

Tuesday, March 5, 2019; 2:10 PM to 4:00 PM

HUB Room 367

Approved Meeting Minutes | Meeting Minutes Approved on April 2, 2019

Name	Association	Voting Privilege ¹	Attendance ²
Johnathan Li	Undergraduate, Chair	X	P
Lennin Kuri	Undergraduate, Vice Chair	X	A
Rachel Victoria Arroyos	Undergraduate	X	A
Gabriel Guzman	Undergraduate	X	AL
Karina Masatani	Undergraduate	X	A
Jose Cortez-Hernandez	Undergraduate, ASUCR VP of Internal Affairs	X	P
Derreck Carter-House	GSA	X	P
Judit Palencia Gutierrez	GSA	X	A
Stephanie King	GSA	X	P
Chia-en Chang	Faculty	X	AL
Richard Rodriguez	Faculty	X	P
Sally Tavizon	Staff	X	AL
Sabrina Schuster	Staff	X	P
Gustavo Tinajero	ASUCR Alternate		P
Tony Xu	ASUCR Alternate		A
Jemuel Garcia	GSA Alternate		A
Semi Cole	Ex-Officio, ASUCR President		A
Shawn Ragan	Ex-Officio, GSA President		A
Cathy Eckman	Ex-Officio, VCSA		P
Militza Seehaver	Staff Support, VCSA		P
Brandon Lieu	Student Secretary, VCSA		P

¹ “X” indicates voting privilege

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

1. Call to Order: **2:10 PM**
2. Approve the Agenda
 - *Motion to Approve the Agenda by Derreck Carter-House, Seconded by Jose Cortez-Hernandez.*
 - *Agenda Approved without Objections*
3. Approve Meeting Minutes – February 19, 2019
 - *Motion to Approve the Meeting Minutes of February 19, 2019 by Derreck Carter-House, Seconded by Jose Cortez-Hernandez.*
 - *Meeting Minutes of February 19, 2019 approved without Objections*
4. Discussion on Shared Understanding of SFF Guidelines & Principles
 - Regents Policy 3101: The University of California Student Tuition and Fee Policy
 - *Chair Johnathan Li* gave a brief overview of the Regents Policy 3101: The University of California Student Tuition and Fee Policy. The document outlined the allocation of the Student Services Fee across on campus support services and programs that directly benefit students apart from instructional program.
 - Budget Summaries and Funding Source for the 2018-2019 Fiscal Year
 - *Chair Johnathan Li* presented the budget summaries of the Career Center, Financial Aid, and Student Affairs Marketing and Communications during the 2018 – 2019 fiscal year. The committee reviewed each department’s source of funding as well as the amount of funding they received.
 - Adoption of the List of General Principle(s)
 - *Chair Johnathan Li* introduced the tentative list of general principle(s) to be used for any funding considerations and review in the future for all departments receiving or requesting Student Service Fee (SSF). He then asked the committee if the following guideline should be set for departments who wish to request funding: “**1. Any departments recommended to be fully defunded by Student Services Fee Advisory Committee (SSFAC) will receive no exceptions for any funding, including but not limited to student assistants and student programming.**” After further discussion, the committee collectively agreed to establish the principle as a guideline that will be complementary to SFF review and future budget considerations.
 - *Derreck Carter-House motioned to approve the adoption of general principle #1, Seconded by Stephanie King*
 - **Roll Call Vote | Yea: 9 | No: 0 | Abs.: 0 |**
 - *Derreck Carter-House: yea*
 - *Chia-en Chang: yea*
 - *Stephanie King: yea*
 - *Johnathan Li: yea*
 - *Jose Cortez-Hernandez: yea*
 - *Richard Rodriguez: yea*
 - *Sabrina Schuster: yea*
 - *Sally Tavizon: yea*
 - *Gabriel Guzman yea*
 - *Adoption of general principle #1 Approved Unanimously*

5. Finalizing Nominations and Questions for Chair Election

- *Chair Johnathan Li* presented the current questions for Chair Election for the committee to review, edit, and suggest additional questions. The committee as a whole composed and agreed upon the following questions to be used in the election process for Chair of the 2019 – 2020 academic year:
 - What outside experience do you have to bring to this role?
 - What are your plans with regards to a potential improvement in the organization and communication within SSFAC?
 - What are your strategic goals for SSFAC this year?
 - What are some critical challenges you think SSFAC is currently facing? What suggestions or solutions do you have to address these challenges?
 - How would you deal with internal conflicts within the Committee?
 - What challenges do you think most students are currently facing that relate to the Student Services Fee?
 - Is the committee meeting the need of the students? If not, how do you recommend changing it?

6. Bylaw Review, Discussion, and Finalize Bylaw Amendments – Part II (Item by Item Vote)

- Before voting on Bylaw Amendments, the committee as a whole reviewed and discussed the new proposed language in the Report on Bylaw Amendments Part II document.
- Bylaw Amendments from the 2017 – 2018 Academic Year
 - Bylaw Item #1 – **Article III, Section G, Subsection 6**
 - Addition of “Enforcement: The Chair shall review participation by members on a quarterly basis **with the SSFAC staff**. The Chair may recommend denial of payment of remuneration **and the committee member may be subject to removal (Article III, Section D). The Chair’s enforcement recommendation may be approved by the committee with a 2/3 vote.**”
 - *Motion to Approve Bylaw Item #4 by Jose Cortez-Hernandez, Seconded by Stephanie King*
 - **Roll Call Vote | Yea: 9 | No: 0 | Abs.: 0 |**
 - *Derreck Carter-House: yea*
 - *Chia-en Chang: yea*
 - *Stephanie King: yea*
 - *Johnathan Li: yea*
 - *Jose Cortez-Hernandez: yea*
 - *Richard Rodriguez: yea*
 - *Sabrina Schuster: yea*
 - *Sally Tavizon: yea*
 - *Gabriel Guzman yea*
 - **Bylaw Item #1 Approved Unanimously**
 - Bylaw Item #3 – **Article V, Section D**
 - Removal and addition of “Quorum: Quorum for both regular and special meetings shall ~~consist of six~~ **be seven** voting members ~~or five voting members and one alternate~~. **Additionally, if a meeting is planned to occur and fails to achieve quorum at any time of the meeting, then the meeting will be cancelled. If the meeting has begun with quorum and lost quorum during the meeting, then the Committee may decide to proceed into**

discussion or adjourn the meeting. An alternate may not be temporarily appointed to voting member status to satisfy quorum unless Article III, Section A: Alternates, Subsection 2 is pursued.”

- *Motion to Approve Bylaw Item #3 by Derreck Carter-House, Seconded by Jose Cortez-Hernandez*
 - **Roll Call Vote | Yea: 9 | No: 0 | Abs.: 0 |**
 - *Derreck Carter-House: yea*
 - *Chia-en Chang: yea*
 - *Stephanie King: yea*
 - *Johnathan Li: yea*
 - *Jose Cortez-Hernandez: yea*
 - *Richard Rodriguez: yea*
 - *Sabrina Schuster: yea*
 - *Sally Tavizon: yea*
 - *Gabriel Guzman yea*
 - ***Bylaw Item #3 Approved Unanimously***

- **Bylaw Item #5 – Article VII, Section A, Subsection 3 (Article IV, Section C: Subcommittee Chair)**
 - **Creation of “Article IV, Section C: Subcommittee Chair**
 1. **Qualifications:** Any voting member of the Committee shall be eligible to become Subcommittee Chair.
 2. **Selection:** The Chair shall select a voting member as Subcommittee Chair with a student given priority and approved by the Committee.
 3. **Term of Office:** Term of office shall be as long as necessary to fulfill the charge of the subcommittee, but no longer than the term of office as stated in Article III, Section C, Subsection 1.
 4. **Duties:**
 - a. **Preside** over all meetings of the subcommittee;
 - b. **Meet** with the Chair upon appointment as needed;
 - c. **Ensure** subcommittee members are in compliance with bylaws;
 - d. **Fulfill** any additional duties and responsibilities as outlined in Article VII: Subcommittees;
 - e. **Consult** with the Chair in regards to any possible areas of concern.
 5. **Removal:** The Subcommittee Chair may be removed from the role by the Chair or a majority vote of the members. The Subcommittee Chair could continue to serve as a regular voting member, if desired, unless Article III, Section D is pursued by the Committee. The replacement Subcommittee Chair must satisfy Article IV, Section C, Subsection 1.
 - *Motion to Approve Bylaw Item #5 by Stephanie King, Seconded by Derreck Carter-House*
 - **Roll Call Vote | Yea: 9 | No: 0 | Abs.: 0 |**
 - *Derreck Carter-House: yea*
 - *Chia-en Chang: yea*
 - *Stephanie King: yea*
 - *Johnathan Li: yea*
 - *Jose Cortez-Hernandez: yea*
 - *Richard Rodriguez: yea*

- Sabrina Schuster: **yea**
 - Sally Tavizon: **yea**
 - Gabriel Guzman **yea**
 - **Bylaw Item #5 Approved Unanimously**
- Bylaw Amendments from the 2019 – 2020 Academic Year
 - Bylaw Item #1 – **Article III, Section B, Subsection 1**
 - Addition and removal of “Student members of the Committee shall be selected by **the SSFAC Chair in conjunction with the president or president’s designee** of their respective governing bodies, the Associated Students (ASUCR) and the Graduate Student Association (GSAUCR) ~~in conjunction with the SSFAC chair~~ **with** approval by SSFAC. Specific qualifications are determined by the **president or president’s designee of their** respective selecting bodies.
 - a) **The Chair shall inform the ASUCR President and the GSA President of the application release and inquire as to the specific qualifications, and the specific qualifications set by each respective selecting bodies as long as the accommodation does not violate the SSFAC bylaws.**
 - b) **The SSFAC application shall be released to the student body before the third to the last SSFAC meeting in the Winter Quarter.**
 - c) **The selection and appointment for the following year shall be made before the second to the last SSFAC meeting in the Spring Quarter.**
 - d) **The entire SSFAC will review all student member applications and make final recommendations for appointment to the Committee to the Chancellor/Chancellor’s Designee after each respective governing body have provided their recommendations.**
 - *Motion to Approve Bylaw Item #1 by Derreck Carter-House, Seconded by Jose Cortez-Hernandez*
 - **Roll Call Vote | Yea: 9 | No: 0 | Abs.: 0 |**
 - *Derreck Carter-House: yea*
 - *Chia-en Chang: yea*
 - *Stephanie King: yea*
 - *Johnathan Li: yea*
 - *Jose Cortez-Hernandez: yea*
 - *Richard Rodriguez: yea*
 - *Sabrina Schuster: yea*
 - *Sally Tavizon: yea*
 - *Gabriel Guzman yea*
 - **Bylaw Item #1 Approved Unanimously**
 - Bylaw Item #2 – **Article VII, Section A**
 - Change in wording of ~~Standing Committees~~ **Budget Subcommittees**
 - *Motion to Approve Bylaw Item #2 by Derreck Carter-House, Seconded by Stephanie King*
 - **Roll Call Vote | Yea: 9 | No: 0 | Abs.: 0 |**
 - *Derreck Carter-House: yea*
 - *Chia-en Chang: yea*
 - *Stephanie King: yea*
 - *Johnathan Li: yea*
 - *Jose Cortez-Hernandez: yea*
 - *Richard Rodriguez: yea*
 - *Sabrina Schuster: yea*
 - *Sally Tavizon: yea*

- *Gabriel Guzman yea*
 - **Bylaw Item #2 Approved Unanimously**
 - Bylaw Item #3 – **Article VIII, Section D: Election of Chair and Vice Chair**
 - Creation of “**Appendix A: Election Procedure for Leadership Positions**”
 - Article I: General
 - 1. The election for the position of Chair for the following academic year shall be held annually no later than Week 5 of Spring Quarter. The election for current year Vice Chair shall be held annually no later than Week 5 of Fall Quarter.
 - 2. All candidates must satisfy the qualification requirement in accordance to the leadership role.

Article II: Nominations

1. All calls for nominations for each respective officer shall be made one week prior to the election. Nominations can be made during the Committee meeting and by email provided it is one week prior to the election. All nominations must be accepted by the nominated member to become a candidate for the election. Members are permitted to self-nominate.

Article III: Selection Process

1. The election questions shall be made available to the candidates one week prior to the election to ensure fairness and preparedness of the candidates rather than voting based on impromptu performance.
2. Quorum will be required for election. All votes in elections shall be casted in secret ballots. All votes shall be counted and verified by the SSFAC Staff, SSFAC Student Secretary, and presiding Member. A majority of all votes shall elect the respective officer.
3. In the event of a tie, three caucuses shall be formed: faculty/staff, graduate students, and undergraduate students. Each caucus shall have one vote only. The majority vote of the caucuses shall select the Chair/Vice Chair if this process is used.

Article IV: Election Oversight

1. The Chair shall preside over the election. If the Chair is a candidate in the election, then the Vice Chair shall preside. If both the Chair and Vice Chair are both candidates in the election, then the Committee shall appoint a student voting member to preside over the election.

Article V: Amendments

1. It is encouraged that the SSFAC reviews Appendix A: Election Procedure for Leadership Positions on an annual basis.”
- *Motion to Approve Bylaw Item #2 by Stephanie King, Seconded by Jose Cortez-Hernandez*
 - **Roll Call Vote | Yea: 9 | No: 0 | Abs.: 0 |**
 - *Derreck Carter-House: yea*
 - *Chia-en Chang: yea*
 - *Stephanie King: yea*
 - *Johnathan Li: yea*
 - *Jose Cortez-Hernandez: yea*
 - *Richard Rodriguez: yea*
 - *Sabrina Schuster: yea*

- *Sally Tavizon: yea*
 - *Gabriel Guzman yea*
 - **Bylaw Item #3 Approved Unanimously**
- **Bylaw Item #4 – Article IV, Section A, Subsection 2**
 - ~~Change in wording of “Selection: Members shall elect the Chair by a majority vote of the committee. The committee must interview qualified applicants and then select the Chair for the following academic year prior to the end of the current academic year. In the event of a tie, three caucuses shall be formed: faculty/staff, undergraduate students, and graduate students. Each caucus shall have one vote only. The majority vote of the caucuses shall select the Vice Chair if this process is used. See Appendix A: Election Procedure for Leadership Positions.”~~
 - *Motion to Amend Bylaw Item #4 by Derreck Carter-House, Seconded by Jose Cortez-Hernandez*
 - **Roll Call Vote | Yea: 9 | No: 0 | Abs.: 0 |**
 - *Derreck Carter-House: yea*
 - *Chia-en Chang: yea*
 - *Stephanie King: yea*
 - *Johnathan Li: yea*
 - *Jose Cortez-Hernandez: yea*
 - *Richard Rodriguez: yea*
 - *Sabrina Schuster: yea*
 - *Sally Tavizon: yea*
 - *Gabriel Guzman yea*
 - **Bylaw Item #4 Approved Unanimously**
- **Bylaw Item #5 – Article IV, Section B, Subsection 2**
 - ~~Change in wording of Members shall elect the Vice Chair by a majority vote of the committee. The Committee must interview qualified applicants and then select the Vice Chair for that academic year. In the event of a tie, three caucuses shall be formed: faculty/staff, undergraduate students, and graduate students. Each caucus shall have one vote only. The majority vote of the caucuses shall select the Vice Chair if this process is used Selection: See Appendix A: Election Procedure for Leadership Positions.”~~
 - *Motion to Amend Bylaw Item #5 by Stephanie King, Seconded by Derreck Carter-House*
 - **Roll Call Vote | Yea: 9 | No: 0 | Abs.: 0 |**
 - *Derreck Carter-House: yea*
 - *Chia-en Chang: yea*
 - *Stephanie King: yea*
 - *Johnathan Li: yea*
 - *Jose Cortez-Hernandez: yea*
 - *Richard Rodriguez: yea*
 - *Sabrina Schuster: yea*
 - *Sally Tavizon: yea*
 - *Gabriel Guzman yea*
 - **Bylaw Item #5 Approved Unanimously**

7. Discussion on Subcommittee of SSFAC Priorities

- *Chair Johnathan Li* proposed to form a Subcommittee on SSFAC Priorities to establish a list of immediate SSFAC priorities for zero-based budgeting which the Committee will use to re-evaluate all departments funded by Student Services Fee (SSF) and prioritize

deficit areas of student needs and priorities. *Chair Johnathan Li* announced that the subcommittee shall consist of four members: the Chair *or* Vice Chair, one member from Subcommittee B, one member from Subcommittee C, one member from Subcommittee D. The Subcommittee of SSFAC Priorities will be held responsible for developing a list of immediate SSFAC priorities by conducting interviews and collecting information from departments and institutional research.

- *Chair Johnathan Li* opened the room for volunteers. The following members have volunteered to participate in the committee: *Sally Tavizon* (Subcommittee B), *Derreck Carter-House* (Subcommittee D). Due to the absence of Subcommittee D members in the meeting, *Chair Johnathan Li* will follow up with Subcommittee D members via email.
8. Chair Comments
 - *Chair Johnathan Li* reminded the committee that there is no meeting scheduled for the following Tuesday of March 12, 2019.
 9. Public Comments
 - No Public Comments
 10. Adjourn: **2:56 PM**
 - *Motion to Adjourn by Derreck Carter-House, Seconded by Jose Cortez-Hernandez. Adjournment Approved without Objections*