**Student Service Fee Advisory Committee**  
**Wednesday, November 16, 2016; 3:00 PM to 5:00 PM**  
**HUB Room 367**  
**APPROVED Meeting Minutes [Approved on 11.30.16]**

<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 (Chair)</td>
<td>Undergraduate</td>
<td>X</td>
<td>P</td>
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<tr>
<td>Hayden Jackson</td>
<td>Undergraduate</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 (ASUCR)</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>
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<td>Jose Medrano</td>
<td>GSA</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>
<td>X</td>
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<tr>
<td>Sally Tavizon</td>
<td>Staff</td>
<td>X</td>
<td>L</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>Beau Young</td>
<td>ASUCR Alternate</td>
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<tr>
<td>Jordan Meltzer</td>
<td>ASUCR Alternate</td>
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<tr>
<td>Ruby Ramirez</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>Shafi Karim</td>
<td>Ex-Officio, ASUCR, President</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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P: Present  
A: Absent  
L: Late  
E: Excused

'X indicates voting privilege

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1) Call to Order: 3:05 PM

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

3) Approve the Minutes of 10/25/16
   - Hayden Jackson mentions to Jon Cassell about an error in the meeting minutes.
     - Jon Cassell confirms that there is an error in the minutes. Instead of Mutual of Understanding, it should be Memorandum of Understanding.
     - Minutes of 10.25.16 has been updated on 11.21.16
   - Motion to Approve the Minutes of 10/25/16 by Jon Cassell, Second by Dalshawn Boson
   - Vote: Yes: 7 | No: 0 | Abs.: 2
   - Minutes Approved

4) Election of Alternate to Voting Member
   - Jon Cassell gives a general overview of elections, the requirements, and the questions that are going to be asked.
     - Wen-Yu asks if self-nominations are allowable, Cathy Eckman confirms that self-nominations are allowable.
   - Nominations
     - Hayden Jackson nominates Ruby Ramirez (Alternate) to be elected as a Voting Member of the Committee, Second by Dalshawn Boson.
       - Ruby Ramirez accepts her Nomination
     - Dalshawn Boson nominates Beau Young (Alternate) to be elected as a Voting Member of the Committee, Second by Wen-Yu Chou.
       - Beau Young accepts his Nomination
   - Questions
     - Jon Cassell emphasizes the need for a question about time obligations and qualifications.
     - Hayden Jackson suggests to include a question about the nominee’s goals or what they wish to accomplish this year.
     - Jose Medrano suggests to rephrase the first question to “What other responsibilities do you have at UCR?” because if the question was to be phrased as “What may prevent you from participating in the Committee?” the nominee may just say “No” when behind the scenes they may be doing an extensive amount of work.
     - Finalized Questions for both Nominees:
       - Jose Medrano asks “What other responsibilities do you have at UCR?”
       - Jon Cassell asks “What qualifications do you have for this position?”
       - Hayden Jackson asks “What do you hope that the committee will accomplish this year?”
     - The Committee has a closed discussion on both Nominees
5) Election of the Vice-Chair of Committee
   • Jon Cassell gives a general overview of the requirements and obligations of the Vice Chair of the Committee.
   • Nominations
     o Wen-Yu Chou nominates Hayden Jackson to be elected Vice-Chair of the Committee, Second by Derreck Carter-House.
       o Hayden Jackson accepts his nomination
   • Questions
     o Jon Cassell emphasizes the need for questions regarding why the nominee would want the position, what qualifications the nominee has, what other responsibilities the nominee has, and what does the nominee hope to achieve in this position.
     o Finalized Questions for Nominee:
       o Dalshawn Boson asks “Why do you want this position as Vice-Chair?”
       o Wen-Yu Chou asks “What do you want to achieve as Vice-Chair?”
       o Jose Medrano asks “What other responsibilities do you have at UCR?”
       o Sally Taviz ton asks “What qualifications warrant you for this position?”
     o The Committee has a closed discussion on the Nominee.
     o The Committee has a formal vote and the Nominee has been selected as the Vice-Chair of the Committee
       o Vote: Yes: 9 | No: 0 | Abs.: 0
         ▪ Hayden Jackson is elected as the Vice-Chair of the Committee Unanimously.

6) Discussion of Subcommittee Lead and Members
   • Jon Cassell explains the Subcommittee Groupings Sheet to the Committee
   • Jon Cassell explains the responsibilities of the Subcommittee: obtaining information from the departments, going through the budget more thoroughly for the Subcommittee.

7) Discussion on Call Letter Criteria
   • Jon Cassell gives a brief overview of the Call Letter: what goals the committee has for the year, where the committee is financially headed, etcetera
   • Jon Cassell gives a brief overview of the Call Instructions. In each addenda requests, there are questions in regards to how many students the department serves or how the department used the funding from last year and what was the impact?
     o Cathy Eckman suggests to include a question about how last year’s allocation was used.
• Jon Cassell asks if the Committee has time to review the Call Letter and the Instructions. From a general consensus, the Committee has not had time to review the Call Letter and the Instructions.
  o Cathy Eckman suggests to have the Committee review the template and call letter before the November 30th, so the VCSA Office can make any corrections to the template and call letter before sending both out sometime during the first week in December.

8) Overview Topics to Share with the Committee
  o Budget Review: Cathy Eckman and Debra Meneely pass out a Budget Options Overview for all of the Committee to look at.
    o Cathy Eckman gives a brief rundown of the Budget Options Overview Sheet giving the anticipated amount available for funding considerations. The committee will need to determine an allocation option for the 17/18 planning year; however, an option does not have to be determined prior to the call letter being sent out.
      ▪ There is an increase in Student Services Fees, but it is not keeping up with the fixed costs.
      ▪ The proposed budget is reduced by the operating expenses. Operating expenses are previous SSFAC Allocations from previous years. Also other expenses as well: Building Costs, Capital Payments, On-loans for the buildings (debt service), off the top costs.
      ▪ Annual net balance projection of $2,000,000 for this year. However, we need to set aside money this year for future year’s fixed costs where the balance is anticipated to be in deficit. This brings this year’s available funding down to $976,353
        Temporary Allocations only. Options are as follows:
          1. The committee gives out the total of $976,353 and does not allocate funding for the next 2 years after.
          2. The committee gives out $488,176 this year, $488,177 next year, and does not allocate funding for the 3rd year.
          3. The committee gives out $325,451 for each year, for the next 3 years.
    ii. Jon Cassell suggests to express the Committee’s conservative thoughts this year in the call letter and template.
      1. Cathy Eckman cautions about indicating an actual dollar amount to be allocated because then you will be committing the committee to that dollar amount.
2. Jon Cassell suggests to indicate an approximate dollar amount. Cathy Eckman disagrees as it will still commit the committee to an amount.

3. Dalshawn Boson and Beau Young agree with Cathy Eckman on being conservative and not giving out a dollar amount. Giving a dollar amount will give the committee a sort of expectation to meet that specific dollar amount. When in fact, it could be way less than that.

4. Sally Tavizon suggest to also add a line in the call letter and template about the departments being “modest in their requests” due to the financial budget.

- Dalshawn Boson mentions that the operating costs increases every year and asks for additional details. Cathy Eckman explains that Staff Salaries increase every year, about 3% average increases every year. In addition, benefits have also increase every year. Some salary increases are mandated by unions. These increases are compounded every year so therefore you will see an increase in operation cost each year.

- Derreck Carter-House questions what happens between the years of 2017 – 2020 that we see the fees catching up with [the fixed costs]? Cathy Eckman states that as enrollment increases and the student fees increases (the 5%) will eventually catch up to the fixed costs increases. Additionally, some debt services are ending as well, which helps reduce operating expenses.

- Meeting Protocols
  - Cathy Eckman provides an overview about meetings and the use of Robert’s Rule of Order during meetings
  - Cathy Eckman and Jon Cassell both stress the importance of Committee Member’s attendance to meeting. There needs to be 6 voting members to bring a motion and for official business to be conducted. Both graduate and undergraduate members need to attend at least 60% of scheduled meetings in order to receive full payment.

- SharePoint Site
  - Debra Meneely gives a brief overview of the SharePoint Site and the access every committee member has to it. The link has been emailed to the Committee on 11.04.16

9) Chair Comments

- Jon Cassell encourages the Committee to fill out the Subcommittee Groupings Preference Sheet before heading out of meeting.

- Jon Cassell talks about the next meeting on November 30, 2016. During that meeting, the Vice Chancellor for Student Affairs, Mr. Jim Sandoval, will be giving a presentation
providing his direction and vision on what he would like the committee to focus on for the SSFAC allocations for the 1718 planning year.

- Jon Cassell stresses the importance of attendance to meeting.

10) Adjourn: 4:35 PM
- Motion to Adjourn by Jon Cassell, Second by Jose Medrano.
- Vote: Yes: 9 | No: 0 | Abs.: 0
- *Adjournment Approved Unanimously*