Wednesday, April 11th, 2024; 1:00 PM to 3:00 PM
Meeting Minutes
Hinderaker 0154 | Meeting Minutes Approved on May 1st, 2024

Name	Association	Voting Privilege[1]	Attendance[2]
Jose Alvarez	Graduate, Chair	X	P/AL
Chukwufunaya Ikechukwu	Undergraduate, Vice Chair	X	P
Ruhi Barman	Undergraduate, ASUCR VP of Internal Affairs	X	A
Phoebe Lee	Undergraduate	X	A
Grace Su	Undergraduate	X	P
Andrew Wong	Undergraduate		P
Cameron Springer	Undergraduate		P
	Graduate	X	
Payton DePalma	Graduate		A
Rong Hai	Faculty	X	A
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
Sarai Sierra	Staff Support, VCSA		P
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: **1:20 PM**

1. Approve the Agenda
   - *Motion to Approve the Agenda by Funanya Ikechukwu, Seconded by Grace Su.*
     - **Agenda Approved Without Objections**

2. Approve Meeting Minutes – April 10th, 2024
   - *Motion to Approve the Meeting Minutes of April 10th 2024, by Scott Currie, Seconded by Cameron Springer.*
     - **Meeting Minutes of April 10th, 2024 Approved Without Objections**

3. African Student Program (ASP) – Subcommittee A
   - *Dr. Jamal Myrick*, Director of African Student Programs, and *John Valdez*, AVC DOS Financial and Administrative Manager presented its programs and departmental needs to the Committee. ASP is celebrating its 52 years anniversary and has expanded its team by 2 professional staff. Per its mission, ASP provides programs that promote Black excellence, such as the Summer Bridge Program and No Boundaries Alternative Break Experience.
   - *Funanya Ikechukwu* inquired about students' involvement in the Summer Bridge Program. *Dr. Jamal Myrick* explained that the Summer Bridge Program is a 7-week experience for high school kids transitioning into UCR. ASP works with the Highlander Early Start Academy under the program to provide extracurricular curriculum support and experience that focuses on strengthening leadership skills, mental and emotional health, and academic success.
   - *Funanya Ikechukwu* asked if there is an application process. *Dr. Jamal Myrick* noted that participants for the Summer Bridge Program would apply to Highlander Early Start Academy through placement exams. From there, approved applicants will be part of the Summer Bridge Program.
   - *Sally Tavizon* asked if there are ongoing efforts to partner with other schools as part of its Summer Bridge Program. *Dr. Jamal Myrick* expressed interest for ASP to collaborate with faculty members and alumnus for its Summer Bridge curriculum.
   - *Funanya Ikechukwu* asked if the Summer Bridge Program has been funded before by SSF? *Dr. Jamal Myrick* noted that the Summer Bridge Program was supported by the Vice Provost and University Innovation Alliance, but the funding is terminated on June 30th. The funding from Vice Provost and University Innovation Alliance will not be renewed as they are looking to fund another initiative.
   - *Funanya Ikechukwu* asked if the No Boundaries Alternative Break Experience has been funded by SSF before? *Dr. Jamal Myrick* stated that No Boundaries were funded by ASP's budget. *John Valdez* noted that student salaries were labeled as permanent budgets before the pandemic but resulted in becoming temporary funding due to budget cuts.

4. Informational Technology Solution (ITS) – Subcommittee B
   - CFAO of ITS, *Shelley Gupta*, and CIO of ITS, *Matthew Gunkel* gave a presentation of its campus functions, alongside what campus services they provide technological support to. *Shelly Gupta* stated that the campus underwent an IT rationalization process 9 years ago, where all IT support for particular units were centralized under ITS. Some of its current projects include Impact 23, Google Cloud implementation, Zoom phones, IAM Riverside, CRM for student advisors, and Slack implementation.
   - *Cameron Springer* inquired about the amount for salary and benefits. *Shelly Gupta* noted that it will be $180,000 for the increase. It will be covered by ITS's carryforward if it does not become a permanent budget.

5. Bylaw Review and Update Discussion
   - Chair *Jose Alvarez* expressed concerned for the lack of transition documents on how leadership should prepare and approach its responsibilities. Chair *Jose Alvarez* brainstormed on adding new Chair responsibilities, such as reviewing the Bylaws with the upcoming Chair, and documenting the challenges, approaches, and main concerns of the Committee throughout the year.
   - Chair *Jose Alvarez* also recommended formalizing social media under Vice Chair responsibilities.
   - *Sally Tavizon* inquired if other SSFAC at UC campuses has had language clarification on its role with the Referendum Committee. Chair *Jose Alvarez* stated that the Committee is still working with the Referendum Committee on SSFAC's involvement. Chair *Jose Alvarez* recommended that the Committee has oversight on some of the proposed referendums, as other campuses and UCOP have language on SSFAC's responsibilities with referendums.
   - Chair *Jose Alvarez* encouraged the Committee to review the Bylaws on what tasks can be further clarified.

6. Student Application Questions
   - The Committee reviewed the student applications questions.
   - *Cameron Springer* stated that SSFAC and its role on campus seemed to only be notable to upper-class students, or students in leadership positions. *Sally Tavizon* suggested changing the question to ask if applicants can commit to a multi-year position.
   - *Sally Tavizon* mentioned that applicants might misunderstand the time commitment outlined in the questions and suggested the question to read "2 hours per week to 20 hours a quarter."
   - *Sally Tavizon* recommended outreaching to target student populations, such as CHASS F1rst, classrooms, and student organizations. Chair *Jose Alvarez* noted that learning communities and Costo Hall directors can also be of outreach targets.
   - *Angela Chien* asked if the student application will be accessible through Handshake. *Alice Chavez* noted that the student application will be uploaded onto Handshake as the Committee has started earlier with the application

process. *Cameron Springer* suggested outreaching to student organizations such as Highlander Financial Group or Undergraduate Business Association. *Sally Tavizon* suggested a QR code for the link to the application.

- *Sally Tavizon* inquired if the Committee will be tabling on Wednesday's. Chair *Jose Alvarez* noted that during last quarter, Committee members were able to fulfill attendance; Chair *Jose Alvarez* had envisioned tabling to be a way for Committee members to fulfill attendance requirements beside attending weekly SSFAC meetings. *Sally Tavizon* suggested tabling for the weeks that the Committee is receiving applicants.

7. Subcommittee Discussions
   - The Committee broke into subcommittees to discuss recommendations.

8. Open Comments
   - N/A

9. Chair Comments
   - N/A

10. Adjourn: **2:55 PM**
    - *Motion to Adjourn by Cameron Springer, Seconded by Sally Tavizon.*
      - ***Adjournment Approved without Objections.***