# Student Service Fee Advisory Committee

**Thursday, February 22, 2018; 11:00 AM to 12:30 PM**

**HUB Room 379**

**APPROVED Meeting Minutes | Approved 04.26.18**

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

1 "X" indicates voting privilege

2 P: Present | A: Absent | AL: Arrived Late | LE: Left Early
1. Call to Order: 11:03 AM

2. Approve the Agenda:
   Motion to Approve the Agenda by Derreck Carter-House, Seconded by Ruby Ramirez.
   Agenda Approved without Objections

3. Cathy Eckman’s Message from Asian Pacific Student Programs
   - Cathy Eckman read a message from Director William Cag anap of Asian Pacific Student Programs: “Hi all, this year, APSP will again not be requesting any additional funds through SSFAC. Although, we do have needs that we could ask to be funded, we feel it would be more beneficial to UCR students and the UCR community as a whole that we support the requests of the other Ethnic and Gender Offices to fund programming and/or staffing. APSP is in a unique position in that we are fully staffed through SSFAC and can use our HESSR funds for programming. Our partners in the other Ethnic and Gender Offices do not have this luxury. We believe it is important to support their efforts to serve the UCR community and its mission. Our hope is that the SSFAC committee also sees the importance of their work and is able to fund their requests. Thank You! – Billy”
   - Chair Chou suggests for Cathy Eckman to repeat the message to Subcommittee C during their Subcommittee Recommendations next week as well.

4. Subcommittee A Discussion and Subcommittee Recommendations
   - **Graduate Student Association – Full Funding for a total of $30,000.00**
     - Subcommittee A’s Lead, Derreck Carter-House, discusses the Subcommittee’s Recommendations for the Graduate Student Association.
     - **Priority 1:** Department Co-Sponsorships – Full Funding at $10,000.00
     - **Priority 2:** Conference Travel Grants – Full Funding at $20,000.00
     - Chair Chou asks if the Committee has any questions or discussions about the Subcommittee’s Recommendations. The Committee had no questions or comments.
   - **Career Services Center – No Funding**
     - Subcommittee A’s Lead, Dereck Carter-House, discusses the Subcommittee’s Recommendations for the Career Services Center and the Committee’s rational behind not funding the department at all
       - **Priority 1:** Pilot Program to Support Unpaid Internships – No Funding
         - Derreck Carter-House discusses the need to not fund the Career Center’s Priority 1 as the Pilot Program only affects a select amount of students and not the whole student population as a whole. The vision of the Student Fee is to help enhance a student’s collegiate experience and maximize the number of impacted students.
     - **Priority 2:** Front Desk Student Assistants – No Funding
         - Derreck Carter-House emphasizes the need for the Career Services Center to maximize its usage of the digital “kiosks” instead of utilizing employees as it was the goal of the Career Services Center to shift towards a more “technological” and modern style of infrastructure and service.
     - **Priority 2:** Benefits for the Front Desk Student Assistants – No Funding
     - **Priority 3:** Peer Advisor Program: Additional Advisors – No Funding
Dereck Carter-House emphasizes that this priority is not a good use of resources and therefore should not be funded. Specifically, the line item is a lower priority and it is for additional advisors.

- **Priority 3:** Peer Advisor Benefits – **No Funding**
- **Priority 4:** Career Services Management Software – **No Funding**
  - Dereck Carter-House and Sally Tavizon both emphasized that the department requested funding last year for the software. The Department also emphasized that the Software would be a shared funding among different departments. However, the Department is again asking for the line item and is requesting the amount SSFAC did not fund last year $25,000.00.

Chair Chou asks if the Committee has any questions or discussions about the Subcommittee’s Recommendations. The Committee had no questions or comments.

- **Student Conduct and Academic Integrity Programs – No Funding**
  - Subcommittee A’s Lead, Dereck Carter-House, emphasizes the Student Conduct and Academic Integrity Programs is more reactive than proactive. A majority of the funding requests are mainly for administrative items and not programming support. Therefore, the Subcommittee has decided to not fund the department’s funding requests.
    - **Priority 1:** Computing – **No Funding**
    - **Priority 2:** Copier Expenses, Alarm Maintenance, Space Rental – **No Funding**
    - **Priority 3:** Travel (Committee Meeting and Training) – **No Funding**
    - **Priority 4:** Academic Integrity Seminar Training & Supplies – **No Funding**
    - **Priority 5:** Student Front Desk Assistant – **No Funding**
    - **Priority 6:** Student Front Desk Assistant Benefits – **No Funding**
  - Dereck Carter-House asks whether or not the Committee can remove the permanent funds from the Department. Cathy Eckman clarifies that the department was historically funded in the past and that by removing permanent funds, the committee would technically be reversing its decision. As emphasized by a majority of SSFAC Departments, Cathy Eckman clarifies that SSFAC is truly the only funding source for these departments aside from the campus [Budget Process].

Chair Chou asks if the Committee has any questions or discussions about the Subcommittee’s Recommendations.

- Dereck Carter-House discusses the Committee’s opinion on requests not aligned with the Student Fee Vision.
  - Ruby Ramirez comments that since there are less funds for the Committee to allocate this year, as it was the previous year, members of the Committee are more critical to each individual line item.
  - Johnathan Li asks since Financial Aid and Registrar “left” VCSA, does that mean the Committee can take back the permanent allocations?
    - Cathy Eckman clarifies that although the departments left VCSA, the Committee cannot take back the permanent allocations as there are no funds to swap the permanent funds. Cathy Eckman further
clarifies that if the funds were swapped out, this does not generate any additional funds for SSFAC to allocate as expenses associated with the swap would need to be put on those funds.

- Chair Chou ask if some of the state mandated priority items are not funded for Student Conduct and Academic Integrity Programs through SSFAC, what happens to the department? Is the department hurt in any way?
  - Cathy Eckman clarifies that most departments, in Student Affairs, do not have any other funding sources. SSFAC is their primary source of funding. If SSFAC does not fund the department, the department would need to look for campus funding via the campus budget process; which has limited funds as well.

- Campus Advocacy, Resources and Education – Full Funding for a total of $35,141.00
  - Subcommittee A’s Lead, Derreck Carter-House, emphasizes that the Campus Advocacy, Resources and Education (CARE) Department is fairly new. However, it fully supports and aligns itself with the Student Fee. By funding the department in full, SSFAC helps CARE create its infrastructure and therefore helps the department reach out to all students in all levels.
    - Priority 1: Student Staff Salaries – Full Funding at $20,160.00
    - Priority 1: Benefits for Students – Full Funding at $363.00
    - Priority 2: Educators Programming – Full Funding at $10,000.00
    - Priority 3: Yoga as Health & Educator Programming – Full Funding at $4,618.00
  - Chair Chou asks if the Committee has any questions or discussions about the Subcommittee’s Recommendations. The Committee had no questions or comments.

5. Subcommittee B Discussion and Subcommittee Recommendations

- Assistant Vice Chancellor – Health & Wellness – Guardian Scholars – Full Funding for a total of $13,030.00
  - Subcommittee B’s Lead, Ruby Ramirez, discusses the subcommittee’s recommendations.
    - Priority 1: Guardian Scholars Student Assistants – Full Funding at $7,200.00
    - Priority 2: Guardian Scholars Student Assistant Benefits – Full Funding at $130.00
    - Priority 3: Voices and Visions Foster Youth – Full Funding at $5,700.00

- The WELL – Funding for a total of $20,000.00
  - Subcommittee B’s Lead, Ruby Ramirez, discusses the subcommittee’s recommendation. Priority 1: Heath Promotion & Education Wellness Programming is funded partially for $20,000.00 as the department’s number one priority is to focus on Suicide Prevention and Mental Health Promotion. Through the funding of priority 1, the Department can focus on programming specifically.
    - Priority 1: Health Promotion & Education Wellness Programming – Partial Funding at 20,000.00
    - Priority 2: R’Pantry General Operations – No Funding
    - Priority 3: Suicide Prevention and Mental Health Promotion – No Funding
- **Priority 4:** Active Minds Student Assistants – **No Funding**
- **Priority 4:** Active Minds Student Assistants Benefits – **No Funding**
- **Priority 5:** National College Health Assessment Administration – **No Funding**
  - *Chair Chou* asks why Priority 4 was not funded. *Ruby Ramirez* clarifies that the Active Minds Student Assistant Salaries were for 3 more additional students. Therefore, it was not funded.

- **Student Life – Funding for a total of $21,350.00**
  - Subcommittee B’s Lead, *Ruby Ramirez*, discusses the subcommittee’s recommendation. Priority 1: Computing – Annual Student Organization Online Support System (Highlander Link), should be funded in full when compared to the other priorities as it is the backbone of Student Life. It enables them to see how many individuals are in the 500+ organizations on-campus and it helps ASUCR determine certain grants for programming for the organizations.
    - **Priority 1:** Computing – Highlander Link – **Funding at $19,000.00**
    - **Priority 2:** Student Veteran Student Employee Salaries – **No Funding**
    - **Priority 2:** Student Veteran Student Employee Benefits – **No Funding**
    - **Priority 3:** Veterans Programmatic Support – **Funding at $2,350.00**
    - **Priority 4:** Student Veteran Resource Center Office Operations – **No Funding**
    - **Priority 5:** Leadership and Services Programmatic Support – **No Funding**
    - **Priority 6:** Leadership Certificate Series – **No Funding**
    - **Priority 7:** Community Service Ambassadors – **No Funding**
    - **Priority 8:** Student Leadership & Services Student Assistants – **No Funding**
    - **Priority 8:** Student Leadership & Services Student Assistant Benefits – **No Funding**
  - *Chair Chou* asks if the Committee has any questions or discussions about the Subcommittee’s Recommendations. The Committee had no questions or comments.

- **Student Disability Resource Center – Funding at $13,483.00**
  - **Priority 1:** Accessible Technology Software & Equipment – **Full Funding at $8,483.00**
  - **Priority 2:** Academic Support Center Workstation – **Block Allocation of $5,000.00 for Priority 2 and Priority 3**
  - **Priority 3:** Marketing – **Block Allocation with Priority 2**
  - **Priority 4:** Programming & Outreach – **No Funding**
  - *Chair Chou* asks if the Committee has any questions or discussions about the Subcommittee’s Recommendations. The Committee had no questions or comments.

- *Richard Rodriguez* commented that Student Life should get Veteran Funding for their programming as it is a great initiative for the school. *Jose Medrano* in support, commented that the Committee should highly recommend funding at least $5,000.00 for Student Life for Veteran programming support. *Cathy Eckman* further clarifies *Richard Rodriguez’s* point and explains to the Committee as a whole that Veteran initiatives have been around since Former UCR Chancellor Timothy P. White (2008 – 2012).
• Chair Chou asks for the Committee to fund half of Student Life’s Highlander Link and utilize the other half for a block allocation for programming. Giving Student Life the option to decide how they would optimize Veteran Programming.

6. Chair Comments
   • No Chair Comments

7. Public Comments
   • No Public Comments

8. Adjourn: 12:23 PM
   Motion to Adjourn by Jose Medrano, Seconded by Judit Palencia Gutierrez.
   Adjournment Approved without Objections