



Student Services Fee Advisory Committee

Tuesday, October 26, 2021; 3:00 PM to 5:00 PM

Meeting Minutes

Zoom Meeting | Meeting Minutes Approved on November 9th, 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	A
Milly Analco	Undergraduate		P
Victor Garcia	Undergraduate		P
Michael Seley	Graduate	X	AL
Rong Hai	Faculty	X	AL
Michalis Faloutsos	Faculty	X	P
Sally Tavizon	Staff	X	P
Sabrina Schuster	Staff	X	P
William Wang	Ex-Officio, ASUCR President		A
Nichi Yes	Ex-Officio, GSA President		A
Kim McDade	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: **3:03 PM**

- *Chair Jared Smith* informed the Committee that the order of the action items on the agenda would be moved around slightly but no new items were added.
2. Approve the Agenda
 - *Motion to Approve the Agenda by Sabrina Schuster, Seconded by Michalis Faloutsos.*
 - ***Agenda Approved without Objections***
 3. Approve Meeting Minutes – October 12, 2021
 - *Motion to Approve the Meeting Minutes of October 12, 2021 Michalis Faloutsos, Seconded by Sabrina Schuster.*
 - ***Meeting Minutes of October 12, 2021 Approved without Objections.***
 4. Interim CFAO Introduction – Kim McDade
 - *Chair Jared Smith* invited the Committee to turn on their cameras via Zoom to give a warm welcome to *Interim CFAO Kim McDade*.
 - *Kim McDade* introduced herself to the Committee and asked each member to share the reason for joining the Student Services Fees Advisory Committee.
 - The Committee as a collective welcomed *Kim McDade* and expressed that the reason for joining SSFAC was to gain a better understanding of student fees, the budget allocation process, and to be a voice for the UCR student population.
 5. Member Resignation and Committee Composition Update
 - *Chair Jared Smith* notified the Committee that Graduate Alternate member *Amaretta Azevedo* has resigned. As per the bylaws, the committee composition may require a replacement from the pool of SSFAC applications received last academic year during the committee recruitment process.
 - *Chair Jared Smith* will be working with GSA President *Nichi Yes* and ASUCR President *William Wang* to gather a selection of applications for the Graduate Alternate position. *Chair Jared Smith* will keep the Committee informed while determinations are made as to which candidates to present to the committee for consideration, vote and final approval to take place.
 6. Open Comments
 - *N/A*
 7. Vice Chair Interview and Election
 - *Chair Jared Smith* gave a brief overview of Appendix A of the Bylaws for the Vice Chair Election procedure. The nominee for SSFAC Vice Chair was Graduate Voting Member *Michael Seley*.
 - *Militza Seehaver* informed the Committee of the logistics and that voting would take place through Zoom's anonymous polling feature. *Chair Jared Smith, Militza Seehaver, and Secretary Daisy Rivera* would count the anonymous votes. *Militza Seehaver* also reminded the Committee that only members with voting status may cast a vote.

- As per the bylaws, the Committee allotted a maximum of ten minutes for the Vice Chair interview. The Committee interviewed *Michael Seley* with the following questions previously drafted and established by the Committee as a whole:
 1. What prior experience with managing budgets, student outreach, or otherwise do you have to bring to this role?
 2. What are your plans with regards to a potential improvement in the organization and communication within SSFAC?
 3. What are your strategic goals for SSFAC this year and how do you plan to represent UC Riverside at CSF meetings?
 4. With the budget shortfall the campus is currently facing what suggestions do you have to address this challenge?
 5. How would you deal with internal conflicts within the Committee?
Provide an example of how you have handled past conflicts in a previous position.
 6. What challenges do you think undergraduate and graduate students are currently facing that relate to the Student Services Fee?
 7. How do you plan to disseminate the information and efforts of SSFAC across campus through a virtual format?
 8. How do you view the role of the Vice Chair as it relates to the Chair position and what do you expect to gain from this role?

- The Committee interviewed *Michael Seley* and submitted a vote through the anonymous poll feature via Zoom. Upon receiving and verifying the number of votes with the number of voting members present, *Militza Seehaver* shared the results of the poll.
 - **Voting Results**
 - Michael Seley: **8 Votes**
 - Abstain: **1 Vote**
 - *Michael Seley was elected as SSFAC Vice Chair for the Academic School Year of 2021 – 2022 by majority vote.*
 - The votes were validated by *Chair Jared Smith, Student Secretary Daisy Rivera, and Staff Support Militza Seehaver.*

- The Committee as a whole congratulated *Vice Chair Michael Seley*.

8. Chair Comments

- *Chair Jared Smith* advised the Committee that a Bylaw review will take place during the next SSFAC meeting and encouraged members to review any part of the Bylaws that may contain ambiguity.
- *Chair Jared Smith* provided several examples within the Bylaws that could be further clarified such as the Article III: Members section of the Bylaws and providing guidance for the event in which the committee does not have a Chairperson or Vice Chairperson.
- *Chair Jared Smith* reminded the Committee that Bylaw review changes do not come into effect until they have been approved by Vice Chancellor *Dr. Brian Haynes* and until the next fiscal year.

- *Militza Seehaver* reminded the Committee that the Bylaws are the governing document for SSFAC, which were created and edited by the Committee. *Chair Jared Smith* requested committee members to review the Bylaws as preparation for the next SSFAC meeting, taking place on November 9th, 2021.

9. Adjourn: **3:56 PM**

- *Motion to Adjourn by Sabrina Schuster, Seconded by Michalis Faloutsos.*
 - *Adjournment Approved without Objections.*