

Wednesday, April 10th, 2024; 1:00 PM to 3:00 PM
Meeting Minutes
Hinderaker 0154 | Meeting Minutes Approved on April 17th, 2024

Name	Association	Voting Privilege ¹	Attendance ²
Jose Alvarez	Graduate, Chair	X	P/AL
Chukwufunaya Ikechukwu	Undergraduate, Vice Chair	X	P
Ruhi Barman	Undergraduate, ASUCR VP of Internal Affairs	X	A
Phoebe Lee	Undergraduate	X	A
Grace Su	Undergraduate	X	P
Andrew Wong	Undergraduate		P
Cameron Springer	Undergraduate		A
David Nikom	Graduate	X	A
Payton DePalma	Graduate		A
Rong Hai	Faculty	X	A
Scott Currie	Faculty	X	P
Sally Tavizon	Staff	X	P
	Staff	X	
Ankita Ahluwalia	Ex-Officio, ASUCR President		A
Ivett Gabriella	Ex-Officio, GSA President		A
Luisa Levario	Ex-Officio, VCSA		P/LE
Luis Alvarez	Staff Support, VCSA		P/LE
Alice Chavez	Staff Support, VCSA		P
Sarai Sierra	Staff Support, 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: **1:06 PM**

1. Approve the Agenda
 - *Motion to Approve the Agenda by Funanya Ikechukwu, Seconded by Sally Tavizon.*
 - ***Agenda Approved Without Objections***

2. Approve Meeting Minutes – March 4th, 2024
 - *Motion to Approve the Meeting Minutes of March 4th 2024, by Scott Currie, Seconded by Grace Su.*
 - ***Meeting Minutes of March 4th, 2024 Approved Without Objections***

3. SSFAC Guidelines
 - Luisa Levario, CFAO of VCSA, and Luis Alvarez, Director of Budget and Operations, presented to the Committee a draft of Standard Guideline for Implementing Student Services Fee at UC Riverside. The goal of the Standard Guideline is to provide campus departments and organizations receiving SSF revenue standard principles to effectively and appropriately use funds to achieve Regent 3101. In the making of the Standard Guideline, Luisa Levario and Luis Alvarez consulted with Financial Planning & Analysis, Vice Chancellor Haynes, and previous financial analysts.
 - The Standard Guidelines include information on which campus departments and organizations receive SSF funds (2000 Funds), fund-swapping, SSFAC participation in referendums, UCOP Assessments, funding for benefit-cost increases, CBR mitigation, permanent unallocated funds, carryforward, SSF reserves, etc.
 - Luis Alvarez clarified that Chair Jose Alvarez is interested in ensuring SSFAC is involved with the Referendum process and that new referendums are filtered through SSFAC. Until now, SSFAC has been paying for the UCOP Assessment fees. Concurrently, there is ongoing effort to clarify the language withing the newly proposed Referendums to cover their own assessment fees, not SSFAC.
 - Scott Currie inquired if captioning services are offered through campus. Luis Alvarez states that captioning services are externally sourced. Though there have been conversations to bring them onto campus, there are no further discussions on how or when it will be done.
 - Sally Tavizon asked if other UC's also keeping about 20-25% of SSF reserves. Luisa Levario stated UC Riverside have opted to increase 5% more of reserves than what was stipulated by UCR, since enrollment is predicted to be stagnant for the next few years. Luis Alvarez noted that the possibility of increasing expenditures played a role in determining the reserves amount. Luisa Levario will check with other CFAOs across the UC system, but it is uncertain if other SSFACs have a Standard Guideline on SSF.

4. Student Affairs Presentation – Subcommittee B

- Luisa Levario, CFAO of VCSA, and Luis Alvarez, Director of Budget and Operations, gave an overview of its department responsibility and projected needs. Student Affairs provides reporting, human resources, policy interpretations, as well as administration support to ORG 25 but also serve as the stewards for the management of 20000 funds for all organizations that receive 20000 Funds.

5. Asian Pacific Student Programs – Subcommittee A

- Billy Caganap, Director of APSP, and John Valdez, AVC Dean of Students Financial and Administrative Manager, provided a brief overview of APSP's current services and unmet needs.
- Grace Su inquired about the application process for the AAPI Graduation. Billy Caganap stated that the application process is on a first-come-first serve basis, in which the first 100 applicants are able to attend the AAPI Graduation. John Valdez stated that applicants do not need to be of Asian or Pacific Islander heritage to be eligible to apply, and that other ethnic and gender offices have their own graduation celebration to supplement.
- Chair Jose Alvarez inquired about the number of attendees for other Ethnic and Gender offices' graduation celebration. Billy Caganap and John Valdez reported about 400 attendees for RAZA Grad, and 100 attendees for Black Grad. Billy Caganap noted that APSP does not want to overshoot since this will be the first year of the AAPI Graduation.
- Chair Jose Alvarez asked how many graduate students come to APSP events. Billy Caganap stated that in terms of small events, the graduate student attendance is often low. There are also no instruments to momentarily capture and differentiate who is a graduate student for events that are opened to the student body.
- Chair Jose Alvarez asked about how APSP services graduate students in an unprecedented manner. Billy Caganap stated that APSP has worked collaboratively with Grad Success, Grad Time, and The Well on servicing graduate students, but APSP lacks the budget to create a stand-alone program for graduate students.
- Chair Jose Alvarez asked if APSP will consider bringing along AAPI faculty as part of student recruitment and engagement efforts. Billy Caganap noted that students are hesitant to attend events where faculty are present.

6. UCR SSFAC Instagram

- Chair Jose Alvarez shared that Instagram page for SSFAC has been created. Chair Jose Alvarez introduced the project layout for the Instagram page, with emphasis on posting member spotlights and tangible results of SSF funding.
- Grace Su suggested posting committee updates, such as student applications, to engage with students.

7. CSF Meeting Update

- Chair Jose Alvarez invited the Committee to attend the quarterly CSF Meeting, which will be held in the Johnson Board Room, at the UCR Alumni Center on April 27th to April 28th.

8. Subcommittee Discussion

- Chair Jose Alvarez reminded the Committee to brainstorm on concerns and justifications as subcommittee recommendations will begin next week. Chair Jose Alvarez referenced the subcommittee discussion rubric as efforts to streamline the discussion process, allowing Committee members to gather and organize their concerns and ensure follow-up with campus departments if need be.
- Alice Chavez asked for feedback on the projected plan for subcommittee and committee recommendations. Sally Tavizon noted that historically, it was left to the discretion of each subcommittee to meet outside of the Committee meetings and discussion recommendations Sally Tavizon recommended increasing committee membership to make sure that there are robust conversation. Alice Chavez reaffirmed the intention of the Instagram page, which is to increase engagement with students and gain feedback.

9. Open Comments

- Funanya Ikechukwu asked if subcommittee recommendations are supposed to be done prior to the meeting, or during the meeting. Chair Jose Alvarez responded that it is intended for subcommittee recommendations to be discussed at the meeting. Chair Jose Alvarez reminded the committee to review the budget templates.

10. Chair Comments

- Chair Jose Alvarez emphasized the attendance of undergraduate committee members at the CSF meeting.
- Chair Jose Alvarez asked the student committee members to begin contemplating about future participation with SSFAC, as well as considering to run for leadership positions.

11. Adjourn: **2:25 PM**

- *Motion to Adjourn by Funanya Ikechukwu, Seconded by Grace Su.*
 - *Adjournment Approved without Objections.*