UCRIVERSIDE | Student Services Fee Advisory Committee

Tuesday, March 10, 2020; 10:00 AM to 12:00 AM
HUB Room 265
Approved Meeting Minutes | Meeting Minutes Approved on April 14, 2020

Name	Association	Voting Privilege [1]	Attendance [2]
Lennin Kuri	Undergraduate, Chair	X	P
Jocelyn Ortiz	Undergraduate, Vice Chair, ASUCR VP of Internal Affairs	X	P
Angela Olivares	Undergraduate	X	P
Angel Keymolen Rojas	Undergraduate	X	AL
Julian Brambila	Undergraduate	X	P
Ivan Fernandez	Undergraduate	X	A
Judit Palencia Gutierrez	GSA	X	AL
Mark Wiley	GSA	X	P
Arielle Manganiello	GSA	X	AL
Rong Hai	Faculty	X	A
Glenn Stanley	Faculty	X	P
Sally Tavizon	Staff	X	P
Sabrina Schuster	Staff	X	P
Julian Gonzalez	Ex-Officio, ASUCR President		A
John Haberstroh	Ex-Officio, GSA President		A
Cathy Eckman	Ex-Officio, VCSA		P
Militza Seehaver	Staff Support, VCSA		P
Jayzelee Diche	Student Secretary, VCSA		P

[1] "X" indicates voting privilege

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

1. Call to Order: 10:03 **AM**

2. Approve the Agenda
   - *Motion to Approve the Agenda by Jocelyn Ortiz, Seconded by Sally Tavizon.*
     - ○ ***Agenda Approved without Objections***

3. Approve Meeting Minutes – February 25, 2020
   - *Motion to Approve the Meeting Minutes of February 25, 2020 by Glenn Stanley, Seconded by Angela Olivares.*
     - ○ ***Meeting Minutes Approved without Objections***

4. SSFAC Committee Operating Budget Presentation
   - *CFAO Cathy Eckman* gave an overview of the SSFAC Committee Operating Budget. *Cathy Eckman* discussed the various funds allocated to the Committee on an annual basis. The SSFAC Operating Budget has not been augmented for several years and a deficit is projected for the Fiscal Year 2020. *Cathy Eckman* suggested an augmentation of the budget for the upcoming year to reduce the deficits.
   - *Chair Lennin Kuri* asked if background checks will continue to be a component in SSFAC student appointments. *Cathy Eckman* recommended that a conduct check would be more suitable for the SSFAC application process and a background check would be considered only if necessary.

5. VCSA Presentation on Budget and Current Process
   - *Cathy Eckman* presented an overview of VCSA funding as outlined in the VCSA Main Office Account Summary for Fiscal Year 2010 – 2020. *Cathy Eckman* clarified that the carry forward from the previous year as indicated on the account summary for fund 69160, is a result of funding set aside for salary and benefits. *Cathy Eckman* mentioned that from the time that Student Services Fees were placed under the management of VCSA, no additional Full Time Employees have been hired and current VCSA staff works to manage this task.
   - *Cathy Eckman* discussed VCSA's current budget and funding projections for Fiscal Year 2020 – 2021. *Cathy Eckman* gave a brief overview of VCSA Operating Expenses, Capital Related Expenses, utilization of Student Service Fee 20027, and Approved Allocations. *Cathy Eckman* reminded the Committee that the information being discussed is available on the SSFAC SharePoint site for the Committee to access and review and to also communicate any questions or clarifications.
   - *Sally Tavizon* asked for a clarification of the 1% Operating Reserves Budget. *Cathy Eckman* clarified that the number was determined with consideration of the department's funds and the goal is to increase the initial 1% over time.

6. Reaffirm Committee Members for 2020 – 2021
   - *Chair Lennin Kuri* reminded the Committee to respond with intent to serve on SSFAC for the Academic Year of 2020 – 2021 if members have not done so already.
   - *Julian Brambila* asked if current members who wish to serve on the Committee next year have to re-apply. *Chair Lennin Kuri* clarified that it is not required for members to re-apply as current members have gained the experience and knowledge of serving on the Committee.

7. SSFAC Application Discussion

- The Committee reviewed and discussed the language and requirements of the SSFAC Application for the Academic Year of 2020 – 2021.
- *Mark Wiley* suggested that Question 9 "What do you see as the role of SSFAC?" and Question 10 "Why do you want to get involved with SSFAC?", should be emphasized for students to reveal true intent and interest of serving as an SSFAC Committee member.
- *Cathy Eckman* mentioned that students should be required to hold Good Academic Standing.
- *Julian Brambila* suggested that a question inquiring a student's involvement both on and off campus should be introduced to the application to help reveal a student's additional skills and experience. *Judit Palencia Gutierrez* agreed that such a question would also help reveal a student's overall work load and priorities throughout the year.
- *Jocelyn Ortiz* asked if Question 16 "Please Attach Resume", should be required or optional in respect of freshman students who may not have a resume. *Chair Lennin Kuri* indicated that a resume may be utilized as a resource to help review information that may not be introduced within the application. *Mark Wiley* agreed that a resume reveals information that would not otherwise be stated in a student's application responses. *Angela Olivares* agreed that a resume reveals useful additional information and also allows for good practice of resume writing. *Cathy Eckman* suggested that a resource link to the Career Center could be provided in the application for assistance in composing a resume.
- *Angel Keymolen Rojas* asked if the current application requires an attached resume. *Chair Lennin Kuri* clarified that a resume is indeed a requirement of the current application.
- *Sally Tavizon* asked if Question 11 "What key services do you believe impact the greatest number of students here at UCR?" has shown benefit in a student's response. *Chair Lennin Kuri* commented that Question 11 helps reveal an applicant's values that would be introduced to SSFAC and to coordinate with student needs outside SSFAC. *Chair Lennin Kuri* asked the Committee for any suggestions for Question 11. *Angela Olivares* commented that from personal experience as a previous applicant, Question 11 was helpful for an opportunity to self-advocate and introduce other areas on campus.
- *Sally Tavizon* asked if it is possible to consolidate Question 12 "As a team member, what are your strengths and weaknesses (for example time management, leadership, conflict resolution, organizational skills)? Choose 2 to briefly discuss" and Question 13 "SSFAC is an important commitment that will meet during the weekday for 2 hours. Could you commit yourself to make the meeting times?" *Chair Lennin Kuri* mentioned that the previous Chair suggested separating the questions to better assess an applicant's availability and work load. *Cathy Eckman* mentioned that Question 13 helps provide context of a student's ability to manage a schedule and to anticipate any time conflicts or challenges that may arise.
- *Mark Wiley* suggested to make clear that attendance of weekly meetings are required and expected to ensure that a student has the time availability to uphold the responsibilities of an SSFAC member.
- *Chair Lennin Kuri* asked the Committee if the 60% Participation Requirement stated in the Bylaws should be included in the application. The Committee collectively agreed that the requirement should be disclosed to applicants.
- *Angel Keymolen Rojas* suggested to specify that meetings are in fact almost always weekly throughout each quarter and to clarify Question 14 "Could you commit to serving on the committee for multiple years and what do you foresee preventing you from doing so?" to "Could you commit to serving on the committee for the rest of your years at UCR and what do you foresee preventing you from doing so?" *Julian Brambila* suggested for applicants to clarify expected graduation year. *Cathy Eckman* mentioned that expected graduation date is a useful factor but should not solely determine an applicant's admittance to the committee. *Mark Wiley* agreed that expected graduate date should not eliminate an applicant from consideration but would be useful to assess one's long term commitment and availability.

- *Chair Lennin Kuri* mentioned that an updated application containing all revised language will be forwarded to the Committee for additional review.
- *Angel Keymolen Rojas* asked how the SSFAC Application is distributed to the student body. *Chair Lennin Kuri* clarified as stated in the Bylaws that following a discussion between SSFAC Chair, ASUCR President, and GSA President, both ASUCR and GSA president distribute the application to selected bodies.
- *Militza Seehaver* clarified the Chair prepares an email with wording that will be included in the Application Call which is then forwarded to VCSA to assist with campus-wide disbursement.

8. Discussion on Subcommittee Guidelines
    - *Chair Lennin Kuri* requested if any email discussion between Subcommittees in regards to Budget Recommendations could include both the Chair and Vice Chair.
    - *Chair Lennin Kuri* discussed improvement areas for discussion and deliberations with the Committee.

9. Review of Bylaw Appendix A Election Procedure for Leadership Roles
    - *Chair Lennin Kuri* announced the upcoming Leadership Role of SSFAC Chair.
    - *Militza Seehaver* clarified that Chair Election must be held no later than Week 5 of Spring Quarter.

10. Discussion on Alternative SSFAC Committee Meeting Options
    - *Julian Brambila* asked how SSFAC will operate with the University's recent temporary transition to online classes. *Cathy Eckman* recommended operating meetings with Zoom through video and online communication. *Cathy Eckman* reminded the Committee to continue working closely within Subcommittees to review recommendations and prepare for deliberations. *Cathy Eckman* mentioned possibly revising the Election Process to reflect the recent University changes.
    - *Militza Seehaver* indicated that there is no existing protocol for video meetings in the bylaws. *Cathy Eckman* suggested protocol for such potential circumstances could be an addition to the bylaws.
    - *Militza Seehaver* clarified that the discussion on Alternative SSFAC Committee Meeting Options is in correspondence with the potential online meeting alternative through Zoom.
    - *Lennin Kuri* asked how the Committee would like to review potential alternative meeting times. *Julian Brambila* asked if SSFAC meeting time and date will remain the same for Spring Quarter if the campus transitions back to conducting class in-person. *Militza Seehaver* confirmed that SSFAC will continue to meet based on the current existing schedule during Spring Quarter as indicated on the Planning Calendar.

11. Chair Comments
    - *Chair Lennin Kuri* reminded the Committee to communicate any notice of last minute meeting attendance changes in a timely manner as possible.
    - *Chair Lennin Kuri* reminded the Committee of the upcoming Regents meeting at UCLA where discussions on SSF funding system side will take place.

12. Public Comments
    - N/A

13. Adjourn: **11:08 AM**
    - *Motion to Adjourn by Mark Wiley, Seconded by Arielle Manganiello.*
      - ***Adjournment Approved without Objections***