

Tuesday, March 1st, 2022; 3:00 PM to 5:00 PM

Meeting Minutes

Zoom Meeting | Meeting Minutes Approved on April 12th, 2022

Name	Association	Voting Privilege ¹	Attendance ²
Jared Smith	Graduate, Chair	X	P
Salvador Jr. Olguin	Undergraduate	X	P
Yulissa Navarro	Undergraduate	X	AL
Arshneel Kaur	Undergraduate, ASUCR VP of Internal Affairs	X	A
Milly Analco	Undergraduate		A
Victor Garcia	Undergraduate		P
Michael Seley	Graduate	X	P
Habiba Naqvi	Graduate		P
Rong Hai	Faculty	X	P
Michalis Faloutsos	Faculty	X	AL
Sally Tavizon	Staff	X	AL
Essam Ulhaq	Staff	X	P
William Wang	Ex-Officio, ASUCR President		A
Valeria Dominguez	Ex-Officio, 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		P

¹ “X” indicates voting privilege

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

Call to Order: **3:01 PM**

1. Approve the Agenda
 - *Motion to Approve the Agenda by Essam Ulhaq, Seconded by Valeria Dominguez.*
 - ***Agenda Approved without Objections***
2. Approve Meeting Minutes – February 15th, 2022
 - *Motion to Approve the Meeting Minutes of February 15th, 2022 by Essam Ulhaq, Seconded by Rong Hai.*
 - ***Meeting Minutes of February 15th, 2022 Approved without Objections.***
 - *Essam Ulhaq* inquired about the unmet need request from Early Childhood Services (ECS). *Militza Seehaver* stated that Early Childhood Services did not qualify to request funding.
 - *Essam Ulhaq* inquired about the final budget allocation amount. Chair *Jared Smith* stated that more information would follow during the VCSA update.
3. Subcommittee D Department Presentation: Financial Aid
 - Director *Jose Aguilar, Sean Cason*, and Associate Vice Chancellor *Emily Engelschall* provided an overview of the Financial Aid Office.
 - Chair *Jared Smith* inquired about the \$504,602 temporary funding source. *Sean Cason* stated that the temporary funding was received from the 19900 fund and the temporary funding has been used to fund the deficit that the budget cut created. *Sean Cason* added that the 19900 temporary funding was a one-time funding allocation.
 - Chair *Jared Smith* inquired if the Financial Aid Office had plans to migrate costs from 20000 funds to other funding sources that are not premised on student service fees. *Sean Cason* stated that it has been a goal of Financial Aid to move toward fund swapping 20000 funds with 19900 funds. *Emily Engelschall* stated that there have been conversations with the Provost about ways to fund swap existing 20000 funds with 19900 funds.
 - Chair *Jared Smith* inquired if there was a memorandum of the meeting with the Provost. *Sean Cason* stated that there is no agreement yet, only initial conversations.
4. Subcommittee B Department Presentation: Financial Aid Services Team (FAST)
 - Director *Susana Roddy, Sean Cason*, and Associate Vice Chancellor *Emily Engelschall* provided an overview of the Financial Aid Services Team.
 - Chair *Jared Smith* inquired when FAST was established and how the department received 20000 funds, specifically those funds for staffing and payroll. *Sean Cason* clarified that FAST as an entity has existed for approximately 5 to 6 years. *Sean Cason* added that the Provost connected with FAST at that time which created a MOU to increase their client base.

- Chair *Jared Smith* asked what plans do you have to eventually transition these costs out of 20000 funds? *Sean Cason* answered that there are currently no plans to transition out of the 20000 funds source.
- Chair *Jared Smith* asked where the 20000 funds are allocated during a fund swap. *Sean Cason* answered that the allocations of the 20000 funds are made by the Provost and the Vice Chancellor of Planning, Budget & Administration *Gerry Bomotti*.
- Chair *Jared Smith* inquired about what administrative services were provided to student-facing units and departments. *Susana Roddy* stated that FAST provided administrative support to different departments but the departments that have a 20000 fund component are Financial Aid and Academic Resource Center.
- Chair *Jared Smith* asked if assisting Financial Aid means assisting graduate student support. *Emily Engelschall* stated that graduate student support is handled through the Graduate Student Association as no services are being directly provided to graduate students.
- Chair *Jared Smith* inquired if FAST charged a Shared Services fee to the departments. *Sean Cason* clarified that FAST does not have a fee-for-service model as departments do not have the funding available to pay those fees.
- Chair *Jared Smith* mentioned that SSFAC has noticed that many units are asking to cover R'Shared Services. *Sean Cason* stated that previously FAST was covering those costs on a different model.

5. Subcommittee D Department Presentation: Academic Resource Center (ARC)

- Director *Rena Burton* presented a brief overview of the Academic Resource Center, which is celebrating the 49th year of centralized academic support services to students.
- Chair *Jared Smith* inquired about the costs associated specifically with Highlander Early Start Academy (HESA) and how the costs for HESA compare to the costs in 2018-2019, which were approximately \$42K. *Rena Burton* answered that there will be a follow-up regarding HESA data to the Committee. *Rena Burton* clarified that the increase in cost for HESA is attributed to the increases in student salary and the student health insurance cost for the participants.
- Chair *Jared Smith* asked how the cost of HESA related to the Fund 66113 revenue of \$28,430. *Rena Burton* clarified that the income generated by the math advisory exam program is used to pay for any shortfall that the HESA program may encounter.
- Chair *Jared Smith* inquired if any steps had been taken to begin drawing down the amount of 20000 funds the ARC receives. *Rena Burton* stated that the ARC has not currently taken any steps to pivot away from the reliance on 20000 funds. Chair *Jared Smith* clarified that past committees felt that HESA was more of an instructional program and funds used on HESA are for the student programming of HESA. *Rena Burton* added that the summer session fees cover the costs for the instructional part of the HESA program.
- Chair *Jared Smith* inquired if the department may transition any costs paid for by 20000 funds to the Education Opportunity Funds, Campus Initiative Funds, and

General Funds. *Rena Burton* stated that due to how the ARC is funded, the other funding sources would not cover the entire cost that the 20000 funds currently cover.

6. Subcommittee D Department Presentation: Early Childhood Services (ECS)

- Director *Davina Bailey* and Senior Financial Analyst *Matthew Pepe* provided a brief overview of the Early Childhood Services department.
- *Essam Ulhaq* thanked the department for the presentation and inquired the source of the grant that ECS received. *Davina Bailey* stated that the grant is received from TRIO. *Davina Bailey* added that the TRIO grant had great flexibility with minimal regulations and was a large grant amount.
- *Essam Ulhaq* asked about the likelihood that the grant may not be renewed. *Davina Bailey* stated that the department remains optimistic that the grant will be awarded again as it has been received for the last two years.
- *Sally Tavizon* inquired if ECS had considered applying for other grant opportunities. *Davina Bailey* clarified that there is opportunity to expand other grants that they are currently receiving.
- Chair *Jared Smith* inquired about the source of the carryforward from 70040, for \$467K and if the carryforward is expected year-to-year or one-time. *Davina Bailey* stated that that the carryforward is an accumulation of the last five years and is a reserve in case the grants are not renewed. *Davina Bailey* added that ECS will need to upgrade the outside areas of the department building and the carryforward will be used to update the areas. *Davina Bailey* stated that the carryforward will have to be accumulated again after it is reduced due to the remodeling expense.

7. VCSA Update Debra Meneely – SSFAC Allocation Planning Year 2022-2023

- Finance Manager for Student Affairs *Debra Meneely* presented an overview of the SSFAC Allocation Projections for Fiscal Year 2022-2023. *Debra Meneely* stated that historically March is the annual projection period when the SSFAC allocation amount is provided to the Committee. *Debra Meneely* clarified that the third quarter enrollment numbers of the Spring quarter affect the total student services fee revenue received and can potentially have a large impact on the allocation amount. *Debra Meneely* added that the unknown Spring quarter enrollment numbers is part of the reason why the final allocation amount cannot be provided earlier in the academic year.
- *Debra Meneely* clarified the complexity of determining the allocation amount, as the amount is impacted by student enrollment numbers and the upcoming tuitions cohort's change. *Debra Meneely* provided the allocation information below.
- Vice Chancellor of Student Affairs Dr. *Brian Haynes* approval of the SSFAC Allocation for FY 2022-2023:
 - Up-to \$125,000 perm-funding – fund 20027
 - Up to \$750,000 temp-funding – fund 2000
 - Above is on top of the R'SSC and UCOP Assessment allocation for expenses approved by SSFAC during the March 10, 2021 meeting

- *Debra Meneely* additionally clarified that there are Student Mental Health and Non-Mental Health funds in fund 20000. The intent is that there will be a permanent funding component in future years.
- *Debra Meneely* reminded the Committee that although there is a maximum amount, recommendations that align with policy 3101 and the VCSA Strategic Plan will be at the discretion of the Committee. *Debra Meneely* informed the Committee that the final allocation process will be an opportunity for SSFAC to consider allocating perm and temp funding.
- *Essam Ulhaq* inquired about receiving a copy of the dashboard that was referenced during the presentation regarding previous year SSFAC allocations. *Debra Meneely* stated that a copy of the excel sheet documenting previous year allocations will be made available for the Committee.
- *Essam Ulhaq* asked for clarification on the “up-to” amount and what will happen to the unspent funding amount. *Debra Meneely* clarified that the Committee does not have an obligation to allocate the full amounts. *Debra Meneely* stated that the unspent amount may remain in the carryforward balance,
- Chair *Jared Smith* thanked *Debra Meneely* for the presentation.

8. SSFAC Student Application Discussion

- Chair *Jared Smith* informed the Committee that three undergraduate and three graduate student members will need to be recruited for the next academic year. Chair *Jared Smith* reviewed the SSFAC student application questions from the previous year with the Committee.
- Chair *Jared Smith* explained that the Chair, ASUCR president and GSA president will work together to review the applications received and the prospective members will be vetted by the Committee for a review and voting process after reviewing the applications. Chair *Jared Smith* will be visiting the GSA graduate student meeting to present to the members to increase student interest.
- *Valeria Dominguez* inquired if the Committee may need assistance disseminating the recruitment information to campus. Chair *Jared Smith* stated that there would be a follow-up to *Valeria Dominguez* with more information. Chair *Jared Smith* confirmed that the Committee will be using the same questions from last year for the current year’s recruitment as the needs have not changed.

9. Open Comments

- N/A

10. Chair Comments

- Chair *Jared Smith* informed the Committee that discussions with Vice Chancellor of Student Affairs Dr. *Brian Haynes* will continue regarding the process to swap 20000 funds from departments that currently receive 20000 funds for expenses that do not primarily align with Policy 3101.

11. Adjourn: **5:01 PM**

- *Motion to Adjourn by Michalis Faloutsos, Seconded by Essam Ulhaq.*
 - ***Adjournment Approved without Objections.***

