**Student Service Fee Advisory Committee**  
**Wednesday, April 5, 2017; 3:00 PM to 5:00 PM**  
**HUB Room 379**  

**APPROVED Meeting Minutes | Approved on 05.17.2017**

<table>
<thead>
<tr>
<th>Name</th>
<th>Association</th>
<th>Voting Privilege</th>
<th>Attendance</th>
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</thead>
<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>
<td>P</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>
<td>P</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>
<td>P</td>
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<tr>
<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>
<td>X</td>
<td>P</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>
<td>A</td>
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<tr>
<td>Richard Rodriguez</td>
<td>Faculty</td>
<td>X</td>
<td>P</td>
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<tr>
<td>Hector Linares</td>
<td>Staff</td>
<td>X</td>
<td>A</td>
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<tr>
<td>Sally Tavizon</td>
<td>Staff</td>
<td>X</td>
<td>P</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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<td>P</td>
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<tr>
<td>Kevin Tseng</td>
<td>Ex-Officio, ASUCR, VP of Finance</td>
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<td>A</td>
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<tr>
<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 Meneely</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: 3:10 PM

2) Approve the Agenda
   
   Motion to Approve the Agenda by Hayden Jackson, Second by Derreck Carter-House.
   
   Vote: Yes: 8 | No: 0 | Abs.: 0
   
   Agenda Approved Unanimously

3) Approve the Minutes of 02/01/2017
   
   Motion to Approve the Minutes by Wen-Yu Chou, Second by Derreck Carter-House.
   
   Vote: Yes: 9 | No: 0 | Abs.: 0
   
   Minutes of 02/01/17 Approved Unanimously

4) Approve the Minutes of 02/08/2017
   
   • Wen-Yu Chou notices an error in the attendance for these meeting minutes, she is marked as unattended when in fact she was in attendance. The meeting minutes of 02/08/17 have been edited to portray her attendance.
   
   • Wen-Yu Chou recommends changing the wording of “surgeries” for the OBGYN to “screenings.” The wording has been changed.
   
   • Motion to Approve the Minutes by Wen-Yu Chou, Second by Hayden Jackson.
   
   Vote: Yes: 9 | No: 0 | Abs.: 0
   
   Minutes of 02/08/17 Approved Unanimously

5) Approve the Minutes of 02/22/2017
   
   • Derreck Carter-House notices an error in the attendance for these meeting minutes, he was marked as unattended when in fact he was in attendance. The meeting minutes of 02/22/2017 have been edited to portray his attendance.
   
   • Motion to Approve the Minutes by Wen-Yu Chou, Second by Derreck Carter-House.
   
   Vote: Yes: 9 | No: 0 | Abs.: 0
   
   Minutes of 02/22/17 Approved Unanimously

6) Administrative Issues
   
   • Target Funding Amount
   
   • Long-term Outlook: Future Goals

7) Subcommittee C: Ethnic and Gender Programs
   
   • African Student Programs [ASP] *(Recommendation Total: $0.00 [No Funding]*)
     
     ➢ Priority 1: An additional 25% annual salary for the Student Life and Development Specialist II position
       
       • No Funding
     
     ➢ Priority 2: An additional 25% (regular benefits for the Student Life and Development Specialist II position)
       
       • No Funding
     
     ➢ Priority 3: An additional 25% UCRP benefits for the Student Life and Development Specialist II position)
       
       • No Funding
   
   • Chicano Student Programs [CSP] *(Recommendation Total: $25,104.00)*
     
     ➢ Priority 1: BC25 - Stdt Life Dev Spec 1 TC4562 – New
• No Funding

- Priority 1: BC30 - Stdt Life Dev Spec 1 TC4562 Benefits @ 28% - New
  • No Funding
- Priority 1: BC30 - Stdt Life Dev Spec 1 TC4562 UCRP 14.6% - New
  • No Funding
- Priority 1: BC47 Other, S&E - Stdt Life Dev Spec 1 -on-going support
  • No Funding
- Priority 1: BC47 Other, S&E - Stdt Life Dev Spec 1 -start up support
  • No Funding
- Priority 2: BC11 - Graduate Student Researcher - No Remission TC3266 – New
  • Full Funding: $11,800.00
- Priority 2: BC14 - Graduate Student Researcher - No Remission TC3266 Benefits @ 28% - New
  • Full Funding: $3,304.00
- Priority 3: BC40-Graduate Student Support (Travel, Programming)
  • No Funding
- Priority 4: BC42-Services-General Programming & Services
  • No Funding
- Priority 5: BC47 Other-Professional Development
  • No Funding
- Priority 6: BC70 Facilities (Physical Plant Staging, table and chair rentals)
  • No Funding
- Priority 6: BC70 Facilities (Copy Machine)
  • No Funding
- Priority 6: BC46 Computing
  • No Funding
- Priority 6: BC41 Supplies
  • No Funding
- Priority 6: BC41 Supplies; BC46 Computing- Loan Programs
  • No Funding
- Priority 7: BC47 Other, S&E -on-going support for 3 current career positions
  • No Funding
- Priority 8: BC47 Other, Marketing- Marketing
  • No Funding
- Priority 9: BC47 Other- Emergency Grants
  • No Funding

• Dean of Students (Recommendation Total: $32,335.00)
  - Priority 1: Common Ground Workshop & Facilitators (30)
    • Full Funding: $16,830.00
  - Priority 1: Common Ground Workshop & Facilitators (30) benefits
    • Full Funding: $505.00
  - Priority 2: Common Ground Retreat
    • Full Funding: $15,000.00

• LGBT Resource Student (Recommendation Total: $0.00 [No Funding])
  - Priority 1: 8% AAIII position (A01421)
    • No Funding
  - Priority 1: Benefits AAIII position (A01421)
• No Funding
  ➢ Priority 1: UCRP AAIII position (A01421)
  • No Funding

• Middle Eastern Student Center [MESC] *(Recommendation Total: $0.00 [No Funding]*)
  ➢ Priority 1: BC25 - 1.0 FTE - Student Life & Developmental Specialist II (partial funding) | (Original: $25,000)
  • No Funding
  ➢ Priority 1: Benefits (28% of Salary)
  • No Funding
  ➢ Priority 1: UCRP (14.6%)
  • No Funding
  ➢ Priority 1: S&E
  • No Funding

• Native American Student Programs [NASP] *(Recommendation Total: $15,000.00)*
  ➢ Priority 1: BC25 Student Life Development Specialist II, B. Notah
  • No Funding
  ➢ Priority 1: BC30 SLD Specialist II Benefits at 37%
  • No Funding
  ➢ Priority 1: BC30 SLD Specialist II UCRP Benefits @ 14.6%
  • No Funding
  ➢ Priority 1: BC 47- Other, S&E - Student Life & Development Specialist II, On-going Support
  • No Funding
  ➢ Priority 2: BC 40 & 41- Travel and Supplies/Material- Native Nations Liaison
    • Full Funding: $10,000.00
  ➢ Priority 3: BC 41- Office Supplies
    • Full Funding: $3,000.00
  ➢ Priority 4: BC 41 American Indian Alumni Association Mentorship
    • Full Funding $2,000.00

• Women’s Resource Center [WRC] *(Recommendation Total: $22,689.00)*
  ➢ Priority 1: Speaker Series (A01427)
    • Full Funding: $6,000.00
  ➢ Priority 2: WRC Graduate Student Initiative (A01427)
    • Full Funding: $4,000.00
  ➢ Priority 3: Media Costs A01427
    • Line item was removed by Department
  ➢ Priority 4: Campus Safety Escort Service Gift Cards (A01583)
    • Full Funding: $5,000.00
  ➢ Priority 5: C-curricular Program Development (A01427)
    • Full Funding: $3,500.00
  ➢ Priority 6: Student Parent Programming (A01427)
    • Full Funding: $1,500.00
  ➢ Priority 7: Campus Safety Escort Service - General Supplies (A01583)
    • Full Funding: $2,175.00
  ➢ Priority 8: Annual Microsoft Licensing Fees (A01427)
    • Full Funding: $514.00
  ➢ Priority 9: 8% AAIII position (A01427)
• No Funding
  ➢ Priority 9: Benefits for AAIII position (A01427)
• No Funding
  ➢ Priority 9: UCRP for AAIII position (A01427)
• No Funding

• Subcommittee C Comments on Subcommittee Recommendations:
  ➢ Dalshawn Boson expresses his opinions about wanting to fund the staff positions for the African Student Programs Department. Jon Cassell and Jose Medrano both express that the committee should be consistent in terms of not allocating any funds for the staff positions.
  ➢ Wen-Yu Chou clarifies that if a graduate student from another school takes on a Graduate Internship at the Middle Eastern Student Center, then that graduate student is a Staff Member.

8) Subcommittee D: Other
• Graduate Student Association [GSA] (Recommendation Total: $1,738.00)
  ➢ Priority 1: BC40-Conference Travel for Graduate Students
    • No Funding
  ➢ Priority 2: Student Assistants (5) (8hrs/week each)
    • Full Funding: $400.00
  ➢ Priority 2: Student Assistants (5) - benefits @ 3%
    • Full Funding: $12.00
  ➢ Priority 2: Student Assistant (1)
    • Full Funding: $1,287.00
  ➢ Priority 2: BC30 Students @ 3%
    • Full Funding: $39.00
  ➢ Priority 3: BC47-Other, Co-sponsorship of on campus conferences, events, lectures
    • No Funding

• Student Special Services (Recommendation Total: $1,000.00)
  ➢ Priority 1: Programming/Outreach
    • No Funding
  ➢ Priority 2: Peer-Support Program
    • No Funding
  ➢ Priority 3: Staff training support
    • No Funding
  ➢ Priority 4: Technology: Smart Pen Services
    • Full Funding $1,000.00

• Student Conduct and Academic Integrity Programs (Recommendation Total: $18,810.00)
  ➢ Priority 1: BC46 - Computing (Dbade Vendor,Software Lic/Purch., Cmp Equip Repair/Replace)
    • Full Funding $6,000.00
  ➢ Priority 2: BC70 Copier Lease/Expense
    • Full Funding: $3,746.00
  ➢ Priority 3: BC42 Services, Other (Hire Right background checks-non-recharge rationalization)
• No Funding
  ➢ Priority 4: BC40 Travel (committee meeting and training provisions, staff training, and SCC rentals)
    • No Funding
  ➢ Priority 5: BC41 Academic Integrity Seminar facilitator training and seminar supplies
    • No Funding
  ➢ Priority 6: BC25 Front Desk Assistant (1 student @$11/hr, 20 hours week, 40 weeks)
    • Full Funding: $8,800.00
  ➢ Priority 6: BC30 Front Desk Assistant 3%
    • Full Funding: $264.00

• Student Life and University Band (Recommendation Total: $20,529.00)
  ➢ Priority 1: BC 25 - University Bands/Campus Vitality/St Org Advisor - Stdt Life Dev Spec 2 (4563)
    • No Funding
  ➢ Priority 1: BC 30 - University Bands Advisor - Stdt Life Dev Spec 2 (33.7%)
    • No Funding
  ➢ Priority 1: BC 47 - Other, S&E - Stdt Life Dev Spec 2 - On Going s&E Support (FTE 0.50)
    • No Funding
    • Full Funding: $20,529.00
  ➢ Priority 3: BC 28 - Coordinator for Leadership and Services Programs - Stdt Life Dev Spec 3 (4564)(new)
    • No Funding
  ➢ Priority 3: BC 30 - Coordinator for Leadership and Services Programs - Stdt Life Dev Spec 3 (28%)
    • No Funding
  ➢ Priority 3: BC 47 - Other, S&E - Stdt Life Dev Spec 3 - On Going s&E Support (FTE 1.00)
    • No Funding
  ➢ Priority 3: BC 47 - Programming - Leadership and Services Programming Support
    • No Funding
  ➢ Priority 4: BC 28 - Coordinator for Veteran's Services Program - Stdt Life Dev Spec 3 (4564) (new)
    • No Funding
  ➢ Priority 5: BC 30 - Coordinator for Veteran's Services Program - Stdt Life Dev Spec 3 (28%)
    • No Funding
  ➢ Priority 5: BC 47 - Other, S&E - Stdt Life Dev Spec 3 - On Going s&E Support (FTE 1.00)
    • No Funding
  ➢ Priority 5: BC 47 - Other, S&E - Stdt Life Dev Spec 3 - One time Start Up S&E Support (FTE 1.00)
    • No Funding
- Priority 5: BC 47 - Other, S&E - Stdt Life Dev Spec 3 - On Going s&E Support (FTE 1.00)
  - No Funding
- Priority 6: BC47 - Programming - Veteran's Programming Support and Resource Center Operations
  - No Funding
- Priority 7: BC 28 - Student Assistants (2 Program Ambassadors)
  - No Funding
- Priority 7: BC 28 - Student Assistances (2 Program Ambassadors) (3%)
  - No Funding
- Subcommittee D Comments on Subcommittee Recommendations:
  - Jose Medrano, Jaymee Goh, Sally Tavizon, and Derreck Carter-House had a quick discussion about the Graduate Student Association priorities and line items. The Conference Travel Grant was the main line item for discussion and whether or not the committee should give the Graduate Student Association additional grant money on top of the already permanent funded line item.

9) Public Comments (if applicable)
  - No Public Comments

10) Chair Comments
  - No Chair Comments

11) Adjourn: 4:00 PM

Motion to Adjourn the Meeting by Jon Cassell, Second by Derreck Carter-House.

Vote: Yes: 6 | No: 0 | Abs.: 0 [Some Voting Members Left for Class]

Adjournment Approved Unanimously