



Student Services Fee Advisory Committee

Wednesday, April 7, 2021; 3:00 PM to 4:00 PM

Meeting Minutes

Zoom Meeting | Meeting Minutes Approved on April 28, 2021

Name	Association	Voting Privilege ¹	Attendance ²
Julian Brambila	Undergraduate, Chair	X	P
Angelica Garcia	Undergraduate, ASUCR VP of Internal Affairs	X	P
Ivan Fernandez	Undergraduate	X	P
Lennin Kuri	Undergraduate	X	P
Yulissa Navarro	Undergraduate	X	P
Hannah Kim	Undergraduate	X	A
Salvador Jr. Olguin	Undergraduate		P
Aaron Walter	Undergraduate		P
Judit Palencia Gutierrez	GSA	X	A
Arielle Manganiello	GSA	X	P
Mark Wiley	GSA	X	P
Jared Smith	GSA		P
Sabrina Schuster	Staff	X	A
Sally Tavizon	Staff	X	P
Rong Hai	Faculty	X	P
Michalis Faloutsos	Faculty	X	P
Luis Huerta	Ex-Officio, ASUCR President		A
Nichi Yes	Ex-Officio, GSA President		A
Cathy Eckman	Ex-Officio, VCSA		AL
Debra Meneely	Ex-Officio, VCSA		A
Militza Seehaver	Staff Support, VCSA		P
Daisy Rivera	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 Arielle Manganiello, Seconded by Michalis Faloutsos.*
 - ***Agenda Approved without Objections***
2. Approve the Meeting Minutes – February 10, 2021
 - *Motion to Approve the Meeting Minutes of February 10, 2021 Ivan Fernandez, Seconded by Mark Wiley.*
 - ***Meeting Minutes of February 10, 2021 Approved without Objections.***
3. Approve the Meeting Minutes – March 10, 2021
 - *Motion to Approve the Meeting Minutes of March 10, 2021 Jared Smith, Seconded by Vice Chair Angelica Garcia.*
 - ***Meeting Minutes of March 10, 2021 Approved without Objections.***
4. Budget Call Spreadsheet Review/Update
 - *Chair Julian Brambila* gave the Committee a general overview of the budget call process spreadsheet and the functions of the spreadsheet.
 - *Cathy Eckman* stated that the spreadsheet is be completed by the departments that request funding during the budget call process and the spreadsheet is currently used as a means of organizing the responses from each department.
 - *Chair Julian Brambila* informed the Committee that in previous years the departments have brought pamphlets and more informational documents to in-person meetings on why the departments were requesting funding and what the programs provided.
 - *Jared Smith* expressed that the spreadsheet was information-heavy and inquired about using a Google Forms feature where changes can be tracked before editing the document. *Cathy Eckman* stated that it is necessary for the budget call spreadsheet to have as much information available as to avoid delays of the process or lack of information.
 - *Militza Seehaver* informed the Committee that the structure of the budget call spreadsheet does not change drastically from year to year as the previous year budget call spreadsheet is used as a template and departments focus on revising the information that may have changed. Additionally, *Militza Seehaver* explained that a budget call spreadsheet update is a way for the Committee to organize the budget call spreadsheet in a way that is easy to navigate and user-friendly to the Committee.
 - *Chair Julian Brambila* added that the Committee can edit the questions on the budget call spreadsheet and a welcomed any suggestions for changes to be made to the phrasing and condensing down the verbiage of the budget call spreadsheet.
 - *Cathy Eckman* recommended that questions on the budget call spreadsheet inquiring detailed information from the departments remain as the detailed responses were useful to previous year SSFAC committees.

- *Chair Julian Brambila* inquired about the funding request packet and suggested using the Google Docs platform to collaborate. Additionally, *Chair Julian Brambila* requested that the Committee review the previous year budget call requests from departments in order to devise new ideas to update the current budget call spreadsheet.
- *Jared Smith* expressed concern with keeping track of the changes made to the budget call spreadsheet if the Google Docs platform were to be used.
- *Chair Julian Brambila* recommended that the phrasing of the budget call questions on the spreadsheet should remain unchanged as those same questions have been used for past years effectively.
- *Chair Julian Brambila* suggested that rearranging the tabs and sections could help the document be easier to navigate. *Cathy Eckman* suggested adding summaries at the beginning of each tab.
- *Jared Smith* expressed agreeance to the change and addition of a section about general information to explain what information is being presented on the tabs.
- *Jared Smith* expressed that it would be wise to revise the phrasing of the questions given the staffing shortage that UCR has been facing for quite some time and adding the pandemic budget cuts.
- *Cathy Eckman* expressed to the Committee that new committee members may want to revise the budget call spreadsheet form as well.
- *Chair Julian Brambila* suggested tabling the Budget Call Spreadsheet Review/Update item as to allow for more time for adjustments to be made to the budget call spreadsheet.
- *Motion to Table Budget Call Spreadsheet Review/Update by Jared Smith, Seconded by Vice Chair Angelica Garcia.*
 - ***Motion to Table Budget Call Spreadsheet Review/Update Approved without Objections***

5. SSFAC Application Process Update

- *Chair Julian Brambila* informed the Committee that the SSFAC application had unofficially closed. *Chair Julian Brambila* suggested extending the SSFAC application deadline so that more applications could be received.
- The Committee as a whole supported the deadline extension of the SSFAC application to April 23rd, 2021.
- *Vice Chair Angelica Garcia* expressed the ability to work with ASUCR on sending a campus-wide email once the SSFAC application deadline extension has been approved.

6. CFAO Update

- *Cathy Eckman* announced her retirement, which will be effective April 30th, 2021.
- The Committee as a whole congratulated *Cathy Eckman* for years of dedication and hard work at UCR VCSA.

7. Chair Comments

- N/A

8. Walk-On Items

- N/A

9. Adjourn: **4:00 PM**

- *Motion to Adjourn by Mark Wiley, Seconded by Arielle Manganiello.*
 - *Adjournment Approved without Objections.*