

Monday, January 22nd, 2024; 1:30 PM to 3:30 PM
Meeting Minutes
Zoom Meeting | Meeting Minutes Approved on January 29th, 2024

Name	Association	Voting Privilege ¹	Attendance ²
Jose Alvarez	Graduate, Chair	X	P/AL
Chukwufunaya Ikechukwu	Undergraduate, Vice Chair	X	P/LE
Ruhi Barman	Undergraduate, ASUCR VP of Internal Affairs	X	P
Phoebe Lee	Undergraduate	X	P
Grace Su	Undergraduate	X	P
Andrew Wong	Undergraduate		P
Cameron Springer	Undergraduate		P
David Nikom	Graduate	X	P
Payton DePalma	Graduate		P
Rong Hai	Faculty	X	P
Scott Currie	Faculty	X	P
Sally Tavizon	Staff	X	P
	Staff	X	
Ankita Ahluwalia	Ex-Officio, ASUCR President		A
Ivett Gabriella	Ex-Officio, GSA President		A
Luisa Levario	Ex-Officio, VCSA		A
Luis Alvarez	Staff Support, VCSA		P
Alice Chavez	Staff Support, VCSA		P
Angela Chien	Student Secretary, VCSA		P/LE

¹ “X” indicates voting privilege

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

Call to Order: **1:36 PM**

1. Approve the Agenda
 - *Motion to Approve the Agenda Sally Tavizon, Seconded by David Nikom.*
 - ***Agenda Approved Without Objections***

2. Approve Meeting Minutes – November 6th, 2023
 - *Motion to Approve the Meeting Minutes of November 6, 2023 by Scott Currie, Seconded by David Nikom.*
 - ***Meeting Minutes of November 6th, 2023 Approved Without Objections***

3. Approve Meeting Minutes – November 20th, 2023
 - *Motion to Approve the Meeting Minutes of November 20th, 2023 by Phoebe Lee, Seconded by Sally Tavizon.*
 - ***Meeting Minutes of November 20th, 2023 Approved Without Objections***

4. Review SSFAC Committee Training Materials
 - *Alice Chavez* gave an overview of the Budget Training Materials to explain the SSFAC's responsibility and defined new terminology since the launch of Impact23. Moreover, *Alice Chavez* reviewed tips and questions that committee members should be asking as they review and analyze the Budget Templates.
 - *David Nikom* asked why there will not be PERM funding allocation considered for this this year. *Alice Chavez* clarified that the office of Vice Chancellor Student Affairs (VCSA) is in the process of determining the total availability of PERM funding to open up PERM funding request for next year.

5. Review Subcommittee Assignments
 - Chair *Jose Alvarez* shared the subcommittee assignments that was formed on committee members' preferences. *Alice Chavez* reviewed the list of subcommittees and their respective departments.

6. Discussion of Subcommittee Questions to Departments
 - Chair *Jose Alvarez* introduced standardized questions that committee members can ask the Directors during campus department presentations. Chair *Jose Alvarez* explained that the idea is to generate engagement and interaction among the Committee members and Directors.
 - *Alice Chavez* explained that these are sample questions to encourage committee members to come up with customized questions as they review the budgets or when the Directors present. The questions are intended to guide the conversation.

7. Review of SSFAC Graphic Posts

- Chair *Jose Alvarez* presented the Newsletter and Infographic developed by Vice Chair *Funanya Ikechukwu* and *Grace Su*. Chair *Jose Alvarez* noted that the Newsletter and Infographics can be used as marketing materials at Wednesdays' tabling. Chair *Jose Alvarez* asked the committee for recommendations on where to post the infographics.
 - *David Nikom* suggested open spaces, such as The HUB.
 - *Cameron Springer* suggested social media sites, such as LinkedIn, as some of the funding supports staff salaries.
 - *Alice Chavez* suggested posting the infographics via departments that receive SSFAC funding.
- *Sally Tavizon* suggested creating marketing materials regarding new initiatives in FY2023-2024" funding that departments received and its impact in serving the students. *Sally Tavizon* also suggested gathering student testimonials. Chair *Jose Alvarez* recommended gathering flyers from funded program, such as SWANA that was funded during FY2023-2024, to be used at tabling events.

8. Open Comments

- *David Nikom* asked about the current recruitment state of the committee and if the Committee has reached full completion. Chair *Jose Alvarez* confirmed that all positions in the Committee have been filled. However, the application portal will remain open to consider potential members in the future in conjunction with the GSA president and ASUCR president. Chair *Jose Alvarez* mentioned he will be stepping down as Chair next year and would like to begin recruiting members with considerable capabilities.
- *Alice Chavez* reminded the Committee that department presentations will begin next week; therefore, committee members should attend the meetings to ensure quorum. Though today was a shorter meeting, *Alice Chavez* reminded the Committee to expect meetings to last for two-hours starting next week. Meetings will be held in person, but Zoom will still be an option for those that cannot attend in-person.
- *Scott Currie* inquired the location of meetings for the Winter quarter. *Alice Chavez* responded that the final meeting locations are being finalized, but majority of the meetings will be in held in Hinderaker 0154, as it allows for better Zoom and presentation capabilities.

9. Chair Comments

- Chair *Jose Alvarez* noted that a Google Document will be shared among the Committee to take notes during various department meetings.

10. Adjourn: 2:26 PM

- *Motion to Adjourn by Scott Currie, Seconded by Rong Hai.*
 - ***Adjournment Approved without Objections.***