### Meeting Minutes

**Zoom Meeting | Meeting Minutes Approved on April 12th, 2022**

<table>
<thead>
<tr>
<th>Name</th>
<th>Association</th>
<th>Voting Privilege¹</th>
<th>Attendance²</th>
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<tbody>
<tr>
<td>Jared Smith</td>
<td>Graduate, Chair</td>
<td>X</td>
<td>P</td>
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<tr>
<td>Salvador Jr. Olguin</td>
<td>Undergraduate</td>
<td>X</td>
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<tr>
<td>Yulissa Navarro</td>
<td>Undergraduate</td>
<td>X</td>
<td>AL</td>
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<tr>
<td>Arshneel Kaur</td>
<td>Undergraduate, ASUCR VP of Internal Affairs</td>
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<td>A</td>
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<td>Milly Analco</td>
<td>Undergraduate</td>
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<td>Victor Garcia</td>
<td>Undergraduate</td>
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<tr>
<td>Michael Seley</td>
<td>Graduate</td>
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<td>P</td>
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<tr>
<td>Habiba Naqvi</td>
<td>Graduate</td>
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<tr>
<td>Rong Hai</td>
<td>Faculty</td>
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<tr>
<td>Michalis Faloutsos</td>
<td>Faculty</td>
<td>X</td>
<td>AL</td>
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<tr>
<td>Sally Tavizon</td>
<td>Staff</td>
<td>X</td>
<td>AL</td>
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<tr>
<td>Essam Ulhaq</td>
<td>Staff</td>
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<td>P</td>
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<td>William Wang</td>
<td>Ex-Officio, ASUCR President</td>
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<td>A</td>
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<tr>
<td>Valeria Dominguez</td>
<td>Ex-Officio, GSA President</td>
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<tr>
<td>Kim McDade</td>
<td>Ex-Officio, VCSA</td>
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<tr>
<td>Militza Seehaver</td>
<td>Staff Support, VCSA</td>
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<td>Daisy Rivera</td>
<td>Student Secretary, VCSA</td>
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<tr>
<td>Angela Chien</td>
<td>Student Secretary, VCSA</td>
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¹ “X” indicates voting privilege

² 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 Essam Ulhaq, Seconded by Valeria Dominguez.
     ▪ Agenda Approved without Objections

2. Approve Meeting Minutes – February 15th, 2022
   • Motion to Approve the Meeting Minutes of February 15th, 2022 by Essam Ulhaq,  
     Seconded by Rong Hai.
   ▪ Meeting Minutes of February 15th, 2022 Approved without Objections.
   • Essam Ulhaq inquired about the unmet need request from Early Childhood 
     Services (ECS). Militza Seehaver stated that Early Childhood Services did not 
     qualify to request funding.
   • Essam Ulhaq inquired about the final budget allocation amount. Chair Jared 
     Smith stated that more information would follow during the VCSA update.

3. Subcommittee D Department Presentation: Financial Aid
   • Director Jose Aguilar, Sean Cason, and Associate Vice Chancellor Emily 
     Engelschall provided an overview of the Financial Aid Office.
   • Chair Jared Smith inquired about the $504,602 temporary funding source. Sean 
     Cason stated that the temporary funding was received from the 19900 fund and 
     the temporary funding has been used to fund the deficit that the budget cut 
     created. Sean Cason added that the 19900 temporary funding was a one-time 
     funding allocation.
   • Chair Jared Smith inquired if the Financial Aid Office had plans to migrate costs 
     from 20000 funds to other funding sources that are not premised on student 
     service fees. Sean Cason stated that it has been a goal of Financial Aid to move 
     toward fund swapping 20000 funds with 19900 funds. Emily Engelschall stated 
     that there have been conversations with the Provost about ways to fund swap 
     existing 20000 funds with 19900 funds.
   • Chair Jared Smith inquired if there was a memorandum of the meeting with the 
     Provost. Sean Cason stated that there is no agreement yet, only initial 
     conversations.

4. Subcommittee B Department Presentation: Financial Aid Services Team (FAST)
   • Director Susana Roddy, Sean Cason, and Associate Vice Chancellor Emily 
     Engelschall provided an overview of the Financial Aid Services Team.
   • Chair Jared Smith inquired when FAST was established and how the department 
     received 20000 funds, specifically those funds for staffing and payroll. Sean 
     Cason clarified that FAST as an entity has existed for approximately 5 to 6 years. 
     Sean Cason added that the Provost connected with FAST at that time which 
     created a MOU to increase their client base.
Chair Jared Smith asked what plans do you have to eventually transition these costs out of 20000 funds? Sean Cason answered that there are currently no plans to transition out of the 20000 funds source.

Chair Jared Smith asked where the 20000 funds are allocated during a fund swap. Sean Cason answered that the allocations of the 20000 funds are made by the Provost and the Vice Chancellor of Planning, Budget & Administration Gerry Bomotti.

Chair Jared Smith inquired about what administrative services were provided to student-facing units and departments. Susana Roddy stated that FAST provided administrative support to different departments but the departments that have a 20000 fund component are Financial Aid and Academic Resource Center.

Chair Jared Smith asked if assisting Financial Aid means assisting graduate student support. Emily Engelschall stated that graduate student support is handled through the Graduate Student Association as no services are being directly provided to graduate students.

Chair Jared Smith inquired if FAST charge a Shared Services fee to the departments. Sean Cason clarified that FAST does not have a fee-for-service model as departments do not have the funding available to pay those fees.

Chair Jared Smith mentioned that SSFAC has noticed that many units are asking to cover R’S’Shared Services. Sean Cason stated that previously FAST was covering those costs on a different model.

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5. Subcommittee D Department Presentation: Academic Resource Center (ARC)
   - Director Rena Burton presented a brief overview of the Academic Resource Center, which is celebrating the 49th year of centralized academic support services to students.
   - Chair Jared Smith inquired about the costs associated specifically with Highlander Early Start Academy (HESA) and how the costs for HESA compare to the costs in 2018-2019, which were approximately $42K. Rena Burton answered that there will be a follow-up regarding HESA data to the Committee. Rena Burton clarified that the increase in cost for HESA is attributed to the increases in student salary and the student health insurance cost for the participants.
   - Chair Jared Smith asked how the cost of HESA related to the Fund 66113 revenue of $28,430. Rena Burton clarified that the income generated by the math advisory exam program is used to pay for any shortfall that the HESA program may encounter.
   - Chair Jared Smith inquired if any steps had been taken to begin drawing down the amount of 20000 funds the ARC receives. Rena Burton stated that the ARC has not currently taken any steps to pivot away from the reliance on 20000 funds. Chair Jared Smith clarified that past committees felt that HESA was more of an instructional program and funds used on HESA are for the student programming of HESA. Rena Burton added that the summer session fees cover the costs for the instructional part of the HESA program.
   - Chair Jared Smith inquired if the department may transition any costs paid for by 20000 funds to the Education Opportunity Funds, Campus Initiative Funds, and
General Funds. *Rena Burton* stated that due to how the ARC is funded, the other funding sources would not cover the entire cost that the 20000 funds currently cover.

6. Subcommittee D Department Presentation: Early Childhood Services (ECS)
   - Director *Davina Bailey* and Senior Financial Analyst *Matthew Pepe* provided a brief overview of the Early Childhood Services department.
   - *Essam Ulhaq* thanked the department for the presentation and inquired the source of the grant that ECS received. *Davina Bailey* stated that the grant is received from TRIO. *Davina Bailey* added that the TRIO grant had great flexibility with minimal regulations and was a large grant amount.
   - *Essam Ulhaq* asked about the likelihood that the grant may not be renewed. *Davina Bailey* stated that the department remains optimistic that the grant will be awarded again as it has been received for the last two years.
   - *Sally Tavizon* inquired if ECS had considered applying for other grant opportunities. *Davina Bailey* clarified that there is opportunity to expand other grants that they are currently receiving.
   - Chair *Jared Smith* inquired about the source of the carryforward from 70040, for $467K and if the carryforward is expected year-to-year or one-time. *Davina Bailey* stated that the carryforward is an accumulation of the last five years and is a reserve in case the grants are not renewed. *Davina Bailey* added that ECS will need to upgrade the outside areas of the department building and the carryforward will be used to update the areas. *Davina Bailey* stated that the carryforward will have to be accumulated again after it is reduced due to the remodeling expense.

7. VCSA Update Debra Meneely – SSFAC Allocation Planning Year 2022-2023
   - Finance Manager for Student Affairs *Debra Meneely* presented an overview of the SSFAC Allocation Projections for Fiscal Year 2022-2023. *Debra Meneely* stated that historically March is the annual projection period when the SSFAC allocation amount is provided to the Committee. *Debra Meneely* clarified that the third quarter enrollment numbers of the Spring quarter affect the total student services fee revenue received and can potentially have a large impact on the allocation amount. *Debra Meneely* added that the unknown Spring quarter enrollment numbers is part of the reason why the final allocation amount cannot be provided earlier in the academic year.
   - *Debra Meneely* clarified the complexity of determining the allocation amount, as the amount is impacted by student enrollment numbers and the upcoming tuitions cohort’s change. *Debra Meneely* provided the allocation information below.
   - Vice Chancellor of Student Affairs Dr. *Brian Haynes* approval of the SSFAC Allocation for FY 2022-2023:
     - Up-to $125,000 perm-funding – fund 20027
     - Up to $750,000 temp-funding – fund 2000
     - Above is on top of the R’SSC and UCOP Assessment allocation for expenses approved by SSFAC during the March 10, 2021 meeting
• Debra Meneely additionally clarified that there are Student Mental Health and Non-Mental Health funds in fund 20000. The intent is that there will be a permanent funding component in future years.  
• Debra Meneely reminded the Committee that although there is a maximum amount, recommendations that align with policy 3101 and the VCSA Strategic Plan will be at the discretion of the Committee. Debra Meneely informed the Committee that the final allocation process will be an opportunity for SSFAC to consider allocating perm and temp funding.  
• Essam Ulhaq inquired about receiving a copy of the dashboard that was referenced during the presentation regarding previous year SSFAC allocations. Debra Meneely stated that a copy of the excel sheet documenting previous year allocations will be made available for the Committee.  
• Essam Ulhaq asked for clarification on the “up-to” amount and what will happen to the unspent funding amount. Debra Meneely clarified that the Committee does not have an obligation to allocate the full amounts. Debra Meneely stated that the unspent amount may remain in the carryforward balance,  
• Chair Jared Smith thanked Debra Meneely for the presentation.

8. SSFAC Student Application Discussion  
• Chair Jared Smith informed the Committee that three undergraduate and three graduate student members will need to be recruited for the next academic year. Chair Jared Smith reviewed the SSFAC student application questions from the previous year with the Committee.  
• Chair Jared Smith explained that the Chair, ASUCR president and GSA president will work together to review the applications received and the prospective members will be vetted by the Committee for a review and voting process after reviewing the applications. Chair Jared Smith will be visiting the GSA graduate student meeting to present to the members to increase student interest.  
• Valeria Dominguez inquired if the Committee may need assistance disseminating the recruitment information to campus. Chair Jared Smith stated that there would be a follow-up to Valeria Dominguez with more information. Chair Jared Smith confirmed that the Committee will be using the same questions from last year for the current year’s recruitment as the needs have not changed.

9. Open Comments  
• N/A

10. Chair Comments  
• Chair Jared Smith informed the Committee that discussions with Vice Chancellor of Student Affairs Dr. Brian Haynes will continue regarding the process to swap 20000 funds from departments that currently receive 20000 funds for expenses that do not primarily align with Policy 3101.

11. Adjourn: 5:01 PM  
• Motion to Adjourn by Michalis Faloutsos, Seconded by Essam Ulhaq.  
  • Adjournment Approved without Objections.