

Tuesday, January 24th, 2022; 3:00 PM to 5:00 PM

Meeting Minutes

Zoom Meeting | Meeting Minutes Approved on April 18th, 2023

Name	Association	Voting Privilege¹	Attendance²
Yulissa Navarro	Undergraduate, Chair	X	P
Victor Garcia	Undergraduate	X	P
Chukwufunaya Ikechukwu	Undergraduate	X	A
Jeanine Nassar	Undergraduate, ASUCR VP of Internal Affairs	X	P
Ava Ham	Undergraduate		A
Shih Ching Lee	Undergraduate		P
David Nikom	Graduate	X	P/AL
Jose Alvarez	Graduate	X	P
Madona Masoud	Graduate		A
Rong Hai	Faculty	X	P
Scott Currie	Faculty	X	P
Victor Moreira	Staff	X	P
Sally Tavizon	Staff	X	A
Mufida Assaf	Ex-Officio, ASUCR President		P
Ivett Gabriella	Ex-Officio, GSA President		P
Luisa Levario	Ex-Officio, VCSA		P
	Staff Support, VCSA		
Angela Chien	Student Secretary, VCSA		P

¹ “X” indicates voting privilege

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

Call to Order: **3:04 PM**

1. Approve the Agenda
 - *Motion to Approve the Agenda by Rong Hai, Seconded by Scott Currie*
 - ***Agenda Approved Without Objections***
2. Approve Meeting Minutes – October 11th, 2022
 - *Motion to Approve the Meeting Minutes of October 11th, 2022 by Rong Hai, Seconded by Jose Alvarez*
 - ***Meeting Minutes of October 11th, 2022 Approved Without Objections***
3. Review of the SSFAC Meeting Schedule for Winter 2023
 - *Chair Yulissa Navarro* provided an overview of the Winter quarter planning schedule. Presentations from campus departments will begin in the next SSFAC meeting in which each department will have 10 minutes of presentation time and 5 minutes of Q&A.
 - *Scott Currie* inquired if the Committee interaction with department head and representatives entail meeting with program directors. *Chair Yulissa Navarro* responded that department directors will bring along program directors to the presentations. *Luisa Levario* added that some department directors also fulfill the responsibilities of program directors.
 - *Ivett Gabriella* asked if campus departments without unmet needs are still required to present to the Committee. *Chair Yulissa Navarro* stated campus departments with unmet needs will be asked to present before campus departments without unmet needs. Historically, campus departments without unmet needs simply give a brief report of the use of funds during the allocated presentation time.
4. Review of the SSFAC FY22/23 Call Letter
 - *Chair Yulissa Navarro* recalled that the Committee will not be allocating SSFAC funds to staff positions, permanent or temporary, following last year's Committee decision.
 - *Chair Yulissa Navarro* introduced the Budget Call Appendix for fiscal year 2022 – 2023 that explains the components of the Budget Call Process, including the due date and presentation suggestions for departments. Based on campus department presentations and the Narrative submissions in the Winter quarter, the Committee will make recommendations to the Office of Vice Chancellor of Student Affairs in the Spring quarter. The campus departments have been asked to include student testimonials into their presentations for the Committee to concretely examine the direct impact of department programs on the student body. Campus departments who are not asking for funding are required to report out, such as the use of budgets thus far, services and goals.
5. Budget Overview Requests

- *Chair Yulissa Navarro* introduced the Narrative, a template in which campus departments give context to programmatic matters, COVID adjustments, past and future funding channels, and the sustainability of programs and proposals.
- *Victorino Moreira* inquired if SSFAC funds permanent or temporary staff positions. *Chair Yulissa Navarro* clarified that, last year, SSFAC funds were allocated to only student positions, which are temporary. The Committee decided against funding for permanent positions. Nonetheless, it will be up to the Committee's discretion to decide whether or not to fund student staff positions and the amount. *Sally Tavizon* reminded the Committee of impact and implications of the permanent funding for staff positions.
- *Chair Yulissa Navarro* noted the change in question #21 on the Narrative. Previously, question #21 asked, "How has your department's budget and program services been impacted by COVID-19? Please outline both." The new template will now inquire, "How has your department's budget and program services been impacted by the returned to campus after the COVID-19 remote setting? Please outline both."

6. Review Subcommittee Assignments

- *Chair Yulissa* announced and explained the purpose of subcommittee assignments. Committee members will be assigned a subcommittee, in which members of the subcommittee will engage with departments – under the subcommittee – during department presentations. Subcommittees will then gather to reach a consensus on funding recommendations, which will be presented to the overall Committee in Spring as a way to streamline the recommendation process.
- *Chair Yulissa Navarro* declared Subcommittee Chairs as the point of contact. Subcommittee Chairs will be responsible on updating the Subcommittee progress to the rest of the Committee.

7. Discussion of Subcommittee Questions to Departments

- *Luisa Levario* prepared the Committee with Committee Training Materials by offering tips and providing explanations on terminology that is often used in presentations, the Narrative, and unmet needs, as well as different type of funds and funding labels.
- *Luisa Levario* reminded that SSFAC will only be accepting unmet needs from departments under VCSA, HWS, and the Career Center.

8. Open Comments

- *Sally Tavizon* noted that questions during department presentations are open to the overall Committee, but time for questions from Subcommittee members are prioritized and will be allocated.

9. Chair Comments

- *Chair Yulissa Navarro* suggested Committee members to take notes during department presentations.

10. Adjourn: **3:49 PM**

- *Motion to Adjourn by Victorino Moreira, Seconded by Ivett Gabriella.*
 - *Adjournment Approved without Objections.*