

Wednesday, May 22nd, 2024; 1:00 PM to 3:00 PM
Meeting Minutes
Hinderaker 0154 | Meeting Minutes Approved on October 30th, 2024

Name	Association	Voting Privilege ¹	Attendance ²
Jose Alvarez	Graduate, Chair	X	P
Chukwufunaya Ikechukwu	Undergraduate, Vice Chair	X	P
Ruhi Barman	Undergraduate, ASUCR VP of Internal Affairs	X	P
Phoebe Lee	Undergraduate	X	P
Grace Su	Undergraduate	X	P
Andrew Wong	Undergraduate		P/AL
Cameron Springer	Undergraduate		P
	Graduate	X	
Payton DePalma	Graduate		P
Rong Hai	Faculty	X	A
Scott Currie	Faculty	X	A
Sally Tavizon	Staff	X	P/AL
	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		A
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: **1:12 PM**

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

2. Approve Meeting Minutes – May 8th, 2024
 - *Motion to Approve the Meeting Minutes of May 8th, 2024, by Funanya Ikechukwu, Seconded by Ruhi Barman.*
 - *Payton DePalma* noted a typo under Subcommittee’s Recommendation for Undocumented Student Programs that read “Priority 1: Butterfly Project – Partial Funding of \$15,000.” The typo was corrected by Angela Chien to reflect the amount of \$150,000.
 - ***Meeting Minutes of May 8th, 2024***

3. Finalize Bylaw Discussion and Vote
 - *Chair Jose Alvarez* drew attention to Article IV Sec. A and proposed the addition of a subclause under Sec. A Clause 4 “Duties.” *Chair Jose Alvarez* stated that the proposal is to ensure a transition procedure between the outgoing Chair and Chair-elect to aid in leadership. The letters shall outline continuity between leadership and be well-documented within the Committee for review by any committee member and future Chair.
 - The new clause will read “**n. Meet at least once to review the SSFAC Bylaws with the Chair-elect and will write a letter detailing the initiatives and challenges during their past tenure, along with future work left unresolved.**”
 - *Chair Jose Alvarez* drew attention to Article IV Sec. B and proposed the addition of a subclause under Sec. B “Duties” to clarify the vagueness of Vice Chair responsibilities.” *Chair Jose Alvarez* explained that the proposal shall clarify the responsibilities of the Vice Chair and provide guidance in the Vice Chair’s role in the Committee. *Vice Chair Funanya Ikechukwu* asked if committee members are still able to contribute to the design and development of social media posts. *Chair Jose Alvarez* affirmed and clarified that the Vice Chair would be responsible for posting and social media page logistics.
 - The new clause will read “**e. Responsible for managing the SSFAC social media page, which involves consistent posting, answering students’ questions, and moderation as deemed necessary by the Chair and the Committee**”
 - Before voting on the Bylaw Amendments, the Committee reviewed and discussed the new proposed language in the Bylaw Amendments document provided by *Chair Jose Alvarez*.
 - Bylaw Amendments for Fiscal Year 2024-2025:
 - Article I-III: No Changes
 - Bylaw Item #1 – Article IV, Section A, Clause #4
 - Adding Clause #4.n as a new subclause: “**n. Meet at least once to review the SSFAC Bylaws with the Chair-elect and will**

write a letter detailing the initiatives and challenges during their past tenure, along with future work left unresolved.”

- Bylaw Item #2 – Article IV, Section B, Clause #4
 - Add Clause #4.e as a new subclause “**e. Responsible for managing the SSFAC social media page, which involves consistent posting, answering students’ questions, and moderation as deemed necessary by the Chair and the Committee.**”
- Article V-B: No Changes
- *Motion to approve Bylaw Item #1 by Vice Chair Funanya Ikechukwu, Seconded by Grace Su.*
 - **Roll Call Vote | Yea: 5 | Nay: 0 | Abs.: 0 |**
 - *Jose Alvarez: yea*
 - *Funanya Ikechukwu: yea*
 - *Phoebe Lee: yea*
 - *Ruhi Barman: yea*
 - *Grace Su: yea*
 - ***Bylaw Item #1 Approved Unanimously***
- *Motion to approve Bylaw Item #2 by Cameron Springer, Seconded by Grace Su.*
 - **Roll Call Vote | Yea: 5 | Nay: 0 | Abs.: 0 |**
 - *Jose Alvarez: yea*
 - *Funanya Ikechukwu: yea*
 - *Phoebe Lee: yea*
 - *Ruhi Barman: yea*
 - *Grace Su: yea*
 - ***Bylaw Item #2 Approved Unanimously***

4. Year End Report

- *Chair Jose Alvarez* gave an overview of the Year End Report thus far. It will be sent to the Vice Chancellor of Student Affairs once it has been completed. *Chair Jose Alvarez* noted that the Bylaw and Student Survey sections are still a work in progress. *Chair Jose Alvarez* shared the recommendations noted thus far in the Year End Report, including efforts to increase accountability, on recruitment to ensure quorum, and defining attendance measurements. *Chair Jose Alvarez* stated that the Year End Report will be shared with the Committee for feedback and inquired if the Committee have any recommendations to include in the report.
- Vice Chair Funanya Ikechuwku recommended to include limits of how much work a Committee member can do to make up for their absences. *Chair Jose Alvarez* affirmed and stated that it is unfair for Committee members who attend meetings weekly. *Vice Chair Funanya Ikechukwu* further proposed tabling to promote the SSFAC, emphasizing that one-on-one conversations are more effective recruitment strategies.
- *Grace Su* recommended introducing student committee members to the RSVP feature on the calendar invitations to further account for quorum.

- *Phoebe Lee* affirmed that tabling is a good idea, but students are more enticed when there is swag at tabling. *Alice Chavez* noted that swag is a feasible idea, as Student Affairs had requested additional funding for expenses in such instances.

5. Chair Elections

- *Chair Jose Alvarez* explained that logistics of the Chair election, and votes will be submitted to *Angela Chien* via secret ballot. As a nominee for Chair of SSFAC for the 2023-2024 academic year, *Funanya Ikechukwu* was interviewed by the Committee with a set of questions used in the prior year. The committee members took turns to read the questions as follow:
 - What prior experience with managing budgets, student outreach, or otherwise do you have to bring to this role?
 - Do you see a need for a potential improvement in the organization and communication within SSFAC? If so, what would these improvements entail?
 - What are your strategic goals for SSFAC this year and how do you plan to represent UC Riverside at CSF meetings and with external partners such as UCOP, etc.?
 - What are some critical challenges you think SSFAC is currently facing? What suggestions or solutions do you have to address the challenges?
 - How would you deal with internal conflicts within the Committee? Provide a past example of a workplace or team conflict you've managed.
 - What challenges do you think undergraduate and graduate students are currently facing that relate to the Student Services Fee?
 - How do you plan to advertise and recruit committee members for the following year?
 - What kind of relationship would you like to have with ASUCR and GSA or other committees on campus?
 - What are your thoughts on SSFAC's involvement with the referendum?
 - What sort of relationship and responsibilities do you see yourself having with the Vice Chair?
- The Committee evaluated the responses of *Vice Chair Funanya Ikechukwu* and collectively agreed to elect *Vice Chair Funanya Ikechukwu* as the Chair of SSFAC for the 2024-2025 academic year.
 - **Voting Results:**
 - **Yea: 5**
 - **No: 0**
 - **Abs.: 0**
 - **Funanya Ikechukwu elected as SSFAC Chair, Approved**

6. Review Submitted Applications

- *Chair Jose Alvarez* noted that the applications were reviewed with the GSA and ASUCR president. *Chair Jose Alvarez* outlined that applications were

assessed based on the student applicant's diverse perspective, the quality of the student applicants' answers, and the student applicant's activity in the student community. *Chair Jose Alvarez* noted that some student applications were not presented to the Committee due to suspicions that it has been altered by AI.

7. Vote For New Committee Members

- In preparation for the 2024 – 2025 Academic School Year, SSFAC is in need of one new Undergraduate Members and three new Graduate Members to replace the 2023-2024 Committee Members who will not be returning. After careful consideration and evaluation of the applicants, the Committee has selected a total of one Undergraduate Members and two Graduate Members to appoint. The Committee will resume voting on new Committee Member in the upcoming school year.
 - Undergraduate Member
 - Rishika Salvi
 - *Motion to Appoint Rishika Salvi as an Undergraduate Non-Voting Alternate Member by Phoebe Lee, Seconded by Payton DePalma.*
 - **Voting Results:**
 - **Yea: 6**
 - **Nay: 0**
 - **Abs.: 0**
 - ***Rishika Salvi appointed as an Undergraduate Non-Voting Alternate Member without objections.***
 - Paula Curuella
 - *Motion to Appoint Paula Curuella as a Graduate Voting Member by Payton DePalma, Seconded by Sally Tavizon.*
 - **Voting Results:**
 - **Yea: 6**
 - **Nay: 0**
 - **Abs.: 0**
 - ***Paula Curuella appointed as a Graduate Voting Member without objections.***
 - Hema Sai Gopi Chivukula
 - *Motion to Appoint Hema Sai Gopi Chivukula as a Graduate Voting Member by Sally Tavizon, Seconded by Grace Su.*
 - **Voting Results:**
 - **Yea: 6**
 - **Nay: 0**
 - **Abs.: 0**
 - ***Hema Sai Gopi Chivukula appointed as a Graduate Voting Member without objections.***

8. Open Comments

- *Alice Chavez* announced that the luncheon will take place at The Stable, on Wednesday, May 29th, from 2 p.m. to 4 p.m.

9. Chair Comments

- N/A

10. Adjourn: **2:56 PM**

- *Motion to Adjourn by Grace Su, Seconded by Phoebe Lee.*
 - *Adjournment Approved without Objections.*