UC RIVERSIDE | Student Services Fee Advisory Committee

Monday, October 15th, 2025; 9:00 to 11:00 AM
Hinderaker 0154 | Meeting Minutes
Approved on October 29th, 2025

Name	Association	Voting Privilege[1]	Attendance[2]
Andrew Wong	Undergraduate, Chair	X	P
Kaden Ho	Undergraduate, ASUCR VP of Internal Affairs	X	P
Grace Su	Undergraduate	X	A
Ananya Goyal	Undergraduate	X	P
Shlok Garg	Undergraduate		P
Amrit Johal	Undergraduate		A
Chandana Anand Rangappa	Graduate	X	P
Tatenda Nicole Mukuruva	Graduate	X	A
Gene Brewer	Faculty	X	P
Zhijia Zhao	Faculty	X	P
Sally Tavizon	Staff	X	P
Leila Haidar	Ex-Officio, ASUCR President		P
Jordan Steinhauser	Ex-Officio, GSA President		P
Luis Alvarez	Ex-Officio, VCSA		A
Alice Alcantara	Staff Support, 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: **9:04 AM**

1. Introductions
   - *Alice Alcantara* introduced herself as the SSFAC Advisor and gave a brief overview on SSFAC's purpose on campus.
   - *Chair Andrew Wong* introduced himself as the Chair of SSFAC and asked the Committee to introduce themselves through an icebreker.

2. Approve the Agenda
   - *Motion to Approve the Agenda by Gene Brewer, Seconded by Sally Tavizon.*
     - ***Agenda Approved Without Objections***

3. Approve Meeting Minutes – May 5th, 2025
   - *Motion to Approve the Meeting Minutes of May 5th, 2025, by Ananya Goyal, Seconded by Chandana Anand Rangappa.*
     - ***Meeting Minutes of May 5th, 2025, Approved Without Objections***

4. Approve Meeting Minutes – May 12th, 2025
   - *Sally Tavizon* commented that the new members will have an opportunity to review the Bylaws and become familiar when approving future meeting minutes.
   - *Chair Andrew Wong* noted that the Bylaws will be revised and discussed at a later meeting, due to unclear language about the structure of the Committee.
   - *Motion to Approve the Meeting Minutes of May 12th, 2025, by Kaden Ho, Seconded by Sally Tavizon.*
     - ***Meeting Minutes of May 12th, 2025, Approved Without Objections***

5. Approve Meeting Minutes – May 19th, 2025
   - *Alice Alcantara* noted that these meeting minutes are in relation to SSFAC holding a luncheon at the last meeting to celebrate a successful year.
   - *Motion to Approve the Meeting Minutes of May 19th, 2025, by Gene Brewer, Seconded by Sally Tavizon*
     - ***Meeting Minutes of May 19th, 2025, Approved Without Objections***

6. SSFAC Administrative Procedures Review
   - *Chair Andrew Wong* began the SSFAC administrative procedures with an explanation of the cohort model and reviewing of the Regent's Policy. The Regent's Policy helps provide funding to the elements of UCR that do not receive funding.
   - *Alice Alcantara* briefly explained that the cohort model allows students to be charged the same amount of student service fees throughout 4 years, but the amount changes for each class of incoming students.

- *Chair Andrew Wong* commented on the correct language towards the SSFAC structure in the administrative procedures and how the Bylaws will be revised to reflect the same language. *Alice Alcantara* noted that the Committee is currently missing 1 alternate graduate member and 1 staff member.
- *Zhijia Zhao* asked if SSFAC assists in splitting the budget between the different programs. *Chair Andrew Wong* replied that SSFAC assists in splitting temporary funds into the programs and briefly explained the budget call process.
- *Chair Andrew Wong* continued over to the attendance policy. *Alice Alcantara* commented that within the Committee, student members –not including ex officios— will receive a remuneration of $600 conditional on their attendance fulfillment.
- *Chair Andrew Wong* concluded the SSFAC Administrative Procedures by discussing meeting etiquette, the budget recommendation process, and how SSFAC plays a role in the wider system through organizations such as CSF. *Alice Alcantara* commented that the Chair attends CSF meetings and provides the Committee with regular updates. *Chair Andrew Wong* noted that the previous CSF meeting was held at University of California, Berkeley over the summer with the next CSF meeting being held at University of California, San Diego.

7. SSFAC Guidelines
    - *Alice Alcantara* stated that the SSFAC Guidelines will be reviewed on a later date.

8. Vice-Chair Discussion (Nominations and Questions)
    - *Chair Andrew Wong* explained the procedure for electing a Vice Chair. *Chair Andrew Wong* introduced the Vice Chair election questions, which have been reviewed each fall quarter prior to the Vice Chair election but are subject to change depending on the Committee.
    - *Alice Alcantara* commented that any member can be nominated and that any nomination can be sent privately to *Chair Andrew Wong* or *Emily Lee*.
    - *Emily Lee* added that the nominee must have completed 2 consecutive quarters on the Committee to be eligible for Vice Chair.

9. Graduate Student Discussion
    - *Alice Alcantara* stated that the application for an alternate graduate student will be posted on Handshake. The Chair will review the incoming applications and will select a few to bring to the committee for discussion.
    - *Leila Hailar* asked if the applications will also be reviewed by *Jordan Steinhauser*. *Chair Andrew Wong* agreed.

10. Open Comments

- *Alice Alcantara* gave a brief overview of the SharePoint to the Committee. The SharePoint contained agenda packets, meeting minutes, budget summaries, final recommendations, presentation notes, and other important resources Committee members may refer to. *Alice Alcantara* noted that any access issues and questions can be directed to *Emily Lee*.
- *Alice Alcantara* briefly introduced the SSFAC website. The SSFAC website included information about departments funded by SSFAC, current and previous meeting minutes, recommendations and approvals, and annual reports. *Alice Alcantara* asked the Committee to familiarize themselves with these contents.

11. Chair Comments
    - *Chair Andrew Wong* stated that this year, the Committee will have to be more mindful about the budget. *Chair Andrew Wong* stated that due to budget cuts in the previous year, he asked that the Committee to be more attentive during the budget call process to help decide what needs to be funded. Additionally, *Chair Andrew Wong* emphasized that student jobs be prioritized, as student workers experienced a 25% cut in the previous year due to budget cuts.
    - *Chair Andrew Wong* included that the role of Vice Chair will inherit more responsibilities such as help facilitate discussions and lead meetings. *Chair Andrew Wong* expressed interest in getting SSFAC featured on the Highlander to garner interest and inform the student body where their student service fees are being allocated to.
    - *Chair Andrew Wong* expressed interest in wanting the department presentations to be more streamlined, outlining more fiscal instead of narrative details for the Committee to pinpoint and understand.
    - *Sally Tavizon* asked if the budget call template would be the same as the previous year. *Alice Alcantara* replied that the format will remain the same, but the questions will be revised to ask more about the department's unmet needs. *Jordan Steinhauser* suggested that the departments receive a presentation template to illustrate what the Committee needs for a more fiscal approach. *Alice Alcantara* agreed. *Sally Tavizon* recommended that the new chancellor be given an opportunity to familiarize himself with the budget call template. *Alice Alcantara* thanked *Sally Tavizon* for the suggestion and stated she would bring it up to *Luis Alvarez* for discussion.

12. Adjourn: **09:59 AM**
    - *Motion to Adjourn by Kaden Ho, Seconded by Zhijia Zhao*
        - ***Adjournment Approved without Objections.***