



Student Service Fee Advisory Committee
Thursday, February 8, 2018; 11:00 AM to 12:30 PM
HUB Room 379
APPROVED Meeting Minutes | Approved on 04.26.18

Name	Association	Voting Privilege ¹	Attendance ²
Wen-Yu Chou	Undergraduate, Chair	X	P
Hayden Jackson	Undergraduate, Vice-Chair	X	A
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	P
Jose Medrano	GSA	X	AL
Richard Rodriguez	Faculty	X	P
Chia-en Chang	Faculty	X	AL
Robert Brumbaugh	Staff	X	A
Sally Tavizon	Staff	X	P
Beau Young	ASUCR Alternate		A
Amanda Kwo	ASUCR Alternate		A
Karina Masatani	ASUCR Alternate		P
Jose Cortez-Hernandez	Ex-Officio, ASUCR VP of Finance		A
Aram Ayra	Ex-Officio, ASUCR President		A
Cathy Eckman	Ex-Officio, VCSA		AL
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. Call to Order: **11:04 AM**

2. Approve the Agenda:

*Motion to Approve the Agenda by Derreck Carter-House, Seconded by Ruby Ramirez.
Agenda Approved without objection*

3. Subcommittee C Department Presentation: Dean of Students

- Interim Dean of Students *Joe Virata* represented the Office of the Dean of Students. In his presentation, *Joe Virata*, gave a brief overview of the Social Change Model and how the model incorporates itself in Common Ground Programming during Highlander Orientation.
- Subcommittee & Committee Questions:
 1. *Semi Cole* questions if there are other sources of funding for the Department. *Joe Virata* clarifies that the department was invited to request funding from the Luna Foundation; which can provide UCR with a grant up to \$100,000.00 for the 2017 to 2018 academic year. The funds will be utilized for a convergence experience for the Common Ground Program.
 2. *Semi Cole* questions if the department will accept any partial funding if the Committee cannot fund the priorities in full. *Joe Virata* clarifies that the Department is open to partial funding; however, existing programs and their funding will be affected.
 3. *Richard Rodriguez* questioned how students are selected for the Common Ground Workshop. *Joe Virata* clarifies that since 2003, students who go through Highlander Orientation also go through the Common Ground Workshop. It is a unique experience or engagement for students to go through as students are engaged in thoughts of a common understanding of each other as equals in a safe space.
 4. *Semi Cole* questions if it was possible to cut back costs on the Common Ground Retreat by holding the retreat on-campus. *Joe Virata* clarifies that if the Common Ground Retreat was held on-campus, students and facilitators may be less engaged because of the temptation of using electronics to check email. The purpose and goal of the Common Ground Retreat is to focus more on the content being delivered, rather than on the operation.
 5. *Sally Tavizon* questions when the department will receive information regarding the Luna Foundation Grant. *Joe Virata* clarifies that the grant is due in February and the department will know by early April if any funds were given out. *Sally Tavizon* further questioned if the funds given by the Luna Foundation would augment funding for some priority items requested. *Joe Virata* further clarifies that the funds given by Foundation would be used to go above and beyond for staff training and the programs for the department.

4. Subcommittee C Department Presentation: Chicano Student Programs

- Director *Estella Acuna* represented Chicano Student Programs and gave a brief overview of the department and its past achievements for the past 46 years; creating a legacy on-campus and a pipeline to success for Chicano and Latino students.
- Subcommittee & Committee Questions:
 1. *Chia-en Chang* questions how the carry forward funds were used. *Estella Acuna* clarifies that the carry forward amounts have been used to hire a program

coordinator on temporary funding. Some of the carry forward funds were also restricted to certain activities.

2. *Richard Rodriguez* questions how beneficial the Graduate Research Position is to the department. *Estella Acuna* clarifies that the Graduate Research Position is not filled at the moment. However, currently, a graduate student volunteers their time and the hiring process was delayed due to a change to UCPath.

3. *Semi Cole* questions if it is possible for the department to utilize online resources to conduct staff professional development. *Estella Acuna* clarifies that it is possible for the department to utilize online resources. The department staff are members of NASPA which provides online webinars for staff professional development.

4. *Chair Chou* questions if there are other funding sources for the department to utilize. *Estella Acuna* clarifies that the department can utilize HESSR Funds and Student Outreach funds, but some student outreach funds are restricted to certain activities.

5. Administrative / Committee Discussions

- *Debra Meneely* asks the Committee as a whole to keep in mind the times and dates for meetings next quarter when planning out class and or work schedules.
- *Cathy Eckman* clarifies that some Departments may have already allocated the carry forward amounts. It is best advised to ask questions on how the carry forward was allocated rather than questions based on if carry forward can supplement a department's priorities.

6. Subcommittee B Department Presentation: Student Disability Resource Center

- Senior Director *Karen McComb* represented the Student Disability Resource Center; formally known as Student Special Services. The responsibilities of the Department are not limited to just teaching people about disabilities, but how these individuals with disabilities can self-advocate. "Every student at UC Riverside deserves the opportunity to make the most of their university experience. That's why UCR works hard to ensure that students with disabilities have equal access to educational programs and can fully participate in all aspects of campus life."
- Subcommittee & Committee Questions:
 1. *Ruby Ramirez* questions if the student notetaking pens are purchased or rented out. *Karen McComb* clarifies that the pens are purchased and loaned out to students who are note-takers. It is a collaboration with the whole campus.
 2. *Ruby Ramirez* questions how the department's services are marketed to the community. *Karen McComb* clarifies that the department markets through brochures and handbooks. The primary goal of the department is to stay away from Student Special Services to the Student Disability Resource Center as the word "special" deals with a connotation of "special education." Since the department targets mostly students, the department is requesting "grab and go" materials to market the department.
 3. *Ruby Ramirez* questions which program the department would put as its most "important" priority. *Karen McComb* clarifies that the department would put Peer Programming as its main priority as it is essential.

4. *Chair Chou* questions if the “Accessibility Software” is a pilot program. *Karen McComb* clarifies that the software is not a pilot program and that the software is used occasionally by many staff, faculty, and students.
5. *Jose Medrano* questions what marketing materials the department plans to purchase. *Karen McComb* clarifies that the department plans to purchase flyers, handbooks, and utilize any online resources to promote the department and the department’s goals, visions, and missions.
6. *Derreck Carter-House* questions if the Student Disability Resource Center is funded by the state as it is a government mandate. *Karen McComb* clarifies that it is not funded by the State of California, but it is a mandatory office to have on-campus.

7. Subcommittee C and Subcommittee B Comments

- No Subcommittee Comments

8. Chair Comments

- No Chair Comments

9. Public Comments

- No Public Comments

10. Adjourn: **12:33 PM**

Motion to Adjourn by Jose Medrano, Seconded by Judit Palencia Gutierrez.

Adjournment Approved without objection