



Student Services Fee Advisory Committee

Tuesday, April 21, 2020; 10:00 AM to 12:00 AM

Approved Meeting Minutes | Meeting Minutes Approved on April 28, 2020

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

¹ "X" indicates voting privilege

² P: Present | A: Absent | AL: Arrived Late | LE: Left Early

1. Call to Order: 10:00 AM
2. Approve the Agenda
 - *Motion to Approve the Agenda by Sabrina Schuster, Seconded by Mark Wiley.*
 - ***Agenda Approved without Objections***
3. Approve Meeting Minutes – April 14, 2020
 - *Motion to Approve the Meeting Minutes of April 14, 2020 by Sabrina Schuster, Seconded by Jared Smith.*
 - ***Meeting Minutes Approved without Objections***
4. Review Status of the SSFAC Application Process
 - *Chair Lennin Kuri* mentioned that the application for SSFAC Committee members for the Academic Year 2020 – 2021 officially closed as of Friday, April 17th, 2020 and a total of thirteen students have applied. *Chair Lennin Kuri* explained that six undergraduate members are needed for the new SSFAC Committee and that applicants will be reviewed with ASUCR and GSA before being presented to the Committee.
5. Bylaw Reviews
 - *Jared Smith* suggested to revisit a previous Committee discussion on Alternates earlier in the year, and potentially amend the Bylaws that address the matter of appointing an Alternate member to Voting member status should a Voting member be unavailable to attend a meeting. *Jared Smith* suggested that the Alternate should be of the same selected body as the Voting member. *Cathy Eckman* agreed and suggested that specific wording that addresses a Voting member's lack of availability could be included. *Jared Smith* agreed that clarifying the reason for a Voting member's absence would help specify the nature of the appointment to Voting member status as either temporary or for the remainder of a given year.
 - *Jared Smith* asked the Committee if an online protocol should be included in the Bylaws to address the nature in which meetings must be conducted online. *Cathy Eckman* suggested that such an amendment could be added as an Appendix as it is procedural in nature.
 - *Militza Seehaver* clarified that any changes to the Bylaws would need to be proposed directly by the committee proposed directly by the Committee such as the addition of Appendix A by last year's Committee, which is now in the current Bylaws. *Millitza Seehaver* suggested that the Appendix A would be a good point of reference when thinking about making any procedural changes to the Bylaws.
 - *Glenn Stanley* asked to clarify the degree of specificity to which an online protocol would be addressed and mentioned that there is already existing UC protocol that has been set in place in response to COVID 19. *Sabrina Schuster* agreed that implementing a specific online protocol may set a precedent where the Committee may want to do this every time a crisis occurs.
 - *Jared Smith* clarified that the potential online protocol would not be extensive and agreed that online protocol might not be crucial if there is existing UC protocol already established.
 - *Cathy Eckman* suggested that online protocol could also allow members to participate and attend in-person meetings via an online platform such as Zoom, if they are unable to physically attend the meeting. *Cathy Eckman* agreed that an online protocol could undergo several modifications to align with any changes in fluid circumstances, but an online protocol might prove effective to establish a new standard of participating in both in-person and virtual meetings.
 - *Chair Lennin Kuri* advised that any additional Bylaw items can be brought forward in upcoming meetings to discuss potential changes.

6. Finalize Chair Nominations

- *Chair Lennin Kuri* reminded the Committee that the last day for any Chair nominations is Tuesday, April 21, 2020 and asked if any nominations will be made at this time.
- *Militza Seehaver* confirmed that one self-nomination was made by Undergraduate Voting Member *Julian Brambila* via email.
- *Chair Lennin Kuri* encouraged the Committee that any last-minute nominations may be emailed by the end of the day and Committee members can email the Chair with any questions.

7. Finalize Questions for Chair Election

- *Chair Lennin Kuri* reviewed previous questions for both Chair and Vice Chair with the Committee and asked if there are any changes that the Committee wished to be made or new questions to propose.
- *Sabrina Schuster* mentioned that the current questions for Chair and Vice Chair are relevant and adequate.
- *Jared Smith* suggested to slightly modify the existing Vice Chair questions to utilize those questions for the Chair as well.
- *Chair Lennin Kuri* asked if UCR's online transition per COVID 19 guidelines should be considered in the Chair questions to review how the Chair will manage the ways in which SSFAC will operate virtually.
- *Jared Smith* agreed with the idea of including a question regarding the online transition and mentioned that it could be potentially removed in the future if no longer needed. *Jared Smith* proposed to add the following question to the SSFAC Chair Questions: "8. How do you plan to address the impact of COVID 19 on the campus and issues it raises with respect to Student Services Fees?"
- *Jared Smith* suggested to incorporate how the Chair will assist with other higher administration levels such as UCOP in the Chair Questions. *Chair Lennin Kuri* clarified that Question 3 mentions the Chair's responsibility to CSF and this question could be extended to include other external partners. *Jared Smith* proposed to add the following modified question to the SSFAC Chair Questions: "3. 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.?"
- *Chair Lennin Kuri* announced that a formal draft with the proposed changes will be presented to the Committee for further approval.

8. Chair Comments

- N/A

9. Public Comments

- *Militza Seehaver* explained to the Committee that due to the hold on the Budget Recommendation Process the meetings are now shorter than originally anticipated therefore, it may be effective to schedule the meeting time for one hour instead of two hours to allow more calendar availability for faculty and staff.
- *Chair Lennin Kuri* agreed that less time is being utilized in comparison to previous years when deliberations would normally take place and that one hour should be sufficient to conduct business.
- *Mark Wiley* agreed that most of the previous meetings had only utilized the two hours for Department Presentations which was crucial but at this time, one hour would be sufficient.
- *Chair Lennin Kuri* asked for a motion to reduce the meeting time to one hour.

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- *Motion to Approve the Meeting Time by Sabrina Schuster, Seconded by Mark Wiley.*
 - *Meeting Time Approved without Objections*

10. Adjourn: **10:39 AM**

- *Motion to Adjourn by Arielle Manganiello, Seconded by Sabrina Schuster.*
 - *Adjournment Approved without Objections*