## Student Service Fee Advisory Committee

**Meeting Details:**
- **Date:** Wednesday, May 17, 2017
- **Time:** 3:00 PM to 5:00 PM
- **Location:** HUB Room

**Approved Meeting Minutes | Approved on 05.31.17**

<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>
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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>
<td>A</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>
<td>A</td>
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<tr>
<td>Ruby Ramirez</td>
<td>Undergraduate</td>
<td>X</td>
<td>L</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>A</td>
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<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>L</td>
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<tr>
<td>Jordan Meltzer</td>
<td>ASUCR Alternate</td>
<td></td>
<td>A</td>
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<tr>
<td>Beau Young</td>
<td>ASUCR Alternate</td>
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<tr>
<td>Johnathan Li</td>
<td>Ex-Officio, ASUCR, VP of Finance Designee</td>
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<td>P</td>
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<tr>
<td>Raquel Matamoros</td>
<td>Ex-Officio, ASUCR, Presidential Designee</td>
<td></td>
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<tr>
<td>Cathy Eckman</td>
<td>Ex-Officio, VCSA</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Debra Meneely</td>
<td>Staff Support, VCSA</td>
<td></td>
<td>P</td>
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<tr>
<td>Brandon Lieu</td>
<td>Secretary, VCSA</td>
<td></td>
<td>P</td>
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</tbody>
</table>

1 “X” indicated voting privilege

2 P: Present | A: Absent | L: Late | E: Excused
1) Call to Order: 3:07 PM

2) Approve the Agenda

- Jon Cassell amended the Agenda to have Approving the Minutes of 4/5/17, 4/19/17, and 4/26/17 before Finalizing Bylaw Changes

Motion to Approve the Agenda by Wen-Yu Chou, Seconded by Derreck Carter-House.

Vote: Yes: 6 | No: 0 | Abs.: 0

Agenda Approved Unanimously

3) Approve the Minutes of 04/05/2017

- Ruby Ramirez notices an error in Wen-Yu Chou’s name.

- Motion to Approve the Agenda by Wen-Yu Chou, Seconded by Ruby Ramirez.

- Vote: Yes: 5 | No: 0 | Abs.: 1

- Minutes Approved Unanimously

4) Approve the Minutes of 04/19/2017

- Jaymee Goh suggests to change “yay” to “yea”

- Motion to Approve the Agenda by Wen-Yu Chou, Seconded by Ruby Ramirez.

- Vote: Yes: 6 | No: 0 | Abs.: 0

- Minutes Approved Unanimously

5) Approve the Minutes of 04/26/2017

- Motion to Approve the Agenda by Wen-Yu Chou, Seconded by Ruby Ramirez.

- Vote: Yes: 4 | No: 0 | Abs.: 2

- Minutes Approved Unanimously

6) Review and Finalize Bylaw Changes for Approval

- The Committee held a discussion about bylaw revisions and necessary changes. Below are the finalized Bylaw Changes awaiting Vice Chancellor Jim Sandoval’s Approval.

  ➢ Article III: Section A: Alternates: Number 3
  - Change in wording and addition of:

  “In the event of a regular member’s incapacity to fulfill his/her duties, an alternate from the same selection body may be elevated to regular member status for a single meeting upon majority vote of the committee. This vote does not require quorum. There is no limit on the number of meetings an alternate can be temporarily elevated, but a permanent or long-term (more than one meeting) elevation must be approved by the Chancellor or Chancellor’s designee. recommendation of the selecting body, consultation by the Chancellor with the Student Services Fee Committee, and final approval by the Chancellor.”

  ➢ Article III: Section E: Number 1
  - Change in wording and addition of:

  a. “An individual who serves in a (1) direct administrative capacity or (2) receives salary from a Student Services Fee funded
program or (3) who otherwise has a significant interest in a particular Student Services Fee funded program, upon consultation with the Committee Chair - may participate in discussion on the budget, but shall not cast a vote — shall abstain during voting. Members should inform the Committee Chair, in advance, if they have a potential conflict on a given budget.”

- **Article III: Section E: Number 2**
  - Addition of:
    ```
    An individual, upon consultation with the Committee, shall abstain during voting when appointing new members if they work directly with the individual outside of SSFAC or otherwise would have a significant personal interest in their appointment to the committee.
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- **Article III: Section G: Number 1**
  - Change in wording and addition of:
    ```
    The student members of the Committee may be remunerated for their service with the exception of the all Ex-Officio student members from ASUCR which will be unpaid appointments.
    ```

- **Article III: Section G: Number 4**
  - Addition of:
    ```
    Members must attend at least 60% of the scheduled meetings in a quarter in order to receive full payment as described above.
    ```

- **Article III: Section G: Number 6**
  - Change in wording and addition of:
    ```
    Enforcement: The Chair shall review participation by members on a quarterly-monthly basis. The Chair may recommend denial of payment of remuneration and a Committee member may be subject to removal (Article III, Section D), for participation deemed inappropriate subject to 2/3 vote of the Committee present voting members.
    ```

- **Article IV: Section A: Number 1**
  - Addition of:
    ```
    Qualifications: Only a student member of the Committee with at least two consecutive quarters of service on the Committee shall be eligible to become chair. Should no student meet this qualification, the Committee is then permitted to select a Chair with no prior service on the Committee.
    ```

- **Article IV: Section A: Number 2**
  - Deletion of:
    ```
    Selection: Members shall elect the Chair by majority vote. Quorum will not be required for the selection process. The Committee shall interview qualified applicants and then select the Chair for the following academic year.
    ```

- **Article IV: Section A: Number 4: Letter I**
  - Change in wording and addition of:
    ```
    Serve as, or appoint the a Riverside representative to the University of California Council on Student Fees (UCCSF). In the
event that a designee is appointed, they shall be responsible for the duties listed in j, k, and l under Article IV, Sec. A, Subsection 4.

- Article IV: Section A: Number 4: Letter M
  - Change in wording and addition of:
    Appoint new committee members in conjunction with ASUCR Personnel Chair. Serve as, or appoint, the SSFAC representative that will provide ex-officio reports at ASUCR Senate meetings as deemed necessary by the Chair or by general consensus of the committee.

- Article IV: Section A: Number 5
  - Deletion of:
    Removal: The Chair may be removed only by a majority vote of the members.

- Article IV: Section A: Number 6
  - Deletion of:
    UCCSF expenses for travel, lodging and food to and from regularly scheduled meetings shall be paid by Student Services Fee funds. Airfare shall be limited to meetings held at the following campuses: San Francisco, Davis, Berkeley, Santa Cruz and Merced. The Student Services Fee Advisory Committee and the Vice Chancellor Student Affairs’ office must approve each trip. All expenses are subject to University policy requirements.

- Article IV: Section B: Number 1
  - Addition of:
    Qualifications: Any voting student member of the Committee shall be eligible to become Vice Chair.

- Article IV: Section B: Number 4: Letter A
  - Deletion of:
    Assist in the preparation of minutes of all full Committee meetings;

- Article IV: Section B: Number 4: Letter A
  - Change in wording and addition of:
    Review the integrity accuracy of all Subcommittee reports and coordinate their distribution to the full Committee.

- Article IV: Section B: Number 4: Letter C
  - Change in wording and addition of:
    Serve as, or appoint the a Riverside representative to the University of California Council on Student Fees (UCCSF)

- Article IV: Section B: Number 4
  - Change in wording and addition of:
    Removal: The Vice Chair may be removed only by a majority vote of the Members.

- Article V: Section C: Number 1
  - Change in wording and addition of:
    Prior notice of all Committee meetings shall be made public through the widest possible channels, allowing a reasonable
length of time for response by members and affected parties. At
minimum, the committee shall post a date, time, and place for
the next meeting on the homepage of the committee’s website
48 hours before said meeting

➢ Article V: Section D
• Addition of:
  Quorum for both regular and special meetings shall consist of
six voting members or five voting members and one alternate. If
this quorum is met in either way, it shall be sufficient to vote on
matters before the committee. If neither standard of quorum is
met, the committee may proceed with discussions, but may not
vote on any matter before the committee until quorum is
established, except for the aforementioned process to elevate
alternate members temporarily to voting status which does not
require quorum (Article III, Section A).

➢ Article VII: Section A: Number 1
• Change in wording and addition of:
  Subcommittees shall be charged annually during the second
SSFAC meeting in Fall quarter to gather information which the
Committee deems relevant to the evaluation of individual
programs and general guidelines for the long-term operation of
programs of similar operational content and goals.

➢ Article VII: Section A: Number 2
• Change in wording and addition of:
  Subcommittees will be assigned a Subcommittee Chair by the
current SSFAC Chair.

➢ Article VII: Section A: Number 3
• Addition of:
  Subcommittee Chair duties:
  i. Submitting a final report to the Vice Chair
  ii. Meeting with the Chair upon appointment and as
needed;
  iii. Ensuring subcommittee member compliance with
bylaws, and consulting the Chair in regards to any
possible areas of concern.

➢ Article VII: Section A: Number 4
• Addition of:
  Subcommittee Chairs will receive an additional 50% of their
current stipend during time served. SSFAC Chair and Vice Chair
are not eligible.

➢ Article VII: Section A: Number 7
• Change in wording and addition of:
  Subcommittee Reports: Subcommittees shall file a written
report for each program reviewed with the Committee
addressing, at minimum, the mandates specified in Subsection 3
above.

➢ Article IX
• Addition of:

UCCSF expenses for travel, lodging and food to and from regularly scheduled meetings shall be paid by Student Services Fee funds. The Vice Chancellor Student Affairs’ office must approve each trip. All expenses are subject to University policy requirements, outlined in either BFB G-28 or BFB BUS-79.

Article IX
• Change in wording and addition of:

The rules contained in Robert’s Rules of Order, Newly Revised, the current edition shall govern the Committee in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or special rules of order of this Committee.

Appendix A
• Change in wording and addition of:

Under Subcommittee A – Enrollment Services:

i. SATS -> Student Affairs Technology Services (SATS)

Under Subcommittee B – Health & Wellness:

ii. Student Special Services is moved from Subcommittee D to Subcommittee B

Under Subcommittee D – Other:

iii. Dean of Students is moved from Subcommittee C to Subcommittee D

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

8) Chair Comments
• Jon Cassell updates the Committee about the progress of selecting the Graduate Student Voting Representative.

9) Adjourn: 5:14 PM

Motion to adjourn by Derreck Carter-House, Second by Jaymee Goh.

Vote: Yes: 7 | No: 0 | Abs.: 0 [Some members left early for class]

Adjournment Approved Unanimously