

Monday, May 12th, 2025; 12:00 PM to 2:00 PM
Hinderaker 0154 | Meeting Minutes
Approved on October 15th, 2025

Name	Association	Voting Privilege ¹	Attendance ²
Chukwufunanya Ikechukwu	Undergraduate, Chair	X	P
Nadia Aierken	Undergraduate, ASUCR VP of Internal Affairs	X	A
Phoebe Lee	Undergraduate, Vice Chair	X	A
Grace Su	Undergraduate	X	A
Andrew Wong	Undergraduate		P
Rishika Salvi	Undergraduate		P
Paula Cucurella	Graduate	X	A
Tatenda Nicole Mukuruva	Graduate	X	P
Chandana Anand Rangappa	Graduate		A
Coleen Macnamara	Faculty	X	P
Scott Currie	Faculty	X	P
Sally Tavizon	Staff	X	P
Sarah Dillon	Staff	X	P
Abby Choy	Ex-Officio, ASUCR President		A
Jordan Steinhauser	Ex-Officio, GSA President		P
Luisa Levario	Ex-Officio, VCSA		A
Luis Alvarez	Staff Support, VCSA		A
Alice Alcantara	Staff Support, VCSA		P
Angela Chien	Student Secretary, VCSA		P
Emily Lee	Student Secretary, VCSA		P

¹ “X” indicates voting privilege

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

Call to Order: **12:08 PM**

1. Approve the Agenda
 - *Motion to Approve the Agenda by Rishika Salvi, Seconded by Sally Tavizon.*
 - ***Agenda Approved Without Objections***
2. Approve Meeting Minutes – April 14th, 2025
 - *Motion to Approve the Meeting Minutes of April 14th, 2025, by Andrew Wong, Seconded by Sally Tavizon.*
 - ***Meeting Minutes of April 14th, 2025 Approved Without Objections***
3. Approve Meeting Minutes – April 21st, 2025
 - *Motion to Approve the Meeting Minutes of April 21st, 2025, by Rishika Salvi, Seconded by Tatenda Mkruva Nicole.*
 - ***Meeting Minutes April 21st, 2025 Approved Without Objections***
4. Finalize Bylaw Change
 - Chair Funanya Ikechukwu drew the Committee's attention to Article IV, Sec. B, Clause #1 that states "Qualification: Any voting student member of the Committee shall be eligible to become Vice Chair."
 - Chair Funanya Ikechukwu proposed an amendment to the clause, which will state, "Qualifications: **Only a student member of the Committee with at least two consecutive quarters of service on the Committee shall be eligible to become Vice Chair. Should no nominee meet this qualification, the Committee is then permitted to select a student member as Vice Chair with less service on the Committee.**"
 - Chair Funanya Ikechukwu drew the Committee's attention to Article IV, Sec. B, Clause #4, Subclause E that states "Manage the SSFAC social media page, which involves consistent posts, answering any student questions, and moderation as deemed necessary by the Chair and Committee."
 - Chair Funanya Ikechukwu suggested an amendment to the clause, which will state, "Manage the SSFAC social media page(s), which involves consistent posts, answering any student questions, and moderation as deemed necessary by the Chair and Committee. **The Vice Chair should post at a minimum of 3 social media posts per quarter across relevant social media channels. This requirement can also be made up with alternative assignments by the Chair.**"
 - Chair Funanya Ikechukwu drew the Committee's attention to Article VII, Sec. A, Clause #4, that states " Subcommittee Reports: Subcommittees shall file a written report for each program reviewed with the Committee addressing, at minimum, the mandates specified in Subsection 3 above."
 - Chair Funanya Ikechukwu proposed an amendment, which will state, "Subcommittee Reports: Subcommittees shall **present a report (which can be, but is not limited to, written or verbal)** for each program

reviewed with the Committee addressing, at minimum, the mandates specified in Subsection 3 above.”

- Before voting on the Bylaw Amendments, the Committee reviewed and discussed the new proposed language in the Bylaw Amendments document provided by Chair Funanya Ikechukwu.
- Bylaw Amendments for Fiscal Year 2025-2026:
 - Article I-III: No Changes
 - Bylaw Item #1 - Article IV, Section B, Clause #4
 - Amending the clause to read: **Qualifications: Only a student member of the Committee with at least two consecutive quarters of service on the Committee shall be eligible to become Vice Chair. Should no nominee meet this qualification, the Committee is then permitted to select a student member as Vice Chair with less service on the Committee.**
 - *Motion to approve Bylaw Item #1 by Andrew Wong, Seconded by Scott Currie.*
 - **Roll Call Vote | Yea: 6 | Nay: 0 | Abs.: 0 |**
 - *Funanya Ikechukwu: yea*
 - *Tatenda Mkruva Nicole: yea*
 - *Coleen Mcnamara: yea*
 - *Scott Currie: yea*
 - *Sally Tavizon: yea*
 - *Sarah Dillon: yea*
 - ***Bylaw #1 approved unanimously.***
 - Bylaw Item #2 - Article IV, Section B, Clause #4, Subclause E
 - Amending the subclause to read: **Manage the SSFAC social media page(s), which involves consistent posts, answering any student questions, and moderation as deemed necessary by the Chair and Committee. The Vice Chair should post at a minimum of 3 social media posts per quarter across relevant social media channels. This requirement can also be made up with alternative assignments by the Chair.**
 - *Motion to approve Bylaw Item #2 by Coleen Mcnamara, Seconded by Sally Tavizon.*
 - **Roll Call Vote | Yea: 6 | Nay: 0 | Abs.: 0 |**
 - *Funanya Ikechukwu: yea*
 - *Tatenda Mkruva Nicole: yea*
 - *Coleen Mcnamara: yea*
 - *Scott Currie: yea*
 - *Sally Tavizon: yea*
 - *Sarah Dillon: yea*
 - ***Bylaw #2 approved unanimously.***
 - Article V-VI: No Changes
 - Bylaw Item #3 - Article VII, Section A, Clause #4
 - Amending the clause to read: **Subcommittee Reports: Subcommittees shall present a report (which can be, but is not**

limited to, written or verbal) for each program reviewed with the Committee addressing, at minimum, the mandates specified in Subsection 3 above.

- *Motion to approve Bylaw Item #1 by Sarah Dillon, Seconded by Scott Currie.*
 - **Roll Call Vote | Yea: 6 | Nay: 0 | Abs.: 0 |**
 - *Funanya Ikechukwu: yea*
 - *Tatenda Mkruva Nicole: yea*
 - *Coleen Mcnamara: yea*
 - *Scott Currie: yea*
 - *Sally Tavizon: yea*
 - *Sarah Dillon: yea*
 - ***Bylaw #3 approved unanimously.***
- **Article VIII-XI: No Changes**

5. Year End Report Discussion

- *Chair Funanya Ikechukwu* previewed a draft of the Year-End Report with the Committee. The Year-End Report serves to outline the Chair and Vice Chair recommendations, overall budget recommendations, committee operations, and notable challenges and obstacles the Committee had undergone.
- *Sally Tavizon* thanked *Chair Funanya Ikechukwu* for the ideas thus far and inquired for the Committee's opinion on the budget template, that are sent to campus departments for departmental narratives and unmet needs in the Fall. *Sarah Dillon* noted that the budget template entails more information than the Committee utilizes. *Alice Alcantara* responded that as stewards for SSF funding, SSFAC asks for extensive information from campus departments to measure how funds are utilized each year.
- *Sally Tavizon* suggested placing more emphasizes on unmet needs in the budget template, and inquiring campus departments what items were funded in the prior fiscal year.
- *Jordan Steinhauser* noted that experience in filling out the budget template was straight-forward, and the instructions were direct. However, it was challenging in digesting all the information on the receptive end of a completed budget template.
- *Alice Alcantara* explained that there are questions on the unmet needs tab that inquired the amount of students supported, and asked if it would be helpful to condense information and make it more readable. *Coleen Mcnamara* agreed that asking how many students were served was helpful in contextualizing the unmet needs. *Alice Alcantara* stated that the budget template serves to paint a comprehensive picture of a campus department's program, operations, and unmet needs in relation to serving students. *Alice Alcantara* asked if it helps to condense all information onto one page.
- *Sarah Dillon* asked if departments are notified the amount of funding they receive for each item. *Alice Alcantara* affirmed, noting that last year was an exception where the Committee voted on bucket funding for departments.

- *Sally Tavizon* supported *Coleen Macnamara*'s suggestion to inquire campus departments how many students were served in an academic year. *Alice Alcantara* clarified if *Sally Tavizon* was suggesting measuring via programs. *Sally Tavizon* affirmed.
- *Tatenda Mkruva Nicole* recommended asking for student testimonials for programs and services, like Online Alcohol Education. *Sally Tavizon* inquired if the benefits of such programs can be surveyed. *Alice Alcantara* responded that SSFAC asks and welcomes campus departments to submit surveys and/or testimonials that they have conducted but cannot force campus departments to present certain materials.
- *Coleen Macnamara* stated that campus department presentations varied greatly in terms of content and helpfulness, and suggested to place more emphasis on how funding was utilized, unmet needs, and prospective funding benefits during presentations.
- *Sarah Dillon* suggested supplying campus departments with training materials on how to fill out the budget template and what presentation content is welcomed. This may be helpful for department staff if it is not their financial analyst populating the budget template.
- *Coleen Mcnamara* stated that it would be more helpful to know the actual SSF budget numbers earlier.
- *Sally Tavizon* recommended sharing preliminary SSF budget numbers with campus departments so they can be mindful of how much of funding is available and what unmet needs to ask for funding. *Alice Alcantara* noted that beginning next year, there will be VCSA departments presenting on where sources of funding are coming from.
- *Sarah Dillon* further suggested to publicize the total requests of all campus department and the actual budget that SSFAC had to allocate.
- *Alice Alcantara* asked if there were feedback on how the Committee was ran. *Scott Currie* asked for more volume projection since the room is elongated and Committee members are spread-out.

6. Review Submitted Applications

- The Committee reviewed and discussed the submitted students' applications. The Committee is looking to appoint 3 new undergraduate positions—2 non-voting alternate members and 1 voting member—and 1 new non-voting alternate graduate position.
- *Sally Tavizon* observed that all selected potential applicants for the graduating member position are expected to graduate Winter of 2026. The Committee moved to table the selection for graduate members until the fall.

7. Vote for New Committee Members

- In preparation for the 2025 – 2026 Academic School Year, SSFAC needs three new Undergraduate Members and three new Graduate Members to replace the 2024-2025 Committee Members who will not be returning. After careful consideration and evaluation of the applicants, the Committee has

selected a total of three Undergraduate Members. The Committee will resume voting on Graduate Committee Member in the upcoming school year.

- Undergraduate Member
 - Ananya Goyal
 - *Motion to Appoint Ananya Goyal as an Undergraduate Voting Member by Sarah Dillon, Seconded by Sally Tavizon.*
 - **Voting Results:**
 - **Yea: 6**
 - **Nay: 0**
 - **Abs.: 0**
 - ***Ananya Goyal appointed as an Undergraduate Voting Member without objections.***
 - Shlok Garg
 - *Motion to Appoint Shlok Garg as an Undergraduate Non-Voting Alternate Member by Sarah Dillon, Seconded by Sally Tavizon.*
 - **Voting Results:**
 - **Yea: 5**
 - **Nay: 1**
 - **Abs.: 0**
 - ***Shlok Garg appointed as an Undergraduate Non-Voting Alternate Member.***
 - Amrit Johal
 - *Motion to Appoint Amrit Johal as an Undergraduate Non-Voting Alternate Member by Sarah Dillon, Seconded by Sally Tavizon.*
 - **Voting Results:**
 - **Yea: 6**
 - **Nay: 0**
 - **Abs.: 0**
 - ***Amrit Johal appointed as an Undergraduate Voting Member without objections.***

8. Student Survey

- *Chair Funanya Ikechukwu* announced that the data from the SSFAC Student Survey is not ready to be reviewed, but it will be available on May 19th.

9. Review Vice Chair Election Questions

- *Chair Funanya Ikechukwu* shared the previous Vice Chair election questions and inquired the Committee for feedback. *Chair Funanya Ikechukwu* encouraged student members of the Committee to nominate themselves for the position of Vice Chair by sending an email to the SSFAC inbox. If there are no nominations, the election for Vice Chair will be tabled for the fall.

10. Open Comments

- *Alice Alcantara* thanked the Committee members for their dedicated efforts and communication for SSFAC. *Alice Alcantara* invited the Committee to the SSFAC luncheon, which will take place at Glasgow on May 19th from 12 P.M to 2. P.M., to celebrate the year's efforts and graduating student members. A poll will be sent to tabulate the expected attendance number. *Alice Alcantara* noted that *Vice Chancellor Dr. Haynes* will be attending as well.
- *Alice Alcantara* also encouraged the Committee to promote the SSFAC Student Survey.

11. Chair Comments

- N/A

12. Adjourn: **1:09 PM**

- *Motion to Adjourn by Coleen Mcnamara, Seconded by Andrew Wong.*
 - ***Adjournment Approved without Objections.***