority 3: Active Minds Student Assistants
  • Full Funding @ $4.750.00
Priority 4: WELL Office Functions
  • No Funding

Subcommittee B Comments on Subcommittee Recommendations:

Wen-Yu Chou expressed her concern of having a limited budget. Therefore, she recommends No Funding for AVC – Health & Wellness due to their request of “high salary” positions.

Wen-Yu Chou suggests $20,000.00 for CAPS for their space expansion because CAPS is a major service utilized by students. Since the space expansion would reduce waiting times and increase the department’s availability to students, this drastically effects students and therefore should be funded. Hayden Jackson suggests for partial funding when the committee conducts their final recommendations.

Wen-Yu Chou suggests $40,000.00 for the Student Health Center for their STF PHYSCN per diem because it is an essential position for Women’s Health. This is important due to the amount of females that utilize its services and was funded last year. Jon Cassell suggests to partially fund the line item because it is 20% of the budget, but the committee can make a final decision when it comes to final recommendations.

Wen-Yu Chou suggests to fund fully priority 1 and priority 3 of The WELL because those two priorities directly impact students. As for priority 2, due to the request of a “high salary” position, it should not be funded. As for priority 4, the WELL Office Functions is not a main priority of The WELL and not a main priority of SSFAC. Priority 4 should be returned to if there is available funds left over.

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

8) Chair Comments
   • No Chair Comments

9) Adjourn: 3:35 PM
   Motion to Adjourn the Meeting by Sally Tavizon, Second by Jaymee Goh.
   Vote: Yes: 10 | No: 0 | Abs.: 0
   Adjournment Approved Unanimously