

Monday, November 20th, 2023; 3:00 PM to 4:00 PM
Meeting Minutes
HUB 265 | Meeting Minutes Approved on January 29th, 2024

Name	Association	Voting Privilege ¹	Attendance ²
Jose Alvarez	Graduate, Chair	X	P
Shih Ching Lee	Undergraduate	X	P
Chukwufunaya Ikechukwu	Undergraduate	X	P
Ruhi Barman	Undergraduate, ASUCR VP of Internal Affairs	X	P
Grace Su	Undergraduate	X	A
Andrew Wong	Undergraduate		P
Cameron Springer	Undergraduate		A
David Nikom	Graduate	X	A
	Graduate		
Rong Hai	Faculty	X	P/AL
Scott Currie	Faculty	X	P
Victor Moreira	Staff	X	A
Sally Tavizon	Staff	X	P/AL
Ankita Ahluwalia	Ex-Officio, ASUCR President		A
Ivett Gabriella	Ex-Officio, GSA President		A
Luisa Levario	Ex-Officio, VCSA		A
Luis Alvarez	Staff Support, VCSA		P/AL
Alice Chavez	Staff Support, VCSA		P
Angela Chien	Student Secretary, VCSA		A

¹ “X” indicates voting privilege

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

Call to Order: 3:00 PM

1. Approve the Agenda

- *Motion to Approve the Agenda Jose Alvarez, Seconded by Scott Currie.*
 - ***Agenda Approved Without Objections***

2. Budget Call Process Discussion

- *Alice Chavez* presented the Budget Call Letter to the Committee and gave an overview of the Budget Call Process. For this fiscal year, there will be no permanent funding. *Alice Chavez* also noted that the Budget Call email will be sent out next week, after all feedback on the Budget Template from the Committee is received. Thereafter Winter break, the Committee will begin holding presentations for campus departments to present their unmet need requests.
- *Alice Chavez* reviewed SSFAC Training Materials, draft Budget Call Process Letter, and the draft Budget Template.
- *Jose Alvarez* inquired the number of questions necessary for the Budget Template. *Alice Chavez* responded that the questions are varied to gauge campus departments' unmet needs and financial landscape. Its purpose is to illustrate a holistic view of the campus departments' finance.
- *Sally Tavizon* asked if there were questions available on the Budget Template that inquired the usage amount of carry-forward funds, if any, and how they will possibly be used. *Alice Chavez* pointed out that on the 23-24 Budget Perm & Temp sheet of the Budget Template, there, includes a section for proposed plans for carry-forward funds. Additionally, *Luis Alvarez* commented that the new changes made in the Budget Template are to reflect a cumulative report of how SSFAC funding has been and will be utilized. The new changes will be helpful for considerations on funding reductions.
- *Sally Tavizon* suggested fixing the dates of 2022-2023 on the Financial Statement Tab to reflect the current academic year. *Alice Chavez* and *Luis Alvarez* explained that the dates of "2022-2023" are used to differentiate the financial report for this last fiscal year, to determine next year's funding.
- *Sally Tavizon* suggested including a section on the Budget Template that denotes additional funding that campus departments may receive, and other opportunities or funding channels – grants, applications, or sources – that they have for their programmatic needs. Chair *Jose Alvarez* stated that if a campus department is asking for SSFAC funding on top of existing funding from other sources, it signals the scale of the event. *Alice Chavez* made a note of these suggestions to be possibly included in the revised Budget Template.
- *Sally Tavizon* suggested the inclusion of the employment periods per employee in the Staffing Report tab, to better help determine opportunities for future funding needs and range of employment. For example, it will allow the committee to see if a position is 9 months versus 12 months. *Alice Chavez* made a note of the suggestion. *Luis Alvarez* commented that this inclusion can be helpful in determining how carry-forward funds is generated.

- *Sally Tavizon* noted that there is an anticipation of more funds coming into UCR, which has an effect on how funds will be distributed and utilized.
- *Sally Tavizon* suggested that there should be a column on the Budget Template for campus departments to explain how funds were utilized in a 5–6-month period.
- *Ruhi Barman* inquired if there should be a column that explained why certain funds were not used. *Alice Chavez* made a note of this suggestion as well.
- *Sally Tavizon* inquired if campus departments are able to select multiple categories in the “Functional Categories” column on the Budget Template. *Alice Chavez* made a note to confirm if this suggestion can be reflected.
- *Alice Chavez* announced that the suggestions for the Budget Template will be reflected upon, and subsequently, the Committee will be updated of any finalized changes made to the Budget Template. In the next week, Committee members will be asked to review the Budget Call Letter and the Budget Template for approval, and if any, final feedback.
- Subcommittee forms were handed out to the Committee.

3. Voting For New Committee Member

- SSFAC is in need of one new Graduate Members to replace the 2022-2023 Committee Members who did not return. After careful consideration and evaluation of the applicants, the Committee has selected a total of one Graduate Members to appoint for now.
 - Graduate Member
 - *Payton DePalma*
 - *Motion to Appoint Payton DePalma as an Graduate Voting Member by Scott Currie, Seconded by Ruhi Barman*
 - **Voting Results**
 - **Yea: 8**
 - **Nay: 0**
 - **Abs.: 0**
 - ***Payton DePalma* appointed as Graduate Non-Voting Alternate Member.**

4. Open Comments

- *Alice Chavez* noted that snacks are possibly available for SSFAC meetings.

5. Chair Comments

- Chair *Jose Alvarez* stated that *Grace Su* will be working on infographics to be used for SSFAC.

6. Adjourn: 3:41 PM

- *Motion to Adjourn by Scott Currie, Seconded by Rong Hai.*
 - ***Adjournment Approved without Objections.***