

**Monday, October 23<sup>rd</sup>, 2023; 3:00 PM to 4:00 PM**

**Meeting Minutes**

**HUB 265 | Meeting Minutes Approved On November 6<sup>th</sup>, 2023**

<b>Name</b>	<b>Association</b>	<b>Voting Privilege<sup>1</sup></b>	<b>Attendance<sup>2</sup></b>
Jose Alvarez	Undergraduate, Chair	X	P
Shih Ching Lee	Undergraduate	X	P/AL
Chukwufunaya Ikechukwu	Undergraduate	X	P
Ruhi Barman	Undergraduate, ASUCR VP of Internal Affairs	X	P
Grace Su	Undergraduate		A
Andrew Wong	Undergraduate		P
	Undergraduate	X	
David Nikom	Graduate	X	P
	Graduate		
Rong Hai	Faculty	X	P
Scott Currie	Faculty	X	P
Victor Moreira	Staff	X	A
Sally Tavizon	Staff	X	A
Ankita Ahluwalia	Ex-Officio, ASUCR President		A
Ivett Gabriella	Ex-Officio, GSA President		A
Luisa Levario	Ex-Officio, VCSA		P/AL
Luis Alvarez	Staff Support, VCSA		P
Alice Chavez	Staff Support, 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: **3:03 PM**

1. Approve the Agenda

- *Motion to Approve the Agenda Rong Hai, Seconded by Scott Currie.*
  - ***Agenda Approved Without Objections***

2. SSFAC Guidelines

- *Luisa Levario* introduced the Committee to SSFAC Guidelines, an outline of standard operating procedures. The SSFAC Guidelines highlight the organizations that SSFAC has funded and is funding, as well as the funding reserves at the top level. Other funding, including those that are allocated to operational maintenance and capturing services are also included.
- Moreover, SSFAC Guidelines outlines the budget call process, including the annual presentation from departments, recommendation, and reports. Part of the inclusion seeks to clarify how the Committee should consider one-time unmet needs, increase of personnel benefits, and a biannual equity call to maintain reserve.
- SSFAC Guidelines will also provide the parameters of which if the Committee would like to examine campus unused funding, campus department surpluses and its destinations, and funding unused for one-time unmet needs.
- SSFAC Guidelines will also provide additional directional instructions when there is a re-organization of campus departments. *Luisa Levario* stated that previous Chairs have begun conversations with the committee regarding campus departments with inappropriate funds and asks, and if said funds should be returned to SSFAC or other campus departments through a fund-swap mechanism. The process to swap 199000 and 20000 costs have already taken place for departments that should not be funded by SSFAC but by the campus through 19900 funds instead.
- Chair *Jose Alvarez* inquired when VCSA will generally determine if funds are appropriately used in the context of fiscal cycles. *Luisa Levario* noted that assessments can take place early November to ensure that all invoices are accounted for, instead of June 30<sup>th</sup>, when the fiscal cycle ends.
- *Luisa Levario* stated that the assessments for permanent funding, its possibility for SSFAC to consider such funding, and the liabilities that entails are almost ready. Student enrollment has not increased this year, so SSFAC funding has been stagnant.
- As for CBR mitigation, SSF Central fund covers incremental benefit increases. As of FY25, 20000 Funds will align with the campus CBR Mitigation process. Allocations will be made based on the CBR Mitigation and funds may be pulled or allocated. A snapshot will be taken in December of filled positions to be included in the funding calculation. If a unit creates a position outside of their provision, they are responsible for permanently budgeting the CBR amount.

### 3. Vice Chair Discussions and Elections

- Chair *Jose Alvarez* discussed expectations for the Vice Chair and recommended that the Vice Chair would also take on social media responsibilities as part of efforts to engage with the student body.
- There were no comments or questions for Vice Chair Election Questions.
- Chair *Jose Alvarez* noted that Committee members are able to nominate others and self-nominate for the role of Vice Chair, either at the meeting or through email. *Angela Chien* further reminded that there is a window for nomination, and a timeframe for nominated members to accept their nominations.

### 4. Payment Bylaw Changes

- Chair *Jose Alvarez* and *Alice Chavez* presented the Bylaw change, regarding payments to students. *Alice Chavez* clarified that payment per meeting is not viable because student committee members are required to attend 60% of the meetings. Payments cannot be distributed until after quarterly meetings are complete and attendance is calculated.
- 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 *Alice Chavez*.
  - Bylaw Item #1 – **Article III, Section G.2**
    - Rephrase Sec. G #2 to clarify the timing in which student committee members receive their stipends and the additional payments for Chair and Vice Chair. Current language has resulted in multiple instances of student committee members receiving stipends before completion of quarterly meetings. Additionally, rephrase Sec. G #2 to clarify stipend amounts are not equivalent to one year's Student Service Fees. Sec. G #2 rephrased to "Calculation and payment: Remuneration shall be computed on the basis of the participation requirements listed below. Committee members **will receive a stipend at the end of each quarter of which they are actively participating in the committee. Similarly, the Vice Chair shall receive quarterly payments plus an additional \$3,000 stipend at the conclusion of the Academic year and upon completion of all Vice Chair duties. The Chair shall receive quarterly payments plus an additional \$6,000 stipend at the conclusion of the Academic year and upon conclusion of all Chair duties. All stipend amount shall be decided by the committee with approval from the Vice Chancellor of Student Affairs and dependent on funding availability.** All stipends shall be paid according to current University policy and processes, with every attempt made to pay **committee members their stipends on a quarterly basis.** All stipends shall be prorated for length of service, if applicable."
    - *Motion to Approve Bylaw Item #1 by Scott Currie, Seconded by Ruhi Barman.*

- **Roll Call Vote | Yea: 7 | No: 0 | Abs.: 0 |**
  - *Jose Alvarez: yea*
  - *Funanya Ikechukwu: yea*
  - *Shih Ching Lee: yea*
  - *Ruhi Barman: yea*
  - *David Nikom: yea*
  - *Scott Currie: yea*
  - *Rong Hai: yea*
- **Bylaw Item #1 Approved Unanimously**

5. Discussion on Payment Increase

- Chair *Jose Alvarez* and *Alice Chavez* introduced the increase in payment amount for student committee members. Last year, student committee members were receiving the equivalent for one year's Student Service Fees \$1128 per year or \$376 per quarter – which was relatively low among other UC campuses' SSFAC. Currently, the Committee is seeking to increase payment amounts to \$1800 a year or \$600 per quarter.
- *Alice Chavez* noted that this increase would necessitate Vice Chancellor Dr. Haynes' approval and will go into effect this quarter.

6. Open Comments

- *David Nikom* inquired if the Committee is still taking interest for new applicants. Chair *Jose Alvarez* affirmed and noted that the ASUCR and GSA President has approved the current undergraduate applicant to be voted on at the following meeting.
- *Funanya Ikechukwu* inquired if there is a specific budget for SSFAC marketing. Chair *Jose Alvarez* replied that a marketing budgeting is upon the Committee's discretion to decide. Currently, SSFAC can begin with tabling and social media to spread the word about the Committee and its efforts.

7. Chair Comments

- Chair *Jose Alvarez* stated that Dr. Haynes will give remarks at the November 6<sup>th</sup> meeting to outline VCSA's strategic plans. Following Dr. Hayne's remarks, FP&A will present.
- Chair *Jose Alvarez* reminded the Committee that Vice Chair interviews will take place at the next meeting, November 6<sup>th</sup>.

8. Adjourn: **3:39 PM**

- *Motion to Adjourn by Ruhi Barman, Seconded by Rong Hai.*
  - ***Adjournment Approved without Objections.***