

Tuesday, May 17<sup>th</sup>, 2022; 3:00 PM to 5:00 PM

Meeting Minutes

Zoom Meeting | Meeting Minutes Approved on October 11<sup>th</sup>, 2022

Name	Association	Voting Privilege <sup>1</sup>	Attendance <sup>2</sup>
Jared Smith	Graduate, Chair	X	P
Salvador Jr. Olguin	Undergraduate	X	P
Yulissa Navarro	Undergraduate	X	P
Arshneel Kaur	Undergraduate, ASUCR VP of Internal Affairs	X	A
Milly Analco	Undergraduate		P
Victor Garcia	Undergraduate		A
Michael Seley	Graduate	X	P
Habiba Naqvi	Graduate		A
Rong Hai	Faculty	X	P
Michalis Faloutsos	Faculty	X	A
Sally Tavizon	Staff	X	P
Essam Ulhaq	Staff	X	A
William Wang	Ex-Officio, ASUCR President		A
Valeria Dominguez	Ex-Officio, GSA President		A
Kim McDade	Ex-Officio, VCSA		P
Luisa Levario	Ex-Officio, VCSA		P
Militza Seehaver	Staff Support, VCSA		P
Daisy Rivera	Student Secretary, VCSA		P
Angela Chien	Student Secretary, VCSA		P

<sup>1</sup> “X” indicates voting privilege

<sup>2</sup> 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 Vice Chair Michael Seley, Seconded by Yulissa Navarro.*
    - ***Agenda Approved without Objections***
2. Approve Meeting Minutes – April 26<sup>th</sup>, 2022
  - *Motion to Approve the Meeting Minutes of April 26<sup>th</sup>, 2022 by Rong Hai, Seconded by Vice Chair Michael Seley.*
    - ***Meeting Minutes of April 26<sup>th</sup>, 2022 Approved without Objections.***
3. Finalize Bylaw Discussion
  - Before voting on the Bylaw Amendments, the Committee as a whole reviewed and discussed the new proposed language in the Bylaw Amendments document provided by Chair *Jared Smith*.
  - Bylaw Amendments for Fiscal Year 2022-2023
    - **Articles I and II:** No changes.
    - Bylaw Item #1 – **Article III, Section A & Section D**
      - Reword Sec. A “Members” section to avoid confusion when nominating and electing new members. Sec A. states the committee composition is 16 persons, 3 of whom are ex- officio members. Current wording has resulted in multiple instances of accidentally electing too many new members. Sec A. #2 rephrased to “Six (6) undergraduates (or five (5) if chair is undergraduate) which includes a standing appointment reserved for ASUCR’s Vice President of Campus Internal Affairs, as well as two alternate undergraduate members.” Sec A. #3 rephrased to “Three (3) graduate members (two if Chair is a graduate) which includes (1) alternate graduate member;”.
      - Reword “Alternates” section to clarify wording and include clarification as alternates do not assume voting position. Article III, Alternates, #2 rephrased to: “In the event of a regular member’s incapacity to fulfill his/her duties, an alternate from the same selection body may be elevated to voting member status upon recommendation of the selecting body, consultation by the Chancellor or Chancellor’s designee with the Student Services Fee Advisory Committee, and final approval by the Chancellor or Chancellor’s Designee.”
      - Reword Sec. D: “Committee members may be removed for failure to carry out responsibilities as outlined in the Bylaws. Removal of a committee member must be initiated by the Committee via formal motion and roll-call vote and requires consultation with the

selecting body, **as well as** approval by the Chancellor or Chancellor's Designee."

- *Motion to Approve Bylaw Item #1 by Yulissa Navarro, Seconded by Vice Chair Michael Seley.*
  - **Roll Call Vote | Yea: 6 | No: 0 | Abs.: 0|**
    - *Jared Smith: yea*
    - *Michael Seley: yea*
    - *Salvador Jr. Olguin: yea*
    - *Yulissa Navarro: yea*
    - *Sally Tavizon: yea*
    - *Rong Hai: yea*
  - ***Bylaw Item #1 Approved Unanimously***
  
- **Bylaw Item #2 – Article IV: Section A**
  - Reword Sec. A Chair to reference Appendix A: Election Procedure for Leadership Positions. Reword Sec. A #1 to: "Qualifications: Only a student member of the committee with at least two consecutive quarters of service on the Committee shall be eligible to become **Chair**. Should no **nominee** meet this qualification, the Committee is then permitted to select a chair with no prior service on the Committee." Reword Sec. A #4 - M to: "Serve as, or appoint, the SSFAC representative that will **provide ex-officio reports to ASUCR and GSAUCR leadership** as deemed necessary by the Chair or by general consensus of the Committee."
  - *Motion to Approve Bylaw Item #2 by Sally Tavizon, Seconded by Vice Chair Michael Seley.*
    - **Roll Call Vote | Yea: 6 | No: 0 | Abs.: 0|**
      - *Jared Smith: yea*
      - *Michael Seley: yea*
      - *Salvador Jr. Olguin: yea*
      - *Yulissa Navarro: yea*
      - *Sally Tavizon: yea*
      - *Rong Hai: yea*
    - ***Bylaw Item #2 Approved Unanimously***
  
- **Bylaw Item #3 – Article V: Section D**
  - Reword "Quorum" section to clarify whether alternate must be elevated for quorum to be fulfilled or if alternate may be non-voting member. Reword Sec. D to: "Quorum: Quorum for both regular and special meetings shall consist of either six voting members, or five voting members and one **non-voting** alternate. **For the purposes of quorum, the one alternate need not be elevated to voting status.**"
  - *Motion to Approve Bylaw Item #3 by Vice Chair Michael Seley, Seconded by Sally Tavizon.*
    - **Roll Call Vote | Yea: 6 | No: 0 | Abs.: 0|**

- *Jared Smith: yea*
  - *Michael Seley: yea*
  - *Salvador Jr. Olguin: yea*
  - *Yulissa Navarro: yea*
  - *Sally Tavizon: yea*
  - *Rong Hai: yea*
  - ***Bylaw Item #3 Approved Unanimously***
- **Bylaw Item #4 – Article VI: Section C**
  - Rewording VOTING section to clarify the position on proxy voting. Sec. C #2 should read: “Proxy voting shall not be allowed. **Alternate members are non-voting and must be elevated according to Article III of the Bylaws in order to vote.**”
  - *Motion to Approve Bylaw Item #4 by Vice Chair Michael Seley, Seconded by Yulissa Navarro.*
    - **Roll Call Vote | Yea: 6 | No: 0 | Abs.: 0|**
      - *Jared Smith: yea*
      - *Michael Seley: yea*
      - *Salvador Jr. Olguin: yea*
      - *Yulissa Navarro: yea*
      - *Sally Tavizon: yea*
      - *Rong Hai: yea*
    - ***Bylaw Item #4 Approved Unanimously***
- **Articles VII-XI:** No proposed changes.
- **Bylaw Item #5 – Appendix A:**
  - Adding wording on contingency of no nominee accepting nomination or no nominee being elected by the committee. Edit General to add #3 that reads: “**In the event that no nominated member accepts the nomination, or that no nominated member is elected by the committee by vote in the Spring Quarter, the Committee may vote to elect an Interim Chair to serve up to Week 5 of Fall Quarter by which time a Special Chair Election must be held alongside the Vice Chair election. The Interim Chair will preside over the Special Chair Election. If the Interim Chair is a candidate in the Special Chair Election, then the Committee shall appoint a student voting member to preside over the election. The Interim Chair must be a voting member of the committee but need not be a student member.**”
  - *Motion to Approve Bylaw Item #5 by Vice Chair Michael Seley, Seconded by Sally Tavizon*
    - **Roll Call Vote | Yea: 6 | No: 0 | Abs.: 0|**
      - *Jared Smith: yea*
      - *Michael Seley: yea*
      - *Salvador Jr. Olguin: yea*
      - *Yulissa Navarro: yea*

- *Sally Tavizon: yea*
- *Rong Hai: yea*
- ***Bylaw Item #5 Approved Unanimously***

#### 4. Chair Election

- Chair *Jared Smith* explained that logistics of the Chair election and voting on through an anonymous Zoom voting poll. As a nominee for Chair of SSFAC for the 2022-2023 academic year, *Yulissa Navarro* was interviewed by the Committee with a set of questions used in the prior year. The committee members took turns to read the questions as follow:
  - What prior experience with managing budgets, student outreach, or otherwise 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 and how do you plan to represent UC Riverside at CSF meetings and with external partners such as UCOP, etc.?
  - What are some critical challenges you think SSFAC is currently facing? What suggestions or solutions do you have to address the challenges?
  - How would you deal with internal conflicts within the Committee? Provide an example.
  - What challenges do you think undergraduate and graduate students are currently facing that relate to the Student Services Fee?
  - How do you plan to disseminate the information and efforts of SSFAC across campus?
  - How do you plan to address the impact of COVID 19 on the campus and issues it raises with respect to Student Services Fees?
- The Committee evaluated the responses of *Yulissa Navarro* and collectively agreed to elect *Yulissa Navarro* as the Chair of SSFAC for the 2022-2023 academic year.
  - **Voting Results:**
    - **Yea: 5**
    - **No: 0**
    - **Abs.:1**
  - ***Yulissa Navarro elected as SSFAC Chair, Approved***

#### 5. Open Comment

- The Committee as a whole congratulated *Yulissa Navarro* as the Chair for SSFAC academic year 2022-2023.

#### 6. Chair Comments

- Chair *Jared Smith* noted that more information regarding the CSF meetings and the chair position would be relayed to *Yulissa Navarro* in the forthcoming week.
- Chair *Jared Smith* reminded the Committee that the last SSFAC meeting would be the in-person SSFAC appreciation luncheon. Chair *Jared Smith* invited the

committee members to attend as it will be an opportunity to meet one another in-person, as well as welcome the new committee members.

- Chair *Jared Smith* and Vice Chair *Michael Seley* thanked the Committee and administration for the support and work throughout the year.

7. Adjourn: **3:47 PM**

- *Motion to Adjourn by Vice Chair Michael Seley, Seconded by Sally Tavizon.*
  - *Adjournment Approved without Objections.*