

Wednesday, October 30th, 2024; 3:00 PM to 5:00 PM

Meeting Minutes

Hinderaker 0154 | Meeting Minutes Approved on November 6th, 2024

Name	Association	Voting Privilege ¹	Attendance ²
Chukwufunaya Ikechukwu	Undergraduate, Vice Chair	X	P
Nadia Aierken	Undergraduate, ASUCR VP of Internal Affairs	X	P
Phoebe Lee	Undergraduate	X	P/LE
Grace Su	Undergraduate	X	P/AL
Andrew Wong	Undergraduate		P
Rishika Salvi	Undergraduate		P/AL
Paula Cucurella	Graduate	X	A
	Graduate	X	
	Graduate		
Coleen Macnamara	Faculty	X	A
Scott Currie	Faculty	X	P
Sally Tavizon	Staff	X	P
Sarah Dillion	Staff	X	P
Abby Choy	Ex-Officio, ASUCR President		P
Jordan Steinhauser	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		A
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: **3:14 PM**

1. Approve the Agenda
 - *Motion to Approve the Agenda by Sally Tavizon, Seconded by Phoebe Lee.*
 - ***Agenda Approved Without Objections***

2. Approve Meeting Minutes – May 8th, 2024
 - *Chair Funanya Ikechukwu* noted that underneath the sections of Student Affairs, Student Life, and The Well, the total amount of allocations were denoted with an extra dollar sign.
 - *Motion to Approve the Meeting Minutes of May 8th, 2024, by Sally Tavizon, Seconded by Scott Currie.*
 - ***Meeting Minutes of May 8th, 2024, Approved Without Objections***

3. Approve Meeting Minutes – May 22nd, 2024
 - *Chair Funanya Ikechukwu* noted that *Phoebe Lee's* name was misspelled on pages 4 and 5.
 - *Motion to Approve the Meeting Minutes of May 22nd, 2024, by Sally Tavizon, Seconded by Phoebe Lee.*
 - ***Meeting Minutes of May 8th, 2024A, Approved Without Objections***

4. Approve Meeting Minutes – May 29th, 2024
 - *Motion to Approve the Meeting Minutes of May 29th, 2024, by Phoebe Lee, Seconded by Andrew Wong.*
 - ***Meeting Minutes of May 8th, 2024, Approved Without Objections***

5. SSFAC Administrative Procedures Review
 - *Chair Funanya Ikechukwu* gave an overview of the SSFAC administrative procedures, which included the purpose of SSFAC, function and operations of the Committee, the structure of meetings, member composition, participation requirements, and the timeline for the budget recommendation process.
 - *Alice Chavez* stated that the fees for undergraduate and graduate students are now categorized through cohorts. Students will be charged the same amount of student services fees throughout 4 years, but the amount changes for each class of incoming students.
 - Additionally, *Alice Chavez* noted that another faculty member – *Coleen Macnamara* – was appointed and will be joining the Committee at meetings soon.
 - *Alice Chavez* stated that within the Committee, student members – voting or alternate – receive stipends conditional their attendance fulfillment.

6. Vice Chair Discussion (Nominations and Questions)

- *Chair Funanya Ikechukwu* stated that the Committee elects a Vice Chair every fall quarter. Members within the Committee are allowed to self-nominate, nominate others, and/or send in nominations to the SSFAC email.
- *Alice Chavez* introduced the Vice Chair election questions, which are also reviewed each fall prior to the Vice Chair election.
- No changes were made to the questions, and the election will take place in the next meeting.

7. New Members Discussion

- *Alice Chavez* stated that the Committee is missing 2 more graduate students: 1 voting graduate student and 1 alternate graduate student. The student application will re-open, and the Committee will review and approve applicants in the coming weeks.

8. Open Comments

- *Alice Chavez* commented that *Vice Chancellor Dr. Haynes* will address and welcome the Committee at next week's meeting and discuss matters regarding VCSA strategic needs. *Alice Chavez* commented that attendance is highly appreciated.

9. Chair Comments

- *Chair Funanya Ikechukwu* shared with the Committee an outline of future outreach projects and ideas, including social media and tabling opportunities.
- *Sally Tavizon* inquired if Instagram is the primary social media platform. *Chair Funanya Ikechukwu* affirmed.
- *Alice Chavez* stated that SSFAC can focus on building a strong presence on one social media platform before branching out to other platforms. The push for an Instagram presence is due to the fact that SSFAC in other UC campuses are as big as its Associated Student Body, as stated by the previous Chair of SSFAC. *Alice Chavez* further stated that through elevating SSFAC presence on campus, the decisions made by the Committee will be more impactful and encompass a wide range of voices.
- *Alice Chavez* asked if *Chair Funanya Ikechukwu* is interested in infographics for social media posts. *Chair Funanya Ikechukwu* responded that having an eye-catching but detailed descriptions on the posts would be helpful in getting students' attention. *Chair Funanya Ikechukwu* noted that *Phoebe Lee* and *Grace Su* contributed to creating social media posts in the Spring, which was received well on Instagram. *Andrew Wong* expressed that students also react favorably to posts that feature real-life pictures of people, especially students in action or students from SSFAC-funded departments.
- *Nadia Aierken* stated that the Vice President of Marketing from ASUCR can be sourced for pictures of Scotty and students on campus. *Nadia Aierken* will double-check.
- *Chair Funanya Ikechukwu* asked if the Committee is comfortable tabling during the first 4 weeks of the quarter, from 10 a.m to 2 p.m. Tabling for SSFAC can serve as an alternate solution for attendance requirements. *Sarah*

Dillon asked about the purpose of tabling. *Chair Funanya Ikechukwu* replied that tabling would expose students to SSFAC, and it'd invite students to participate in surveys and giveaways. *Sally Tavizon* suggested a strategic tabling schedule, specifically during recruitment, so students can be briefed and informed about the Committee and its opportunities.

- Additionally, *Chair Funanya Ikechukwu* briefly surveyed the Committee for its feedback on the website. *Chair Funanya Ikechukwu* recommended inserting the application link on the website and inquired *Alice Chavez* if students need to submit their application through Handshake.
- *Sally Tavizon* suggested incorporating a video of *Scotty* walking around campus while talking about the purpose of SSFAC and the SSFAC-supported departments. The video can be showcased during tabling. *Chair Funanya Ikechukwu* noted that it can also be posted on Instagram and SSFAC website.
- *Chair Funanya Ikechukwu* circled back to *Nadia Aierken* to inquire about *Scotty's* availability. *Nadia Aierken* stated that there is a meeting with *Scotty* scheduled for next week. *Nadia Aierken* noted the possibility of asking the VPIA office to create a video; the VPIA Instagram account, which has 800 followers, could make a video as a shared post with SSFAC. *Sally Tavizon* recognizes the difficulty in making the website interesting due to the different committee components.

10. Adjourn: **4:06 PM**

- *Motion to Adjourn by Grace Su, Seconded by Andrew Wong.*
 - *Adjournment Approved without Objections.*