

Approved 11/1/2013



2013-2014 Student Services Fee Advisory Committee  
For 2014-2015 Budget  
Date: October 17, 2013  
Time: 2:00 - 3:00 pm  
Location: HUB 379

Name	Association	Voting Privilege <sup>1</sup>	Attendance
Cardenas, Lazaro	ASUCR	X	P
Cassell, Jon [Alternate]	ASUCR	X	P
Dow, Liam	ASUCR	X	P
Fan, Li	Faculty	X	P
Hong, Ashley	ASUCR	X	P
Kim, Danny	Ex-Officio-VCSA	-	L
Salazar, Susana	Ex-Officio-AP&B	-	P
Taliaferro, Alexander	ASUCR	X	P
Tang, Janice	ASUCR	X	P
Ta, Johnny	ASUCR	X	A
Patadia, Sai	ASUCR	X	A
Fahmian, Sean	ASUCR	X	A
Nguyen, Lynne	Secretary	-	P
Lillie, Sue	Staff Support	-	P
<b>Guests</b>			

P - Present    A - Absent    L - Late    Exc. - Excused

<sup>1</sup> X - indicates voting privilege

## Meeting Minutes

### 1. Welcome Time – 2:16 pm

- a. Introductions of members and guests on the committee

### 2. Approve Agenda

- a. Added in the Elections for Vice Chair
  - i. No opposition to the addition on the agenda
- b. Move to approve agenda for 10/17/2013

<b>MOTION:</b> Janice Tang/Ashley Hong	<b>VOTE:</b> Unanimous – motion carries
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### 3. Brief Overview of Committee Charge

- a. 2 committee members were not in attendance – Johnny Ta (Internal Vice President for ASUCR) & Sai Patadia (President of ASUCR)
- b. Committee meetings will normally be held on Friday afternoons
- c. Chair Dow briefly explained what SSFAC does.
  - i. Allocate funds for the different departments on campus.
  - ii. Students pay a fee to help supplement some programs at UCR.
  - iii. Meet with committees & department heads to review budget requests from student programs and departments.
  - iv. Committee will then come together and discuss requests and to see whether to allocate funds to those programs.
- d. In the process of putting the subcommittees together
  - i. List top 3 choices to work on

### 4. Review Planning Calendar

- a. Chair Dow sent out applications for those to be a part of his committee.
- b. 40 applications were submitted, and there was only 1 open spot. It was narrowed down to 2 candidates, but 1 candidate's schedule conflicted on Friday afternoons, so Chair Dow went ahead with Sean Fahmian (Junior).
  - i. Sean Fahmian couldn't make it to the 10/17/2013 meeting, but he will be able to attend Friday meetings.
- c. It was pointed out that a good amount of people will be graduating this year except for Janice and Alexander.
  - i. In search of underclassmen who would be interested in being a part of SSFAC.
  - ii. Jon Cassell is the freshman addition to the committee.
- d. There will be 3 meetings in Fall quarter, and it will be to discuss what the committee will be doing for Winter and Spring quarter.
- e. Bring laptops to the next meeting so everyone can get onto Sharepoint. There will be a training session for Sharepoint.
- f. Chair Dow wants to create a template of questions for subcommittees to ask when they speak to directors. The subcommittee interviews were not always getting the information that is needed. Subcommittee members would then have to go back to a department and ask questions again.
  - i. Next meeting, discuss what questions can be used to ask each department.

- g. Chair Dow also wants to create a common budget request form narrative to send out to every department instead of relying on the different department budget request forms. It would be easier to manage when the forms are the same for everyone.
  - h. There were no questions about the calendar.
- 5. Chair Reports**
- a. Recruitment and Selection Review
    - i. 40 applications were submitted to Chair Dow to help out on SSFAC.
    - ii. It was narrowed down to 2 people. A sophomore student was the first choice, but he is unable to attend committee meetings if they are on Friday.
    - iii. Sean Fahmian (Junior) will join the committee. He might actually be a senior, but he may be returning as a 5<sup>th</sup> year.
    - iv. Josh, Janice, and Alex will be here next year to be on the SSFAC.
  - b. CSF Meeting
    - i. Chair Dow and Lazaro attended the CSF meeting in UCSD in August. It was more like a retreat than a meeting.
    - ii. All the UC schools got together to discuss what methods they used for campaigns and what they plan to do. It's to discuss what will be happening on each campus and what happening system wide.
    - iii. The next CSF meeting will be at UC Berkeley on 10/19/2013, and Chair Dow and Lazaro will both be attending the meeting.
    - iv. If interested in attending these meetings, talk to Chair Dow about it. The next location may be at Santa Barbara. Important to try and attend CSF if trying to be in a leadership role in ASUCR and SSFAC.
  - c. Vice Chair Elections
    - i. End of last year is when the Chair is elected, and then first meeting is when the Vice Chair is elected.
    - ii. Chair Dow asked if there were any nominations. You could nominate a person or yourself.
    - iii. Brief overview of Vice Chair: Work the issues with the Chair, if Chair not present then Vice Chair will host the meeting, go to CSF meetings, go over the application process, a committee member of SSFAC.
    - iv. Lazaro nominated himself and Chair Dow second the nomination.
    - v. Nominations were closed when there were no other nominations for Vice Chair.
    - vi. Lazaro briefly explained why he would love to be Vice Chair and what he would like to do as Vice Chair.
      - 1. Saw the internal issues, has been on SSFAC for a year, wants to see how the resources will be allocated throughout UCR-, was the External Relations Vice President for ASUCR.
    - vii. Lazaro steps out of the room and the voting process began
      - 1. No discussion about Lazaro.
      - 2. Verbal confirmation of Lazaro as Vice Chair → 6 Yeses for Lazaro as Vice Chair.

viii. Lazaro is the new Vice Chair, and he will also be attending CSF meetings.

**6. Administrative Issues**

- a. Information for payroll input
  - i. Sue asked committee members, besides Susana, Li, and Danny, to fill out the payroll input so that they could be put into the system.
  - ii. Returning committee members just needed to write down that they were returning because they are already in the system.
  - iii. Committee members were asked to fill out their top 3 subcommittees.
- b. Contact information, including cell phone number and carrier for texting updates or reminders.
  - i. Chair Dow would like to create a text group that would allow him to remind everyone when there are upcoming meetings.
- c. Overview of Sharepoint and SSFAC website
  - i. Sue pulled up the SSFAC website and showed committee where they can learn more about SSFAC and where the bylaws were.
  - ii. There are some minutes that have not been posted onto the SSFAC website, and Sue said that she would do that right away.
  - iii. A brief overview of what Sharepoint was and showed committee where they can find files and documents.
  - iv. It was asked that everyone bring their laptop to meetings so that everyone can go onto Sharepoint.

**7. Adjourn Meeting**

- a. Move to adjourn 10/17/2013 meeting

<b><u>MOTION:</u></b> Alexander Taliaferro/Janice Tang	<b><u>VOTE:</u></b> Unanimous - motion carries
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**8. Adjournment Time - 2:51 pm**