



**Student Service Fee Advisory Committee**  
**Friday, February 6, 2015; 4:00 to 6:30 PM**  
**HUB Room 268**  
**Meeting Minutes**

<b>Name</b>	<b>Association</b>	<b>Voting Privilege<sup>1</sup></b>	<b>Attendance</b>
Alexander Taliaferro	ASUCR	X	P
Jon Cassell	ASUCR	X	P
Fernando Echeverria	ASUCR	X	A
Sean Fahmian	ASUCR	X	A
Nafi Karim	ASUCR	X	P
Iris Jiang	ASUCR	X	P
Wen-Yu Chou	ASUCR Alternate	-	A
Jordan Meltzer	ASUCR Alternate	-	P
Suraj Wadhvani	ASUCR Alternate	-	A
David Chavez	GSA	X	P
Terrance Stewart	GSA	X	P
Jason Rothman	GSA	X	P
Ted Mock	Faculty	X	P
Luis Alvarez	Staff	X	P
Cindy Flannery	Staff	X	P
Susana Salazar	Ex-Officio RP&B	-	P
Cathy Eckman	Ex-Officio VCSA	-	P
Diana Echeverria	Secretary	-	P
Sue Lillie	Staff Support	-	P
William Caganap	GUEST	-	P
Ken Simons	GUEST	-	P
Estella Acuna	GUEST	-	P
Nancy Tubbs	GUEST	-	P
Josh Gonzales	GUEST	-	P
Joe Virata	GUEST	-	P
Tina Aoun	GUEST	-	P

P: Present A: Absent L: Late E: Excused

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

1) Call to Order: **4:09 PM**

2) Approval of Agenda

*Motion to Approve Agenda by Jon Cassel, Second by Jason Rothman.*

***Agenda Approved Unanimously***

3) Approval of Minutes for 1/09/2015

*Motion to amend minutes by Ted Mock, Second by Nafi Karim.*

*Vote: yes: 6, no: 0, abstain: 3*

***Amended Minutes Approved.***

#### 4) **4:15PM Asian Pacific Student Programs-William Caganap**

**William Caganap:** We are a resource center for Asian and Pacific Islander students as well as anyone interested in the Asian American culture. We provide resources such as peer mentoring and putting on events that highlight Asian American heritage and culture. We also have outreach programs.

- Priority 1 is for student workers. In our permanent budget we have funding that can sustain three student workers. Through temporary funds we would hire three student coordinators at ten hours a week for ten weeks per quarter. The request is \$600 less than what we received last year.

- Priority number 2, is for the fingerprinting. The request has decreased from last year's from \$4300 to \$828

-Priorities 3-5 is our office upkeep to leave our office open and running. These are required expenses such as phones, mail expenses and our photocopier. Our request is for about\$ 4,400. Regardless of what we get for that, we still have to pay it. If we don't get the full funding we would cut programs or hire less student workers.

- Priority 6 is for our programming funds. Currently we have \$30,000 for programming. Right now we are in the planning process of our API heritage month. I just received an email from a speaker whose honorarium is \$3,000. That doesn't include the room, sound system or other expenses. That would put us at five events per year. The \$9,100 we are looking for is to help us get back to where we were before the budget cuts.

-Priority 7 and 8 we didn't get last year and to be honest it wouldn't cripple our office if we didn't get it this year. The most important is to get the student coordinators in the office. If we don't get funding for certain things, we have to pull from other places.

**Cindy Flannery:** Last year you asked for the funding to do 50 background checks and are asking for the same amount today. Last year you were funded for 20 background checks. How has the reduction affected you?

**William Caganap:** Since we had to do the background checks, we had to pull from other funds. This year I was told that not all of them are mandatory as long as the students are meeting in the office.

**Jon Cassell:** Last year you request \$2300 for mail services and this year you are requesting \$800. Are there any specific ways you are cutting down services?

**William Caganap:** Last year all these funds overlap. Last year it was flipped.

**Ted Mock:** For the first priority you're asking for three students of six students. How are the other three being funded?

**William Caganap:** It comes from our permanent budget

**Alex Taliaferro:** What collaborative programming have you done in the past?

**William Caganap:** We have done events like the Common Ground Retreat and the Summer Building Common Ground activity we do in orientation.

**Ted Mock:** Is a \$3,000 dollar honorarium in your plans?

**William Caganap:** That was just to give a perspective. I just got an email from a guest lecturer for that amount.

**Nafi Karim:** If you had to take funding out from your top priority to fund copiers, phone and mail services, how would that affect your operations?

**William Caganap:** We would have to make a decision on where to cut funding from. We would have to cut back on student workers or programming.

**Luis Alvarez:** Has thought been given to hiring work study? So you pay only \$5 instead of \$10 per hour.

**William Caganap:** Yes, we work with the Career Center but even then in the past five years we have only had one student with work-study.

**Luis Alvarez:** Maybe you can coordinate with other offices on sharing the cost of copiers.

**William Caganap:** I'm not familiar with the possibility of that. I can look into it.

## **5) 4:35PM African Student Programs-Ken Simons**

**Ken Simons:** [handout passed] We want to continue to deliver high level programming. With the previous request over the last couple of years, I feel that we can deliver a better quality of service to our students by having the ability to have some flexibility with what is allocated.

- We have done Spontaneous programming with faculty regarding Black Lives Matter and recent police encounters with black men, these are things necessary to talk about and do and I feel compelled to be able to deliver that to our students.

- We're among the highest in the nation with graduation rates.

- Everything we are requesting is important.

- We have not had an administrative assistant for four years.

-We would like to see our mentoring program remain. Professional development and travel, that's \$1,500, I would like if you could allow me to utilize some of that for mental health.

-Some things just can't change such as mail service.

-The ABC conference, that's another event that's necessary. Health disparities and working with our alumni, is important also. I have been trying to raise money from donors who are alumni. If that comes through then funds that have been from the committee is essential. This is what has been keeping us going.

**Alex Taliaferro:** If we were to cut from program funds and give you more discretionary programming funds would that be in line with what you're saying?

**Ken Simons:** Yes. There was some money asked for collaborative programming and that would be great. It is a priority for all of us. [plays video]. That was produced by our students.

**Jon Cassel:** For \$5000 that you requested, that's the kind of things that are coming out of it? For ASP TV?

**Ken Simons:** Yes. Undergraduate admissions are using that particular piece to send to students to recruit. The students who put this together won first place in a contest regarding mental health. I do know that I would not want to see this vanished.

**Cindy Flannery:** The 17% is needed for that AA3 position because the Dean of Students

is no longer funding that and you have been sharing an AA3. Is that something that can continue? Is that model working?

**Ken Simons:** I don't think that model is working. It has some serious challenges. Depending on the month that person in that position has a lot to manage and it becomes a challenge in having requests in. It can't sustain itself.

**Cathy Eckman:** That new position will actually be in two departments, ASP and Middle Eastern Student Programs.

**Nafi Karim:** Last year we allocated funds for two student assistants when you asked for seven, how did that impact you?

**Ken Simons:** We reduced the hours. We currently have three student workers but their hours are very limited.

**Nafi Karim:** By not having that extra support from those students, how has that affected your programming?

**Ken Simons:** We have volunteers. They see the urgency to help.

**Cindy Flannery:** Do you try to find work study students?

**Ken Simons:** Absolutely. More and more students are saying their work study is being diminished. I don't know where we will be a couple of years from now but that seems to be the trend.

**Jon Cassel:** Will you continue to make videos if we fund you again?

**Ken Simons:** Yes

**Jon Cassel:** Last year you didn't get money for the barbeque and we mentioned other sources of funding. Did you get anywhere with other sources of funding?

**Ken Simons:** We have a foundation account that money is coming into. We can pull from that foundation account.

## **6) 5:00 PM Chicano Student Programs-Estella Acuna**

**Estella Acuna:** We have three staff members including myself. We have a programmer and we also have an administrative assistant and four student workers. We realize we have the ability to impact the lives of students.

- There are 33 Chicano student organizations on campus that we work with. Our office tries to stay engaged and make an impact as a university on the community. Our office does outreach events; we hold at least six school visits per quarter. We have our Chicano/Latino youth conference in which we try to empower students.

- In the physical office space, we have a resource library where we check out book and textbooks for students for free. We check out clickers. We have six computers where students are able to print twenty pages per week. We have study spaces. We create a safe environment where students can discuss or just hang out.

**Jon Cassel:** Last year you requested the SAO position, how has it not being funded impacted the office?

**Estella Acuna:** My position has changed. I'm the director of Chicano Students Programs but I'm also the supervisor for the undocumented student programs. Now I'm the director of two programs. I help support the programming aspect because having only one programmer is not possible. I'm impacted because I'm trying to balance two new roles while holding the role of programmer. We are not able to expand our programs, or create new ones. The funding and our capacity limit it. We have a peer mentor program and if

we had someone that could take some of that responsibility we would be able to grow it. Our capacity is fifty students but we have more than 75 applications so we have to turn students away. We have mentors but we don't have the staffing or the funding for it.

**Jon Cassel:** If that new position was funded, would you come to us every year for that position?

**Estella Acuna:** It's good to get it because we have that relief for that year. [passes out handout]

**Nafi Karim:** Last year you didn't get funded for general operating costs. How were those funded last year?

**Estella Acuna:** We had to take from programming. We have \$8700 in permanent programming funding. Last year we received \$15,000.

**Nafi Karim:** How many students do you serve?

**Estella Acuna:** All the student body because the importance of our space. I don't have the number in front of me but the average program has between 15 to 100 students.

**Alex Taliaferro:** What are the biggest drivers of your printing costs?

**Estella Acuna:** It's more this year because we want to make a Chicano/Latino resource guide. It's a one-time expense.

## **6) 5:20PM LGBTRC – Nancy Tubbs**

**Nancy Tubbs:** The mission of the LGBT resource center is to provide support, education and advocacy regarding gender identity and sexual orientation in our campus community. We do that with programs in our center and also with campus wide programming. We average 350 training, programming, and support groups a year. Some of our bigger programs have run on temporary money. All of these programs were started in 2005 or later. We did about 45 trainings last year.

- We serve a hidden population since it is still stigmatized to identify as LGBT for many people. So we know that there are many more people who need our services that are hesitant to walk into our center. This is why programming outside of our center is really important. College students in general have difficulty with mental health issues but the data has also shown that LGBT students have a higher level. Our staff works closely with the Student Affairs Case Manager and with the Counseling Center. First they are talking to us and then we make that bridge to make sure they get additional professional help.

- Our number one request is to keep our Student Affairs Officer I position. We request ongoing money for our student assistants. We have an even mix of work-study and non-work-study.

- We have an internship program where we recruit nationally and bring in grad interns to work with us over the summer. We try to provide stipends. 75% of our interns have gone on to direct LGBT resources professionally.

- We have a line for computing that is \$2000 and most of this supports the cyber center. All the equipment for the cyber center comes from a grant. The challenging part is toner and paper. We use this fund for toner, paper, and the Microsoft software fee. We have our panic button alarm system.

- We have a panic alarm system under the desks which will notify the police.

- The last thing here is for collaborative programming. We have been looking for more

ways to do more collaborative programming. We didn't get collaborative funding last year but everything else I'm asking for reflects what my center got last year.

**Nafi Karim:** The SAO benefits, if we weren't able to fund that, what would be your recourse?

**Cathy Eckman:** There's nothing they can do about that. That's benefits.

**Nancy Tubbs:** If we didn't get the \$5000, it's going to come out of things like the programming budget. They don't give us a choice about certain expenses.

## **7) 5:40PM – Native American Student Programs – Josh Gonzales**

**Josh Gonzales:** I am the only full time staff worker in the office. I do a lot of outreach. We are surrounded by local tribes so we are in a key location to be a place for the local Native American community. Throughout the year we have programs and events. We provide awareness programs as well. This last summer program, there was a story that ran and we hit over 200 national media outlets. We are getting recognition nationally.

- I do have some student assistance. My first request is to get another full time staff worker. I have to ask for it because it's something that's needed. Between 2007 and 2014, we have increased the number of Native American students by 142%.

- My second priority is for student assistance. It helps me do a lot of work. We are looking to fine-tune our peer mentorship program.

- We do programs such as the powwow and we get close to 300 people in some programs. The programming aspect will help us further develop our programs. Our general operating costs, we were able to create certain publications.

- Professional development, that's another area I would like to continue to grow. This involves going to conferences and learning about what works.

- For collaborative programming, we usually work with different offices on events and programs. We have recently combined our efforts with CSUs.

- The last thing on the request is the Native American Alumni Association mentorship. We do a lot of outreach and retention efforts and we want to continue the strategic pipeline of mentorship.

**Alex Taliaferro:** For the alumni mentorship, would that go to outreach or stipends?

**Josh Gonzales:** It would be for food, locations and being able to offer opportunities for students to meet with each other.

## **8) 6:00PM Middle Eastern Student Center – Joe Virata**

**Joe Virata:** We are currently without a director. We have a coordinator Tina Aoun.

**Tina Aoun:** The space serves as an educating force. Every day we have over 30 students come in for counseling, tutoring and other services. We have a weekly conversation for students to talk about new topics in the Middle East. The Middle Eastern community is extremely complex. We do educational workshops. We have film screening and are doing a Nooners. We see an increase in the use of space. We are trying to collect data and outreach.

**Joe Virata:** Under the current funding structure, we only have permanent funding for the director. We are hoping to grow the center.

**Nafi Karim:** If we weren't able to fund the additional student worker, how would that

affect the office?

**Tina Aoun:** The student assistant is able to be in the office when staff isn't there.

**Joe Virata:** Because of the size of the center, it is important that someone is there at all times.

**Luis Alvarez:** Was there any salary saving from Marcel leaving?

**Joe Virata:** That was used to fund Tina's position. We were able to hire a temporary coordinator. Tina is hired under a limited appointment through our regular HR.

## 9) 6:20PM Dean of Students – Joe Virata

- **Joe Virata:** We have lost a couple of positions within the Dean of Students office.
  - The first priority is our student assistants. We are looking to hopefully hire three students. We don't want to have a moment that a student comes into the office looking for assistance and nobody is there to answer it.
  - We are requesting the funding for our Common Ground initiatives. This allows students to see the diversity in UCR and encourage them to take advantage of it. The first portion of it is attached to orientation. The second portion is also the Common Ground retreat where we bring about 50-60 students to explore in greater depth the issues of diversity in the community.
- **Jon Casell:** 50-60 students will attend the Common Ground this year, right?
- **Joe Virata:** Yes, it's a two day retreat up in the mountains.
- **Terrance Stewart:** You said there are 200 people in the room, but how many people do you service?
- **Joe Virata:** About 4000 students who participate in the Common Ground activity at orientation.

## 10) Subcommittee comments

**Jon Cassell:** We will probably collaborate later in the week.

## 11) Administrative issues

SharePoint migration to new site:

<https://ucrshare.ucr.edu/sites/ssfac>

**Sue Lillie:** We are migrating to a new SharePoint that will hopefully be better.

## 11) Adjourn 6:40 PM

*Motion to Adjourn by Terrance Stewart, Second by David Chavez.*

*Adjournment Approved Unanimously.*