

Student Service Fee Advisory Committee  
 Friday, May 16, 2014; 3:00 to 5:00 PM  
 HUB Room 367

Approved 5/30/14

| Name                             | Association                                    | Voting Privilege <sup>1</sup> | Attendance |
|----------------------------------|--|-------------------------------|------------|
| Cardenas, Lazaro                 | ASUCR  | X                             | P          |
| Cassell, Jon [Alternate]         | ASUCR  | X                             | P          |
| Dow, Liam                        | ASUCR  | X                             | L          |
| Hong, Ashley                     | ASUCR  | X                             | A          |
| Eckman, Cathy                    | Interim CFAO, Ex-Officio,<br>VCSA              | -                             | P          |
| Salazar, Susana                  | Ex-Officio-RP&B                                | -                             | P          |
| Taliaferro, Alexander            | ASUCR  | X                             | P          |
| Tang, Janice                     | ASUCR  | X                             | A          |
| Ta, Johnny                       | ASUCR  | X                             | P          |
| Fahmian, Sean                    | ASUCR  | X                             | A          |
| Polishko, Anton                  | GSA  | X                             | L          |
| Stewart, Terrance                | GSA  | X                             | L          |
| Lucas, Keira                     | GSA  | X                             | P          |
|                                  |  |                               |            |
| Alvarez, Luis                    | Staff  | X                             | P          |
| Sedita, Jolene                   | Staff  | X                             | L          |
|                                  |  |                               |            |
| Sanchez Martinez,<br>Veronica    | Secretary                                      | -                             | P          |
| Lillie, Sue                      | Staff Support                                  | -                             | P          |
| <b>Guests</b>                    |  |                               |            |
| LaRae Lundgren &<br>Sean Cason   | Technology Services                            | -                             | P          |
| Susan Allen Ortega               | Student Special Service &<br>Counseling Center | -                             | P          |
| Kenneth Simons<br>Ryan Alcantara | African Student Program                        | -                             | P          |
| Arlene Cano                      | CSP  | -                             | P          |

|                                |                                       |   |   |
|--------------------------------|---------------------------------------|---|---|
| Karen McComb                   | International Student Resource Center |   | P |
| Joshua Gonzales                | Native American Student Programs      | - | P |
| Tasha Yules                    | SCAIP                                 | - | P |
| Todd Wingate & Ellen Whitehead | Student Life                          | - | P |

P – Present    A – Absent    L – Late    Exc. – Excused

X - Indicates voting privilege

**1. Welcome Time: 3:09 PM**

**2. Approve Agenda**

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| <b><u>MOTION:</u></b> Alex Taliaferro/ Jon Cassell | <b><u>VOTE:</u></b> 7/0/0-motion carries |
|--|--|

**3. Approve Minutes:**

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| <b><u>MOTION:</u></b> Liam Dow /Luis Alvarez | <b><u>VOTE:</u></b> unanimous |
|--|-------------------------------|

**Lazaro:** We will give each individual 10 min to speak about their appeal. They will have seven minutes to present and three minutes for questions. Please, keep questions concise. Make sure you have the appeal in your hand.

**4. Appeals Presentations from AVCs and Directors:**

**a. LaRae Lundgren & Sean Cason- TS**

- i. Four items to appeal:
- ii. **Priority #1:** New position-The new position would be in the department of Technology services to support the Career Center. Essentially, the Career Center is supporting the entire student body, which is growing upward for the last 20 years. This is support for the web services. For the most part, the services students have are Scot Link and Scot Jobs. Both website are in use now but certainly there are ideas to make the web services more of a robust for students. The Career Center will be moving to the bottom floor of the Campus Store in 2016. Getting the Career Center to support a student body of this size requires different space elements and very different technological support. This person would be very critical in ensuring that the new space has the technological advancements to support the student body at that time. This person supports on the spot career fairs that occur. There was a career fair

yesterday in the HUB, and we had a technological person on site because as the students come up they had to register with their card. The idea is to provide the students with a seamless process. Having access and the ability to pull out rosters and students information to make sure we are targeting the right population of the UCR current student.

- iii. **Priority #2:** Election support- This is an amount of money that is needed for the student election. We need technological support to ensure it is confidential. If this is not funded then we will have to rely on ASUCR to pick up that tab and ensure their security.
- iv. **Priority #3:** FTE Person: This is a person for website support. There are over 30 websites just within the student division of Student Affairs that support the efforts in Highlander Links for Ethnic and Gender programs. One new website that has been put up is called the Dreamers website. This is certainly important because as new programs come about we have to support different populations. We want to have the website presence and this person is very important in ensuring that we are hearing the needs of students.
- v. **Priority #3: PA3-**This person supports the Health Center because it is becoming more important and quite difficult to ensure security. This person would be responsible in ensuring all the records, and tests are put in a secure record to make sure we are following the regulations.
- vi. **Questions:**
  1. **Jolene:** If Tom Barnet is supporting the Health Center, shouldn't Health Center pay for him? Or maybe a 50, 50 split?
  2. **LaRae Lundgren:** I think there are other parts of Health Center that do support technology that are not directly related to student records. The differentiation here is that all student's records and all centers around the student as opposed to other technological services that are not directly correlated to the students.
  3. **Liam:** You put Tom Barnet as priority 3, but it seems to me that he should be a higher priority just because the individual already holds a position.
  4. **LaRae Lundgren:** From my perspective, the services that the Career Center provides will ensure that our students get the career that they need earlier. This requires more of a systemic need because it is long term.
  5. **Alex:** How will the other services be affected, if one service is unfunded?
  6. **LaRae Lundgren:** There are six open positions. We are ensuring every position is meeting their needs. If you take the six, plus one position, the analysis that has been done shows that we actually need all the positions.

**b. Susan Allen-Ortega - Student Special Service & Counseling Center**

**i. Student Special Service**

- ii. **Position-Alternative Media Service Specialist:** It is very critical to students. It provides general support for all the students that need accommodation with test taking. We have spaces that are utilized for test taking in the Student Special Services Department. They are utilized throughout the year, especially during midterms and finals. Some students have medical problems, such as seizures. They have to be monitored by the Specialist. If we do not receive funding, it would lead us to hire people that are not experts with students with special needs. The Media Specialist makes print resources available for people who cannot use them in the normal way, in a way that they can use them. We have been working actively with 70 students, but there are hundreds of others that want the service as well. The service that is impacted is the Veterans with traumatic brain injury or their ability to see clearly. We provide books with larger letters they are able to read the books. If this position is not funded, we would be taking critical resources that would prevent students from succeeding.
- iii. **Counseling Center:**
- iv. **Psychologist:** SSF has funded the position in 2011 and 2012. There were \$35,000 given one year and \$33,724 the next year. That money went away last year, but they did not have to eliminate the position last year because they had Grant funding. The Grant funding is ending in October and it is not renewable. I have been looking at other grants and I found a grant that focuses on suicide, but it prohibits using the money for clinical services. The impact of losing this Counselor is actually pretty grave. Each counselor is serving about three to five hundred clients a year, so we would have to cut who we offer support to. We had a request from the student government to provide counseling without limits, but we are going in the opposite direction. We haven't had a new clinician since 2008-2009, our student body has increased by 20% and the amount of students who use our services has increased by 30%. The number of students with severe issues is continually increasing. From 2011 to 2013, it doubled and the total number of hospitalization increased. The Riverside Community does not have a robust mental health care system. We have had a difficult time providing the students the help they need and students do not like to go out so it is better to have the help on campus.
- v. **Questions:**
  - 1. **Jolene:** How many Psychologists are in the center?
  - 2. **Susan:** There is 13.7 and if we don't have funding for this position; we can go down to 11.
  - 3. **Alex:** How much is the Programming Grant? If it is not funded are there alternative resources?
  - 4. **Susan:** It is \$100,000 for suicide prevention.
  - 5. **Johnny:** How much of the media specialist duty is state mandated?

6. **Susan:** It is federal mandate. If it is not funded, there are no alternative resources. We would have to find a way to deal with it by cutting something to fund it.
7. **Alex:** How did they fund media specialist last year?
8. **Lazaro:** They find a way to divide the fund (in house funding).

**Cathy:** In 2010-2012 there were 10.7 to 13.7 Psychologists because the funding came from the Grant.

In 2011 and 2012 we gave them half funding. They cut something from the program to maintain the media specialist.

**Susana:** The number of total appeals came to \$800,033.

**c. Ken Simons/ Ryan Alcantara-African Student Program**

- i. **Networking barbeque:** It is an opportunity to engage with the community, faculty, staff, administrators and incoming freshmen to see the life at UCR in the lenses of African American student. We have invited local churches, business such as the NAACP. We put this event out there mainly as a network opportunity to meet key individuals.
- ii. **Mail services:** If we are not funded then we would have to pull from our programing budget to cover the deficit. I would also like money to support student organizations when it comes to some of their annual events. Fundraising is tough for us so if there is available money we can use to support some of their cultural nights such as Alphas Miss Black event.
- iii. **Questions:**
  1. **Jolene:** The NAACP should provide a partnership.
  2. **Ken:** I am open to that suggestion. I would rather that support to go to other events.
  3. **Ryan:** It takes time to make partnership. If you put a charge on nonprofit organizations, it reduces the possibility of involvement.
  4. **Terrance:** How many students attend to your barbeque?
  5. **Ryan:** About 400 or 500 students attend the barbecue. We reach out to all students not just African American students.
  6. **Alex:** How will the funding be used?
  7. **Ken:** It would be used for food.

**d. Billy -Asian Pacific Student Program**

- i. **Billy:** The reason for our appeal is that we were not issued the full amount that we had requested for phones, photocopier and mail services. We appreciate that you have given us all the money for our student assistants and other programming fund, but just to let you know the reality of how this would work if we don't get the full amount of money requested for phones, mail services and photocopiers, we would have to get the money from the student assistant funding. We need to pay for the fees to keep the program open. We would be able to cover it, but our budget would have to

be moved around to cover the \$2,900 for phones, photocopier and mail services.

- ii. **Ryan:** I am guessing there may be specific questions that come up about mail services and those types of things. Billy would you provide a little more context of the services that mail services provide, other than the basic services.
- iii. **Billy:** For our annual budget for the year, for our copier, we lease a copier from PNR which is about \$1,400 a year. Our phones services is about \$4,800 a year, and mail services is \$ 2,000 and that is the bear minimum to keep our office open. With our permanent budget we have \$3,800. This was allotted to us years ago, but over time the cost of these services has increased.
- iv. **Questions:**
  - 1. **Lazaro:** Do all offices have their own lease copier?
  - 2. **Ryan:** Not all offices have a lease copier but some units do have combined services. I'll make sure to see which departments have the lease copier.

**e. Arlene Cano-Chicano Student Programs**

- i. **Description:** We are a resource center on campus whose intent is to provide programing and resources for all students with a focus on Chicano/ Latino. We have three main subsets as part of our programming which is social, academic, and cultural.
- ii. **Peer Mentor Program-** Our Chicano Link Peer Mentor Program provides an opportunity for students who are juniors and seniors to provide mentorship for incoming students, which include freshmen, transfer and non-traditional students to create transitional success and eventually graduation success.
- iii. The mentors are volunteers. They donate their time as first generations. They identify with Chicano Latino students and they are glad to serve students of color. It is a full year commitment. Each of our volunteer mentors must be fingerprinted. To fully fund the students and provide background checks, it is about \$3,000 for 50 peer mentors for finger printing. This will allow the mentors to sit in a room with their mentees to have a one on one conversation. It provides a safe environment for the students that are transitioning to a new school with a person they can identify with. It is a critical component; without the fingerprint component, these students would not be able to mentor behind closed doors. It would have to be on a peer group support. The students looking for mentors need a mentor that can guide them. The program has been very successful and lot of the students who received the mentorship are now mentors. If the background check is not funded, these funds will have to be taken from other programs.
- iv. **Questions:**
  - 1. **Alex:** What services are you using for the fingerprinting?

2. **Arlene:** We are using the UCPD life Scan. The mentors have to participate in zero week training and that is when they get the life scan. We currently have 100 participants in the program which means that 50 are mentors and the others 50 are mentees. This year there were a lot of mentees seeking mentorship that some mentors had multiple mentees.
3. **Lazaro:** Is fingerprinting just for high school students?
4. **Arlene:** The fingerprint is mandated to be able to work with minors. Some of the freshmen are under 18. my understanding if it is behind closed doors or if there is a position of power than the life scan is required.
5. **Luis:** What is the current mentor/mentee ratio?
6. **Arlene:** We have 50 peer mentors and 65 mentees.

**f. Karen McComb-International Student Resource Center**

- i. **Karen:** The International Student Resource Center serves about 1,300 international students. There are about 260 alumni who are involve in employment that we have to monitor and support, about 125 dependents and about 500 incoming international students who will hopefully join us in the fall quarter. We offer programs for our students who wish to get involved in our leadership programs, our Peer Advice Program, and our intercultural events. Our center offers all the students the opportunity to internationalize their experience while they are at UCR.
- ii. The number one service that we provide to our international students is counseling and advising. When international students come to the U.S.A, they have to take care of a lot of things. They have to navigate immigration regulations, sometimes language barrier and definitely cultural barriers. We offer that one on one advising to help them understand what they need to do to secure employment benefit through UCIS, to understand what is happening in their classroom, and to understand how to connect with other people on campus if they are having trouble adjusting.
- iii. Our biggest program is our quarterly orientation because many of the international students cannot attend highlander orientation because of their visa. The International Student Resource Center is their home away from home.
- iv. ISRC has moved to Watkins, Surge, Computer Statistics and then to the UV. UV is not university owned property so there is a lease that we have to pay. We have two suites to accommodate staff because they are dealing with a lot of confidential information.
- v. The University is paying for 85% of our lease. This committee has approved paying the balance of our lease before. If the committee does not pay for the lease, it will impact the amount of services for the students. It will mostly impact the student assistants, scale down the welcoming events, and exploring Southern California. We are asked by the Federal Government to help international students explore California; go to Santa

Monica beach, county fair, etc. Finally, we also help them navigate the immigration process, which is very hectic.

vi. Questions:

1. **Luis:** The University wants international students, but they are not saying that they will fund the whole lease.
2. **Karen:** The University has not agreed to pay for the other part of the lease. The conversations I have had are positive, but the decision won't be made on time for the next fiscal year.
3. **Lazaro:** Where does the funding for half of the lease come from?
4. **Cathy:** It comes from State funds.

g. **Joshua Gonzales-Native American Student Programs**

- i. **Josh:** My original request was of \$18,970. This is including the employee benefits for students. I want to appeal the difference that was recommended and my original request hoping to get the full amount. I want the student assistants to work throughout the year and some during the summer. Currently I am the only full time staff, so I have to rely on the student assistants to help with the programming, making calls, and following up with things for our events. I would like to provide the students with a working experience. The students would help cover the office to keep the office open to inform students about our events.

ii. **Questions:**

1. **Lazaro:** Out of the Ethnic Programs, is your office the only department with only one director and one staff?
2. **Ryan:** The Middle Eastern Student Program also has only one director and one staff.
3. **Josh:** We have been working on getting more students. The student assistant also help me with being that support for other students coming in.

h. **Tasha Yules- SCAIIP**

- i. **Tasha:** Our primary job is to investigate and educate alleged violations of the student conduct code that can be academic or social cases.
- ii. **1. Staffing:** The \$76,000 that was requested is for salary, benefits and support for the office. Our case loads go up every year and even including this position which is currently funded we have difficulty managing the increasing case loads. If the staffing would be reduced in the future, it has a direct impact on students because it takes longer to deal with a case. The students want the situation to clear up as soon as possible. The delay can affect their graduation date, grade delays, and their degree deferral.
- iii. The business operation is to keep the office open to help the students with their misconduct process.
- iv. **Questions:**
  1. **Alex-** Can you elaborate on the consequences for students who are still on pending in investigation?

2. **Tasha:** About half of our cases are academic cases. What typically happens is that a faculty member refers the students when they see something wrong on their work. The professor then gives the student's grade delay until the situation is cleared. It affects students' GPA, registering for classes, and delay graduation degree. Part of what we are asked to do is insure fairness. The longer the waiting, the less unfair it seems. We follow a procedure to ensure fairness.
3. **Jolene:** What is the average time to determine a case?
4. **Tasha:** Example: Plagiarism needs a period of time to access what happened. It takes two weeks to let the students know. The students have 10 business days to respond to the student conduct program. Within 20 business days we have to respond to the students. Overall, it takes a month for the situation to be resolved.
5. **Terrance:** How many cases do you have each month?
6. **Tasha:** It really varies on the amount of student we serve. We experience peaks during midterms and finals. Each quarter we get about 250 students.

**i. Todd Wingate/Ellen Whitehead-Student Life**

- v. We provide support and advising to all student organizations which range from 370 to 400 on a given year. We have staffs that support those organizations through planning events and just general organization management. We do Highlander Orientation for incoming students, provide support to fraternities and sororities, we work with campus vitality initiative to develop pride traditions on campus, we support the highlander band, commuter programs and the first year programs.

**Appeal:**

- vi. **Fraternity and Sorority Advisor-**Currently we have Carly Garcia in that position. The position supports 40 chapters that spend a lot of time with initiatives on campus and we need staff to support those initiatives. In addition, that position provides education and support. That staff member helps with programs, such as sexual assault training.
- vii. **Student Assistants:** They run the front desk and the reception area. They schedule appointments, help us support the fraternities and sorority, make appointments with graphic designers, and post flyers on campus. The students assistants help run our office smoothly with their leadership experience. If we are not able to increase our funding in that area we would have to dissolve our student graphic designer position, which provides services for student organizations. This year alone we have already produced 300 banners for marketing for student organizations for free. We would hate to lose that position and that support for our student organization. In addition, these student assistants support commuter pit stops and with this year we also received a reduction for this funding and we had to reduce the commuter pit stops.

- viii. **Highlander Band Position:** In the last month we had this position help us support student organizations since that area continues to grow. This position is now advising the arts and expression student organization cluster, which are about 40 student organization and 1,000 student members. Helping those groups plan events, and manage their fair has been a nice addition to that position. We are requesting 50% funding for that position.
- ix. **ASPB Position-** We are requesting for 25% of their position. It is for accountability and adequate advising support.
- x. **Questions:**
  - 1. **Lazaro:** Why is the referendum funding not used for the ASPB position?
  - 2. **Ellen:** We view that holding them accountable to another department helps with that balance. They do large scale programming and work with so many campus partners, such as Risk Management, and the Fire Marshall. It is a well-rounded support system that is needed.
  - 3. **Todd:** There is another piece in the Universities accountability structure for the accounting processes and other business aspects. Their roles are different that you cannot have the same person doing the reconciling and transaction. We have to divide that a little bit so that enables us to off load some of those pieces on to student life departments and then in trade have that person also do some of that work for the other departments.
- xi. **Ryan:** Thanks everyone for taking their time for the process. He believes that staffing is very important. He wants to make sure the AVC/DOS is responsive to the student needs. The student assistants are very important because they are essential for the receptionist area. Overall, the staffing keeps the programs running.
- xii. **Lazaro:** No administrative issue
- xiii. Meeting next Friday with Jim Sandoval to tell us his take on the overall appeals.
- xiv. Appeal deliberation-take a look at the amount of money that they are requesting.
- xv. Bylaws

**Adjourn:**

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| <b>MOTION:</b> Terrance Stewart/Liam Dow | <b>VOTE:</b> unanimous |
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**Adjournment Time: 4:45**