### Student Service Fee Advisory Committee

**Thursday, March 1, 2018; 11:00 AM to 12:30 PM**  
**HUB Room 379**

**APPROVED Meeting Minutes | Approved on 05.3.18**

<table>
<thead>
<tr>
<th>Name</th>
<th>Association</th>
<th>Voting Privilege</th>
<th>Attendance</th>
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<tbody>
<tr>
<td>Wen-Yu Chou</td>
<td>Undergraduate, Chair</td>
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<td>Hayden Jackson</td>
<td>Undergraduate, Vice-Chair</td>
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<td>Ruby Ramirez</td>
<td>Undergraduate</td>
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<td>Johnathan Li</td>
<td>Undergraduate</td>
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<td>Rachel Victoria Arroyos</td>
<td>Undergraduate</td>
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<tr>
<td>Semi Cole</td>
<td>Undergraduate, ASUCR VP of Internal Affairs</td>
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<td>Judit Palencia Gutierrez</td>
<td>GSA</td>
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<td>Derreck Carter-House</td>
<td>GSA</td>
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<td>Jose Medrano</td>
<td>GSA</td>
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<tr>
<td>Richard Rodriguez</td>
<td>Faculty</td>
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<td>Chia-en Chang</td>
<td>Faculty</td>
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<td>Robert Brumbaugh</td>
<td>Staff</td>
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<td>Sally Brumbaugh</td>
<td>Staff</td>
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<td>Beau Young</td>
<td>ASUCR Alternate</td>
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<td>Amanda Kwo</td>
<td>ASUCR Alternate</td>
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<td>Karina Masatani</td>
<td>ASUCR Alternate</td>
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<td>AL</td>
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<td>Jose Cortez-Hernandez</td>
<td>Ex-Officio, ASUCR VP of Finance</td>
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<td>Aram Ayra</td>
<td>Ex-Officio, ASUCR President</td>
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<td>Cathy Eckman</td>
<td>Ex-Officio, VCSA</td>
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<td>Debra Meneely</td>
<td>Staff Support, VCSA</td>
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<tr>
<td>Brandon Lieu</td>
<td>Student Secretary, VCSA</td>
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1 “X” indicates voting privilege  
2 P: Present | A: Absent | AL: Arrived Late | LE: Left Early
1. Call to Order: 11:07 AM

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

3. Follow-Up Discussion from Subcommittee A & B
   
   Ruby Ramirez presented follow-up information regarding Subcommittee B’s Department: Student Life and their Priority 1: Highlander Link. The department confirmed that other software and other programs are not all inclusive when compared to Highlander Link. However, there are certain costs that can be cut down to make the license more “affordable.” When asked about general statistics for Highlander Link, the department responded that there was an increase of 4.2% with students utilizing Highlander Link. Ruby Ramirez stated if the department did not receive funding for Highlander Link, the department will go to the Vice Chancellor’s Office for Student Affairs for funding.

4. Cathy Eckman’s Message from Asian Pacific Student Programs
   
   Cathy Eckman read a message from Director William Caganap 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”

5. Subcommittee C Discussion and Subcommittee Recommendations
   
   Johnathan Li, discusses Subcommittee C’s recommendations for each department. The following are the Subcommittee’s recommendations for the next fiscal year …
   
   - **African Student Programs (ASP) – Partial Funding at $16,000.00**
     - Priority 1: Mental Health & Wellness Support – No Funding
     - Priority 2: Black History Month Programming – No Funding
     - Priority 3: ASP Mentorship Program – Funding at $5,000.00
     - Priority 4: Black Student Orientation – Funding at $5,000.00
     - Priority 5: Black Transfer Student Support – Funding at $6,000.00
     - Priority 6: Professional Development – No Funding
     - Priority 7: Marketing for Department – No Funding
     - Priority 8: Department Infrastructure – No Funding

   - **Chicano Student Programs (CSP) – Partial Funding at $25,104.00**
     - Priority 1: Removed due to Call Letter expressing No staff positions. “The committee will not be considering funding requests for staff positions permanent or temporary for the 2018-2019 planning year.”
     - Priority 2: Graduate Student Researcher – Full Funding at $11,800.00
     - Priority 2: Graduate Researcher Benefits – Full Funding at $3,304.00
     - Priority 3: Graduate Student Support – No Funding
     - Priority 4: General Programming & Services – Funding at $10,000.00
- Priority 5: Other Professional Development – No Funding
- Priority 6: Mental Health Programming – No Funding
- Dean of Students (DoS) – Partial Funding at $32,133.00
  - Priority 1: Common Ground Facilitators – Funding at $16,830.00
  - Priority 1: Facilitator Benefits – Funding at $303.00
  - Priority 2: Common Ground Retreat – Full Funding at $15,000.00
- Middle Eastern Student Center (MESC) – Partial Funding at $12,069.00
  - Priority 1: Removed due to Call Letter expressing No staff positions. “The committee will not be considering funding requests for staff positions permanent or temporary for the 2018-2019 planning year.”
  - Priority 2: Student Assistants – Partial Funding at $11,856.00
  - Priority 2: Student Assistant Benefits – Funding at $213.00 using Composite Benefit Rate (CBR)
- Priority 3: Workshops, Trainings, Cultural Events – No Funding
- Priority 4: Food – No Funding
- Priority 5: Supplies – No Funding
- Native American Student Programs (NASP) – Partial Funding at $16,000.00
  - Priority 1: Removed due to Call Letter expressing No staff positions. “The committee will not be considering funding requests for staff positions permanent or temporary for the 2018-2019 planning year.”
  - Priority 2: Native Nationals Liaison Travel – Funding at $5,000.00
  - Priority 3: NASP Lecture Series – Full Funding at $5,000.00
  - Priority 4: Connect Peer Mentorship – Full Funding at $2,000.00
  - Priority 5: Alumni Association Membership – Full Funding at $2,000.00
  - Priority 6: Student Organization Support – Funding at $2,000.00
  - Priority 7: Department Collaborations – No Funding
- Women’s Resource Center (WRC) – Partial Funding at $14,500.00
  - Priority 1: Speaker Series – Full Funding at $6,000.00
  - Priority 2: Graduate Student Initiative – Full Funding at $3,000.00
  - Priority 3: Safety Escort Gift Cards – Funding at $3,000.00
  - Priority 4: Co-Curricular Program Development – No Funding
  - Priority 5: Student Parent Programming – Funding at $1,000.00
  - Priority 6: Safety Escort Service General – Funding at $1,500.00

6. Returning to Follow-Up Discussion from Subcommittee A & B
   - The Committee as a whole returned to the topic of Funding Student Life’s Priority 1: Highlander Link. Ruby Ramirez led the discussions with the Committee and determined with certain cut backs of “program functions” for Highlander Link, the recommendation will be to fund $19,000.00 for Student Life’s Priority 1 and $2,350 for Student Veteran Support. The new allocations for Student Life are as follows …
   - Student Life – Partial Funding at $21,350.00
     - Priority 1: Highlander Link – Funding at $19,000.00
     - 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**

7. Chair Comments
   • *Chair Chou* discusses the Student Services Fee Advisory Committee Recruitment process that begins during the first two weeks of the Spring Quarter. *Chair Chou* also reaffirms the present Committee Members on their continuance with the Student Services Fee Committee …
   • **Returning Members and support staff:** Beau Young, Johnathan Li, Brandon Lieu, Cathy Eckman, Debra Meneely
   • **Not Returning Members:** Jose Medrano, Hayden Jackson, Wen-Yu Chou, Ruby Ramirez
   • **Response at a later date:** Judit Palencia Gutierrez, Richard Rodriguez, Rachel Victoria Arroyos, Karina Masatani, Derreck Carter-House

8. Public Comments
   • No Public Comments

9. Adjourn: **12:17 PM**
   
   *Motion to Adjourn by Hayden Jackson, Seconded by Judit Palencia Gutierrez.*

   *Adjournment Approved without Objections*