



**Student Service Fee Advisory Committee
Thursday, January 11, 2018; 11:00 AM to 1:00 PM
HUB Room 379**

APPROVED Meeting Minutes | Approved on 04.05.18 with amendments¹

Name	Association	Voting Privilege ¹	Attendance ²
Wen-Yu Chou	Undergraduate, Chair	X	P
Hayden Jackson	Undergraduate, Vice-Chair	X	LE
Ruby Ramirez	Undergraduate	X	P
Johnathan Li	Undergraduate	X	P
Rachel Victoria Arroyos	Undergraduate	X	P
Semi Cole	Undergraduate, ASUCR VP of Internal Affairs	X	AL
Judit Palencia Gutierrez	GSA	X	AL
Derreck Carter-House	GSA	X	LE
Jose Medrano	GSA	X	AL
Richard Rodriguez	Faculty	X	P
[Vacant]	Faculty	X	-
Robert Brumbaugh	Staff	X	A
Sally Tavizon	Staff	X	A
Beau Young	ASUCR Alternate		A
Amanda Kwo	ASUCR Alternate		A
Karina Masatani	ASUCR Alternate		P
Jose Cortez-Hernandez	Ex-Officio, ASUCR VP of Finance		P
Aram Ayra	Ex-Officio, ASUCR President		A
Cathy Eckman	Ex-Officio, VCSA		P
Debra Meneely	Staff Support, VCSA		P
Brandon Lieu	Student Secretary, VCSA		P

¹ “X” indicates voting privilege

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

¹ Amendments are made in RED

1. Call to Order: **11:13 AM**
2. Approve the Agenda:
Motion to Approve the Agenda by Derreck Carter-House, Seconded by Ruby Ramirez.
Agenda Approved without Objections
3. Overview of Revised SSFAC Budget Template
 - *Debra Meneely* gave a brief overview on the new SSFAC Budget Template that condensed all three SSFAC Proposal Documents (Narrative, Budget Proposal, and Department Organizational Chart) all in one single Excel Workbook. Department proposals will be posted early next week on SharePoint for the Subcommittees to view. The Department Presentation Schedule is still forthcoming and the Central Office will notify the Committee as soon as the Presentation Schedule is finalized and the Department Heads have been notified.
4. VCSA Overview – Assistant Dean of Students, Joe Virata
 - *Joe Virata* gives a general overview of the Student Affairs Division and its future direction. The mission statement of the Student Affairs Division is to “cultivate a meaningful and quality student experience” with a vision “to practice excellence in supporting, education, and serving all students.” This translates into “what is UCR’s ability to provide leadership development opportunities to help enrich student growth and development.” As the Student Services Fee Committee begins its allocation process by dividing into Subcommittee’s, the Office of the Vice Chancellor for Student Affairs requests for the Committee as a whole to consider the following ...
 - Which requests offer the greatest opportunity for collaboration that invites all departments to join together to support student services? Take each request as a generalized request and not centralized request. All these requests are opportunities for shared services.
 - Which requests offer students the benefit of being meaningful leaders after graduating from UCR? What benefit would each request offer to students during their undergraduate career and beyond after graduation.
5. Assistant Dean of Students, Joe Virata’s Introduction of Interim Vice Chancellor for Student Affairs, Thomas Smith
 - *Thomas Smith* thanks the Committee at large for serving the Student Population and introduces discussion topics on how the Committee can improve student success on-campus and beyond. The University administration and faculty are proud of where the University has moved to from the last 10 to 15 years. The University since has increased its graduation rates and has increased in diversity; becoming the most diverse research university. Part of the credit for the increase in reputation and University Enhancement is through Student Affairs through critical departments in Mental Health, physical health, and student success programs.
 - *Derreck Carter-House* questions if there are strategic plans or directions the Office of the Vice Chancellor may have to guide the Committee in allocating funds. *Joe Virata* clarifies that the goal of the Student Affairs Division is to provide opportunities for departments within Student Affairs to collaborate with

one another to better student services and better the student experience here on-campus. *Cathy Eckman* further clarifies that the Committee should also look at the need of the request and then evaluate how the request will impact Student Success. *Thomas Smith* further discusses that the Committee should look at every request equally and define how impactful it will be on student success, student diversity, and student leadership enhancement.

6. Review Subcommittee Assignments

- *Chair Chou* explains why there is a new Subcommittee Grouping Proposal as there were a few departments who did not request funding from SSFAC resulting in re-assigning a few of the departments to better balance the number of departments assigned to subcommittees and resulting in one less subcommittee for this planning year. There has been a revision of Subcommittee Assignments as well. Student Secretary *Brandon Lieu* will send out the new Subcommittee Assignments as soon as the meeting is over through the SSFAC email to all Subcommittee Members.

7. Administrative Items – Cathy Eckman

- *Cathy Eckman* discusses a “Record Request” from the Associated Students of UCR for the Student Services Fee Advisory Committee Recording for a meeting in April 2017. As the Committee may know, meetings are recorded as a tool to help the Student Secretary transcribe the Meeting Minutes. As advised by the University’s Legal Counsel, *Cathy Eckman* was advised to hold a general discussion with the Committee to determine the intent of the Committee for “striking the record” during the meeting in question.
 - *Johnathan Li* clarifies that the chair elections should be stricken off the record for consistency. *Cathy Eckman* clarifies that the discussions were to be stricken off, but the chair elections and count of the vote will be part of the record. *Debra Meneely and Cathy Eckman* clarified that *Immediate Past Chair, Jon Cassell*, clarified that the count of the vote will be a part of the record; however, no one will know who voted for who.
 - *Semi Cole* questioned if the discussions during the meeting were transcribed. *Cathy Eckman* clarifies that the discussions were not transcribed.
 - *Johnathan Li* clarifies his recollection was regarding the intent was to strike the discussions from the record because it dealt with personnel matters. *Jose Medrano* questions if the Committee is mandated to record the meetings. *Cathy Eckman* clarifies that the Committee is not mandated to record the meeting. The recordings are used as a tool to help the Secretary transcribe the meeting minutes.
 - *Jose Medrano* questions which part of the meeting should be a part of the public records. *Cathy Eckman* clarifies that the part in question was the discussion. *Jose Medrano* clarifies that his understanding regarding the intent of the Committee was to not have the discussions held on the recordings.
 - *Ruby Ramirez* clarifies that it was 100% human error to not turn off the recordings. Her understanding regarding the intent of the committee was to turn off the recordings and strike the discussions of the two candidates for Chair. It can create potential ill feelings within the Committee if the discussion were to be released.
 - *Richard Rodriguez* clarifies his understanding regarding that it was within the best interest of the Committee to turn off the recordings during the deliberations between the two Chair Candidates.

- *Cathy Eckman* clarifies that the information given by the Committee members will be forwarded to the Campus Counsel. The Campus Counsel advised it was best to get a Committee Consensus as to the intent of the Committee for sticking the record before moving forward with a response. *Semi Cole* questions if the recordings are deleted or kept. *Cathy Eckman* clarifies that the recordings are kept; however, beginning the next meeting, Committee Meetings will not be recorded and meeting notes will be transcribed on paper and pen. An assistant will be needed to help *Student Secretary, Brandon Lieu* transcribe the meeting minutes.
- *Semi Cole* questions if an individual were to request a meeting minutes, will they be given the recording minutes as well? *Cathy Eckman* clarifies that the individual will be receiving the paper copy of the transcribed meeting minutes. *Debra Meneely* clarifies that the meeting minutes are posted online after it is approved by the Committee.
- *Jose Medrano* clarifies that if the recordings are not mandatory in general, then the individuals should not have access to the recordings. Given individuals have the right according to the Freedom of Information Act to request the recordings, could they request the recordings captured by the smart pens as well? *Cathy Eckman* clarifies that the recordings from the pens can be requested, but going forward technology will not be used for transcribing meeting minute notes.

8. Chair Comments

- *Chair Chou* wished the Subcommittee Leads good luck with reviewing each Department's Narrative Proposal.

9. Public Comments

- ~~Not Applicable~~ No Public Comments

10. Adjourn: **12:23 PM**

*Motion to Adjourn by Jose Medrano, Seconded by Johnathan Li.
Adjournment Approved without Objections*