

Tuesday, January 11<sup>th</sup>, 2022; 3:00 PM to 5:00 PM

Meeting Minutes

Zoom Meeting | Meeting Minutes Approved on January 18th, 2022

Name	Association	Voting Privilege <sup>1</sup>	Attendance <sup>2</sup>
Jared Smith	Graduate, Chair	X	P
Salvador Jr. Olguin	Undergraduate	X	P
Yulissa Navarro	Undergraduate	X	AL
Orlando Cabalo	Undergraduate	X	AL
Arshneel Kaur	Undergraduate, ASUCR VP of Internal Affairs	X	P
Milly Analco	Undergraduate		P
Victor Garcia	Undergraduate		P
Michael Seley	Graduate	X	A
Habiba Naqvi	Graduate		P
Rong Hai	Faculty	X	P
Michalis Faloutsos	Faculty	X	P
Sally Tavizon	Staff	X	AL
Sabrina Schuster	Staff	X	P
William Wang	Ex-Officio, ASUCR President		A
Patricia Ordoñez-Kim	Ex-Officio, Interim GSA President		A
Kim McDade	Ex-Officio, VCSA		P
Militza Seehaver	Staff Support, VCSA		P
Daisy Rivera	Student Secretary, VCSA		P

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

<sup>2</sup> P: Present | A: Absent | AL: Arrived Late | LE: Left Early

Call to Order: **3:05 PM**

1. Approve the Agenda
  - *Motion to Approve the Agenda by Sabrina Schuster, Seconded by Rong Hai.*
    - ***Agenda Approved without Objections***
2. Approve Meeting Minutes – November 9, 2021
  - *Motion to Approve the Meeting Minutes of November 9, 2021 by Sabrina Schuster, Seconded by Rong Hai.*
    - ***Meeting Minutes of November 9, 2021 Approved without Objections.***
3. Review of the SSFAC Meeting Schedule for Winter 2022
  - *Chair Jared Smith* provided an overview of the SSFAC planning calendar for the Winter 2022 meeting and budget call presentation schedule for the Committee. The SSFAC planning calendar tentatively outlines the upcoming committee meetings and the order in which the Budget Call departments will present their budget needs to the Committee.
  - *Michalis Faloutsos* inquired if the Committee as a whole would be evaluating each departments' financial need and if the departments would know what information to present at the time of their scheduled presentation? *Michalis Faloutsos* inquired about the way in which the Committee will choose to fund or defund a department.
  - *Chair Jared Smith* clarified that the discussion of subcommittee assignments was the sixth item on the agenda but that the Committee members would be parted into four subcommittees to evaluate a specific number of departments. *Chair Jared Smith* added that every department that will be presenting has already been informed of the expectations and information that should be provided to SSFAC at the time of the presentation. *Militza Seehaver* informed the Committee that the departments will be evaluated by the respective subcommittee and make a recommendation to *Vice Chancellor of Student Affairs Dr. Brian Haynes*.
  - *Michalis Faloutsos* inquired about Student Services Fees funds and if any of the funds have been permanently allotted to the departments. *Chair Jared Smith* reaffirmed that once the department presentations have concluded, the Committee as whole will make recommendation on how the departments should be funded to *Vice Chancellor of Student Affairs Dr. Brian Haynes*. *Chair Jared Smith* informed the Committee that currently an evaluation of perm and temp funding allocations for departments is in progress with *Vice Chancellor Dr. Haynes*.
  - *Militza Seehaver* reminded the Committee that the Budget Call process was previously curtailed due to the Covid-19 pandemic, but the Budget Call is an annual SSFAC process, and the department directors have been informed on the logistics of the presentations as per previous years of presentations. *Chair Jared Smith* added that the Committee will guide the conversation in the event that there is a digression from the main discussion topics during the presentations.

- *Kim McDade* informed the Committee that VCSA is working on the financial portion to provide the Committee with specific funding information to help guide the committee in the decision-making process.
- *Michalis Faloutsos* expressed concern for the departments that may not be able to present the committee with a complete request. *Chair Jared Smith* reassured the Committee that the expectations and requested information have already communicated to all departments that will be presenting for the Budget Call.

#### 4. Review of FY21/22 SSFAC Call Letter

- *Chair Jared Smith* reviewed the FY2021 – 2022 SSFAC Call Letter with the Committee. The letter describes that department funding requests should be in alignment with activities of the University and the Division of Student Affairs 2025 Strategic Plan. The Vice Chancellor for Student Affairs (VCSA) will review the recommendations for final funding approval.
- *Sabrina Schuster* noted that the Committee typically does not allocate perm funding allocation for staff positions. *Chair Jared Smith* concurred with *Sabrina Schuster* and specified that perm allocations will not be considered for this fiscal year, only temp allocations.
- *Sally Tavizon* inquired about fund requests for student salaries to assist with programming, as it relates to staffing needs. *Militza Seehaver* clarified that funding for student employees will be considered for review, as in prior years, the Committee will continue to review funding requests for student staffing needs.
- *Chair Jared Smith* encouraged the Committee members to ask questions, as the department units will be prepared to answer the questions during the presentations. *Militza Seehaver* specified that a majority of the departments are aware of the presentation expectations due to prior years of the Budget Call process.

#### 5. Budget Overview of Requests

- *Militza Seehaver* presented an overview of the SSFAC training materials, as the documents may aid in Committee preparation for the Budget Call process. *Militza Seehaver* walked the Committee through navigating the department needs spreadsheet and explained how to identify information on the excel tabs.
- *Chair Jared Smith* drew attention to the questions on the narrative tab that have been designed to inquire on the significant details. *Chair Jared Smith* referenced the question inquiring on what would happen if a department did not receive the funding, as well as the impact on the department and students if funding was not received.
- *Chair Jared Smith* reviewed the tips for analyzing the budgets and policy 3101 with the Committee, as the documents provide a guide as to what SSFAC may fund. *Chair Jared Smith* encouraged the Committee to review the training materials in preparation for generating questions to ask during the department presentations.
- *Michalis Faloutsos* inquired about potentially forwarding the questions to the departments before the department presents. *Chair Jared Smith* clarified that

questions have been included in requested spreadsheets and the Q&A portion of the presentations will allow the Committee to seek further clarification.

#### 6. Review Subcommittee Assignments

- *Chair Jared Smith* presented the four subcommittee assignments to the Committee. Subcommittee A will focus on the ethnic and gender student program departments. Subcommittee B will focus on administrative departments. Subcommittee C will focus on health and wellness departments. Subcommittee D will focus on student services departments.
- *Militza Seehaver* informed the Committee that the SSFAC SharePoint site will be an instrumental tool for the subcommittees as the tool will be used to store and find budget call resources, as well as the respective department spreadsheet information. *Militza Seehaver* provided an overview on how to navigate the SharePoint site and locate the spreadsheets.

#### 7. Review of Budget Process Best Practices

- *Chair Jared Smith* addressed and referenced the budget process best practices in the last two points under item #5.
- *Chair Jared Smith* reviewed the tips for analyzing the budgets and policy 3101 with the Committee, as the documents provide a guide as to what SSFAC may fund. *Chair Jared Smith* encouraged the Committee to review the training materials in preparation for generating questions to ask during the department presentations.
- *Michalis Faloutsos* inquired about potentially forwarding the questions to the departments before the department presents. *Chair Jared Smith* clarified that questions have been included in requested spreadsheets and the Q&A portion of the presentations will allow the Committee to seek further clarification.

#### 8. Open Comments

- *Chair Jared Smith* welcomed the Committee members to present any comments or questions.
- *Militza Seehaver* informed the Committee that the department spreadsheets will be reviewed in the order of the presentation schedule as opposed to one subcommittee's departments at a time.

#### 9. Chair Comments

- *Chair Jared Smith* reminded the Committee that the budget process has been refined over time and encouraged members to prepare for the presentation by reviewing the excel budget spreadsheets.
- *Chair Jared Smith* extended his thanks to the Committee members for their commitment to the work and being stewards of student services fees.
- *Chair Jared Smith* presented the Committee with an update of the ongoing CSF discussion. UCCSF stands for the UC Council on Student Fees. It is a statewide body comprised of each of the 10 UC Campus Student Fee Advisory Committees (SFACs), or equivalent. The current topic at CSF was in regard to cohort tuition and the potential effects on Student Services Fees.

- *Chair Jared Smith* and the Committee extended a welcome to graduate alternate member Habiba Naqvi to SSFAC.

10. Adjourn: **4:21 PM**

- *Motion to Adjourn by Michalis Faloutsos, Seconded by Sally Tavizon.*
  - ***Adjournment Approved without Objections.***