



# Student Services Fee Advisory Committee

Tuesday, April 14, 2020; 10:00 AM to 12:00 AM

Approved Meeting Minutes | Meeting Minutes Approved on April 21, 2020

Name	Association	Voting Privilege <sup>1</sup>	Attendance <sup>2</sup>
Lennin Kuri	Undergraduate, Chair	X	P
Jocelyn Ortiz	Undergraduate, Vice Chair, ASUCR VP of Internal Affairs	X	P
Angela Olivares	Undergraduate	X	AL
Angel Keymolen Rojas	Undergraduate	X	AL
Julian Brambila	Undergraduate	X	P
Ivan Fernandez	Undergraduate	X	P
Judit Palencia Gutierrez	GSA	X	AL
Mark Wiley	GSA	X	A
Arielle Manganiello	GSA	X	P
Rong Hai	Faculty	X	AL
Glenn Stanley	Faculty	X	P
Sally Tavizon	Staff	X	P
Sabrina Schuster	Staff	X	P
Jared Smith	GSA		P
Julian Gonzalez	Ex-Officio, ASUCR President		P
John Haberstroh	Ex-Officio, GSA President		A
Cathy Eckman	Ex-Officio, VCSA		AL
Militza Seehaver	Staff Support, VCSA		P
Jayzelee Diche	Student Secretary, VCSA		P

<sup>1</sup> “X” indicates voting privilege

<sup>2</sup> P: Present | A: Absent | AL: Arrived Late | LE: Left Early

1. Call to Order: **10:03 AM**
2. Approve the Agenda
  - *Motion to Approve the Agenda by Jocelyn Ortiz, Seconded by Sally Tavizon.*
    - ***Agenda Approved without Objections***
3. Approve Meeting Minutes – March 10, 2020
  - *Motion to Approve the Meeting Minutes of March 10, 2020 by Ivan Fernandez, Seconded by Judit Palencia Gutierrez.*
    - ***Meeting Minutes Approved without Objections***
4. CFAO Update
  - *CFAO Cathy Eckman* shared with the Committee that the Vice Chancellor of Student Affairs Offices has decided that to align with the current campus budget approach. Therefore, the budget recommendation process for Fiscal Year 2020 – 2021 will be deferred until the impact of the current COVID-19 crisis can be assessed. Once the current situation has stabilized, the committee could potentially re- evaluate department request based on new cost projections. Unfortunately, it is not feasible to move forward with the funding requests at this time due to the changes in the financial situation. *Cathy Eckman* reminded the Committee that all efforts and work will not go unrecognized and can still be utilized for future tasks. *Cathy Eckman* mentioned that there are still other tasks for the Committee to accomplish for the remainder of the year such as Chair Election, potential bylaw review and recruiting new members for the next Academic Year.
  - *Cathy Eckman* clarified that it would be prudent to place funding requests on hold at this time due to changes in programming that are expected to take place campus-wide. *Cathy Eckman* mentioned that a priority of the campus is to keep all current employees employed and hiring of new staff has been restricted.
  - *Sally Tavizon* asked if the current SSFAC Committee will conduct any work regarding next year's budget. *Cathy Eckman* clarified that the department requests received do not reflect the campus's recent transition to remote learning therefore, the requests may change. *Cathy Eckman* reminded the Committee that nothing can be confirmed as of now, but Student Services will remain open to assist students in any way possible.
  - *Chair Lennin Kuri* asked how services this year will be impacted with the current circumstances. *Cathy Eckman* clarified that the funding for the fiscal year 2019-2020 has been allocated to the departments.
  - *Jocelyn Ortiz* asked if the departments who requested funding for the Fiscal Year 2020 – 2021 have been notified of the hold on the Budget Recommendation process. *Cathy Eckman* mentioned that there is an upcoming director's meeting in which the matter will be shared and discussed. *Cathy Eckman* discussed how Student Services aims to continue supporting the departments to the best of their abilities
  - *Jared Smith* asked for a clarification of the status of GSA's DIAL program. *Cathy Eckman* clarified that although the funding request for this expense submitted to the committee is currently on hold, should other sources of funding for this position not be identified VCSA has committed to fund the position for three years.
  - *Chair Lennin Kuri* asked if VCSA is requiring departments to report how they are transitioning to online programming. *Cathy Eckman* clarified that each AVC is currently reporting updates on financial impacts, costs, and time and efforts of the departments to VCSA.

- *Chair Lennin Kuri* asked if there is any current dialogue circulating about on-campus student fee concerns. *Cathy Eckman* mentioned that Campus leadership is working on a formal communication to respond to students regarding the matter of student fees.
  - *Sabrina Schuster* reminded the committee that some course material fees have been relieved across campus for students.
  - *Jared Smith* asked if there are any plans on how the Coronavirus Aid, Relief, and Economic Security (CARES) Act will be used to assist students. *Cathy Eckman* clarified that at this time, there is no confirmed knowledge on how exactly the CARES Act will assist students. This information is provided by the campus as a whole and is not determined by any specific campus office. However, ½ the funding is attributed to Emergency Grants to Students. Further guidance from the campus will be forthcoming.
  - *Jocelyn Ortiz* asked who can be contacted to further inquire about the CARES Act. *Cathy Eckman* explained that any information regarding the CARES Act is tentative as there is no confirmed direction or allocation funds. VCSA is awaiting information from the budget office and will share it with this group as it is made available.
  - *Jared Smith* asked if debt services to buildings on campus is an institutional fee. *Cathy Eckman* clarified that the referendum funds will continue to fund the debt services of buildings that pertain to the specific referenda per the referenda guidelines. SSFees do not cover academic building debt service.
  - *Jared Smith* asked to clarify that the student aid component of the CARES Act will not be used towards the purchase of laptops. *Cathy Eckman* clarified that the aid designated as Emergency Grants will not be but there is an Institutional component that could be used – that is a campus decision.
  - *Cathy Eckman* mentioned that there is an ongoing effort to assist the campus and extended appreciation for the Committee’s understanding and questions at the time.
  - *Lennin Kuri* reminded the Committee that their work will not go unrecognized and will be integrated in the final call letter that the Chair submits at the end of the academic year.
5. Review Status of the SSFAC Application Process
- *Chair Lennin Kuri* discussed that the call for SSFAC applications was announced to students through the R’Campus Weekly Newsletter and it has been communicated to ASUCR and GSA. *Chair Lennin Kuri* encouraged the Committee to also bring awareness of the SSFAC call to any peers that may be interested in applying. *Chair Lennin Kuri* mentioned that many students have contacted SSFAC in request of an application and currently six applications have been officially submitted.
6. Review the Bylaw Update Process
- *Chair Lennin Kuri* discussed how the Bylaws can be an area of focus for the Committee since the Budget Recommendation Process has been stalled. *Chair Lennin Kuri* asked the Committee to consider a potential review of the Bylaws and to prepare specific areas of focus within the Bylaws for the next meeting. *Chair Lennin Kuri* discussed that it is up to the Committee to decide to proceed with a Bylaw review ~~or not~~ and though it is not required, there is ample time to discuss the status of the existing Bylaws.
  - *Cathy Eckman* suggested if *Militza Seehaver* can direct students where to access the Bylaws. *Militza Seehaver* clarified that the Bylaws are available on the SSFAC SharePoint site as well as the SSFAC website.
7. Chair Comments
- *Chair Lennin Kuri* assured the Committee that all efforts and work at this time is recognized and appreciated.

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- *Vice Chair Jocelyn Ortiz* shared appreciation for the Committee's efforts at this time in making the online transition.
8. Public Comments
- N/A
9. Adjourn: **10:43 AM**
- *Motion to Adjourn by Sabrina Schuster, Seconded by Sally Tavizon.*
    - ***Adjournment Approved without Objections***