

Tuesday, January 18th, 2022; 3:00 PM to 5:00 PM

Meeting Minutes

Zoom Meeting | Meeting Minutes Approved on February 8th, 2022

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

¹ “X” indicates voting privilege

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

Call to Order: **3:04 PM**

1. Approve the Agenda
 - *Motion to Approve the Agenda by Rong Hai, Seconded by Michalis Faloutsos.*
 - ***Agenda Approved without Objections***
2. Approve Meeting Minutes – January 11, 2022
 - *Motion to Approve the Meeting Minutes of January 11, 2022 by Yulissa Navarro, Seconded by Rong Hai.*
 - ***Meeting Minutes of January 11, 2022 Approved without Objections.***
3. Review Subcommittee Assignments
 - In place of the absence of *Chair Jared Smith*, *Vice Chair Michael Seley* led the January 18th, 2022 SSFAC meeting. *Vice Chair Michael Seley* presented the subcommittee assignments to the Committee as part of preparation for the budget call department presentations.
 - *Militza Seehaver* reminded the Committee that the department excel spreadsheets and other supplemental resources can be located on the SSFCA SharePoint site, organized by the respective subcommittee and presentation date.
 - *Vice Chair Michael Seley* overviewed the department presentation schedule with the Committee. The departments will begin presentations on January 25th, 2022. *Vice Chair Michael Seley* requested the full name of the departments in place of the department acronym name on the presentation schedule as to avoid confusion and guide Committee members.
 - Interim Graduate Student Association (GSA) President *Patricia Ordoñez-Kim* informed the Committee that *Nichi Yes* is no longer the GSA President and that there may be a new GSA President in the next month. Interim GSA President *Patricia Ordoñez-Kim* requested an introduction and update from the Committee regarding the status of the GSA budget call excel spreadsheet.
 - *Militza Seehaver* clarified that GSA will be providing SSFAC with an overview of budgets and will not be requesting funding at this time.
 - *Patricia Ordoñez-Kim* inquired for clarification on how GSA will receive funding. *Militza Seehaver* responded that GSA has received travel funding from a different source, as well as adding that in previous years GSA has submitted a request but will not be requesting from SSFAC this year.
 - *Patricia Ordoñez-Kim* thanked *Militza Seehaver* for the clarification and requested to set up an appointment with *Chair Jared Smith*, *Vice Chair Michael Seley*, and *Amy Carrizosa* in the GSA department.
 - *Militza Seehaver* advised that the GSA department may provide more guidance, as the department defines its unmet needs.
 - *Michalis Faloutsos* inquired about tips on how to prepare for the department presentations. *Militza Seehaver* clarified that the excel spreadsheets provided by all the departments, which can be found on the SSFAC SharePoint site, will be the

most accurate resource in preparing for the department presentations. *Militza Seehaver* drew attention to the agenda packet document “tips for analyzing budget practices” for further guidance. The document clarifies that the department narratives will guide the questions that the Subcommittees can ask during the respective department presentation.

- *Militza Seehaver* provided an overview of how to navigate the department excel spreadsheets. *Militza Seehaver* and *Debra Meneely* clarified that the submission of an unmet need by a department does not mean that the Committee will be able to fulfill to the entirety a department’s request. The Committee may consider the unmet need and a recommendation will be made by the Committee as a whole as to what items request will be approved for funding
- *Sally Tavizon* briefly shared with the Committee about her previous experience as it pertains to the budget call. *Sally Tavizon* added tips on understanding the funding allocation process, as well providing a brief explanation of carry forward funds.
- *Militza Seehaver* clarified that the Committee does not place parameters on the departments that require departments to provide the Committee with a PowerPoint presentation or a summary of the presentation.

4. Review of Budget Process Best Practices

- *Vice Chair Michael Seley* reviewed the tips for analyzing budgets document with the Committee in preparation for the first budget call presentations at the next SSFAC meeting.
- *Vice Chair Michael Seley* informed the Committee that *Chair Jared Smith* and *Vice Chair Michael Seley* have met with Vice Chancellor of Student Affairs *Dr. Brian Haynes* to discuss transparency and the importance of being good stewards of student funds during the budget call process. *Vice Chair Michael Seley* emphasized the importance of understanding the department need requests and being conscious of the time allotted to the departments to present.

5. Open Comments

- *N/A*

6. Chair Comments

- *Vice Chair Michael Seley* extended regards to the Committee, wishing the Committee good health and wellbeing during the present Covid-19 pandemic.

7. Adjourn: **3:57 PM**

- *Motion to Adjourn by Michalis Faloutsos, Seconded by Rong Hai.*
 - ***Adjournment Approved without Objections.***