



Student Services Fee Advisory Committee

Tuesday, October 5, 2021; 3:00 PM to 5:00 PM

Meeting Minutes

Zoom Meeting | Meeting Minutes Approved on October 12, 2021

Name	Association	Voting Privilege ¹	Attendance ²
Jared Smith	Graduate, Chair	X	P
Salvador Jr. Olguin	Undergraduate	X	P
Yulissa Navarro	Undergraduate	X	P
Orlando Cabalo	Undergraduate	X	P
Arshneel Kaur	Undergraduate, ASUCR VP of Internal Affairs	X	P
Milly Analco	Undergraduate		P
Victor Garcia	Undergraduate		P
Michael Seley	Graduate	X	P
Amaretta Azevedo	Graduate		A
Rong Hai	Faculty	X	P
Michalis Faloutsos	Faculty	X	P
Sally Tavizon	Staff	X	P
Sabrina Schuster	Staff	X	P
David An	Designee Ex-Officio, ASUCR President William Wang		P
Nichi Yes	Ex-Officio, GSA President		A
Veronica Ruiz	Ex-Officio, VCSA		P
Militza Seehaver	Staff Support, VCSA		P
Daisy Rivera	Student Secretary, VCSA		P

¹ “X” indicates voting privilege

² P: Present | A: Absent | AL: Arrived Late | LE: Left Early

Call to Order: **3:02 PM**

1. Committee Member Introductions

- *Chair Jared Smith* informed the Committee that the order of the agenda items for this meeting are not in the usual order of business for the purpose of explaining the motions and procedures to the new committee members that may not be familiar with meeting etiquette.
- *Chair Jared Smith* welcomed the Committee as a whole to the new fiscal year and invited the new and continuing committee members to introduce themselves. *Chair Jared Smith* gave a brief description of himself to the Committee and proceeded to call each committee member individually to introduce themselves.
- *Militza Seehaver* introduced herself to the new committee members, gave a brief description of her supporting staff role to the Committee and expressed her anticipation in looking forward to working with the Committee.
- The new and continuing committee members gave a brief introduction of their major of study, class standing, and affiliations within UCR, along with expressing excitement to be a part of SSFAC.

2. Review SSFAC Administrative Procedures

- *Chair Jared Smith* provided an overview of the SSFAC Administrative Procedures which described the duties and purpose of the committee, SSFAC structure, committee member requirements, attendance, training, meeting structure, terms of office, zoom meeting etiquette, voting process, Chair and Vice Chair elections, and the Bylaw review process.
- *Militza Seehaver* clarified that any amendments to the Bylaws must be reviewed and approved by the Campus Counsel and the current Vice Chancellor of Student Affairs, Dr. Brian Haynes, before the amended Bylaws are implemented the following fiscal year.
- *Chair Jared Smith* reminded the committee members that attendance is important for meeting quorum and remaining on track with committee projects.

3. Approve the Agenda

- *Motion to Approve the Agenda by Michalis Faloutsos, Seconded by Sabrina Schuster.*
 - ***Agenda Approved without Objections***

4. Approve Meeting Minutes – May 19, 2021

- *Motion to Approve the Meeting Minutes of May 19, 2021 Michalis Faloutsos, Seconded by Salvador Jr. Olguin.*
 - ***Meeting Minutes of May 19, 2021 Approved without Objections.***

5. SharePoint and Accessing Documents

- *Militza Seehaver* requested the committee members to confirm access to the SSFAC SharePoint website and to reach out to *SSFAC Secretary Daisy Rivera* for assistance in the event that the members experience technical difficulties.

- *Chair Jared Smith* reminded the committee that access to the SharePoint website will be an essential tool during the budget call process should it take place during the current fiscal year. The committee will be able to find minutes, attendance, and other important documents pertaining to the budget call process via the SharePoint website.
- *Chair Jared Smith* further clarified that the SharePoint site is the preferred depository for committee files as the site has proved to be more secure and protected compared to other platforms for file sharing.

6. Walk-On Items

- *N/A*

7. Chair Comments

- *Chair Jared Smith* informed the committee that though SSFAC meetings in the fall quarter may not require a two-hour meeting time slot, the budget call process meetings in the winter quarter may take up the two-hour time slot allotted for SSFAC meetings.
- *Chair Jared Smith* suggested that SSFAC conduct a student survey to serve as a tool for the committee in gathering information as to what programs and services students are more interested in supporting. *Chair Jared Smith* added that the conduction of a student survey during the fall quarter would be beneficial to the committee as the fall quarter is traditionally the least busy.
- *Chair Jared Smith* commented that SSFAC advises the Vice Chancellor of Student Affairs, therefore the committee is well-positioned to conduct a student survey to make informed recommendations to the Vice Chancellor, adding that the committee is also composed of a variety of voices from campus.

8. Adjourn: **3:55 PM**

- *Motion to Adjourn by Michalis Faloutsos, Seconded by Michael Seley.*
 - ***Adjournment Approved without Objections.***