Student Service Fee Advisory Committee  
Thursday, April 5, 2018; 11:00 AM to 1:00 PM  
HUB Room 269

APPROVED Meeting Minutes | Approved on May 3, 2018

<table>
<thead>
<tr>
<th>Name</th>
<th>Association</th>
<th>Voting Privilege</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hayden Jackson</td>
<td>Undergraduate, Chair</td>
<td>X</td>
<td>P</td>
</tr>
<tr>
<td>Ruby Ramirez</td>
<td>Undergraduate</td>
<td>X</td>
<td>LE</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>AL</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>P</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 Tavizon</td>
<td>Staff</td>
<td>X</td>
<td>P</td>
</tr>
<tr>
<td>Beau Young</td>
<td>ASUCR Alternate</td>
<td></td>
<td>P</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>LE</td>
</tr>
<tr>
<td>Jose Cortez-Hernandez</td>
<td>Ex-Officio, ASUCR VP of Finance</td>
<td></td>
<td>A</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: **11:05 AM**

2. Approve the Agenda:
   
   *Motion to Approve the Agenda by Derreck Carter-House, Seconded by Johnathan Li.*
   
   **Agenda Approved without Objections**

3. Administrative Items
   - Chair Update – **Cathy Eckman**
     - Cathy Eckman gave a brief overview of the current Chair situation. With the resignation of Wen-Yu Chou as Chair of SSFAC, Vice-Chair Hayden Jackson has been appointed as the new Chair of SSFAC.
   - Vice-Chair Discussion – **Cathy Eckman**
     - Cathy Eckman began discussions on the Vice-Chair selection process as the bylaws are “silent” as to what actions the Committee can take to fill the Vice-Chair Vacancy when the current chair voluntarily resigns.
     - Hayden Jackson suggested that the Committee should hold new elections for the vacant Vice-Chair vacancy.
     - Derreck Carter-House asks if the Committee needs a Vice-Chair. Hayden Jackson clarifies that the Committee needs a Vice-Chair as a precaution. There is always the possibility that the Chair can miss a meeting or have a conflict during the meeting that will require a Vice-Chair to Chair the SSFAC meeting.
     - Cathy Eckman confirms that the Committee can hold Vice-Chair Elections during this meeting. Hayden Jackson clarifies that the Committee should hold nominations today, then elect the Vice-Chair the next meeting. Debra Meneely suggests that individuals not present during the meeting can nominate Committee Members and self-nominate themselves through email. Sally Tavizon further clarifies that if a Committee member does nominate others or self-nominate themselves that they should be present at the next meeting.
     - Beau Young asks if it is in our bylaws to nominate individuals over email. Hayden Jackson clarifies that it is not mentioned in the bylaws; however, the Committee conducted absentee voting over emails for the Chair Elections.
   - **Hayden Jackson** opens the floor for nominations for Vice-Chair:
     - Hayden Jackson nominated Johnathan Li. Johnathan Li accepts his nomination.
     - Sally Tavizon nominated Ruby Ramirez. Ruby Ramirez declines her nomination.
   - Final Recommendation Allocation Update – **Cathy Eckman**
     - Cathy Eckman clarified that there has been no update given by the Interim Vice Chancellor for Student Affairs, Thomas Smith. The Interim Vice Chancellor for Student Affairs has been occupied with business travel and will need more time to review the Final Allocations.
   - SSFAC Call for Applications Update – **Hayden Jackson**
     - Hayden Jackson confirms that the Committee has a current total of 13 applications for the future vacant positions. Hayden Jackson clarifies that the Office of the Vice Chancellor for Student Affairs will send out a reminder email through ScotMail to apply for the Committee on Monday, April 9, 2018. Hayden Jackson also clarifies that he will be working with both Presidents of the GSA and ASUCR to nominate applicants to the Committee.
Derreck Carter-House asks if there are any graduate student applications. Hayden Jackson confirms that the Committee has graduate applications.

4. Approve Meeting Minutes – November 16, 2017
   - Derreck Carter-House suggests changing “Not Applicable” under Public Comments to “No Public Comments.”
   - Motion to Approve the Meeting Minutes of November 16, 2017 by Derreck Carter-House, Seconded by Richard Rodriguez
   - Meeting Minutes Approved without Objections with changes

5. Approve Meeting Minutes – January 11, 2018
   - Derreck Carter-House suggests changing “Not Applicable” under Public Comments to “No Public Comments.”
   - Motion to Approve the Meeting Minutes of January 11, 2018 by Derreck Carter-House, Seconded by Ruby Ramirez
   - Meeting Minutes Approved without Objections with changes

6. Approve Meeting Minutes – January 18, 2018
   - Derreck Carter-House suggests changing “Not Applicable” under Public Comments to “No Public Comments.”
   - Motion to Approve the Meeting Minutes of January 18, 2018 by Derreck Carter-House, Seconded by Sally Tavizon
   - Meeting Minutes Approved without Objections with changes

7. Approve Meeting Minutes – January 25, 2018
   - Derreck Carter-House suggests changing “Not Applicable” under Public Comments to “No Public Comments.” Derreck Carter-House also points out that there is a misspelling in his name.
   - Motion to Approve the Meeting Minutes of January 25, 2018 by Derreck Carter-House, Seconded by Sally Tavizon
   - Meeting Minutes Approved without Objections with changes

8. Approve Meeting Minutes – February 1, 2018
   - Derreck Carter-House suggests changing “Not Applicable” under Public Comments to “No Public Comments.” Derreck Carter-House also points out that there is a misspelling in his name.
   - Ruby Ramirez suggests the removal of “may” in Section 5 number 3 for sentence flow
   - Motion to Approve the Meeting Minutes of February 1, 2018 by Derreck Carter-House, Seconded by Sally Tavizon
   - Meeting Minutes Approved without Objections with changes

9. Approve Meeting Minutes – February 8, 2018
   - These meeting minutes were tabled due to a misinterpretation of a scribed statement said by Derreck Carter-House. These meeting minutes will be approved at the next appropriate SSFAC meeting.

10. Review Revision of May 17, 2017 Meeting Minutes
• Cathy Eckman and Debra Meneely clarified that the May 17, 2017 Meeting Minutes were revised due to a scribing error. The original approved meeting minutes did not reflect a vote count that took place approving the Bylaw Amendments of 2017-2018 in whole. The revised meeting minutes reflect the roll count that took place during the meeting of May 17, 2017.
  - Motion to rescind Approval of the Meeting Minutes of May 17, 2017 by Derreck Carter-House, Seconded by Ruby Ramirez.
    - Original motion rescinded without Objections
  - Motion to Approve the newly revised Meeting Minutes of May 17, 2017 by Derreck Carter-House, Seconded by Richard Rodriguez.
    - Meeting Minutes Approved without Objections

11. Bylaw Review & Discussion
• Bylaw Item #1 – Article III: Section A: Alternates: Number 3
  - Change in wording and addition of: “In the event of a regular member’s incapacity to fulfill his/her duties, an alternate from the selection body may be evaluated elevated to regular member status for a single meeting upon majority vote of the committee. This vote does not require quorum. There is no limit on the number of meetings an alternate can be temporarily elevated, but a permanent or long-term (more than one meeting) elevation must be approved by the Chancellor or Chancellor’s designee. recommendation of the selecting body, consultation by the Chancellor with the Student Services Fee Committee, and final approval by the Chancellor.
  - Hayden Jackson clarifies that the amendment includes a way for alternates to be used in the event of a lack of quorum
  - Cathy Eckman suggests changing the words “elevated” and “elevation” to “appointed” and “appointment,” respectively. Hayden Jackson will take into consideration the suggested changes and will make changes before the final vote of Bylaws.
• Bylaw Item #2 – Article III: Section E: Number 1
  - Change in wording and addition of: “An individual who serves in a (1) direct administrative capacity or (2) receives salary from a Student Services Fee funded program or (3) who otherwise has a significant interest in a particular Student Services Fee funded program, upon consultation with the Committee Chair, may participate in discussion on the budget, but shall not cast a vote shall abstain during voting. Members should inform the Committee Chair, in advance, if they have a potential conflict on a given budget.”
  - Hayden Jackson clarifies that the amendment includes technical, conforming, and clarifying information and is non-substantive in nature
  - Motion to Approve Bylaw Item #2 by Jose Medrano, Seconded by Derreck Carter-House
    - Roll Call Vote [Yea: 9 | No: 0 | Abs.: 0]:
      o Richard Rodriguez: yea
      o Chia-en Chang: yea
      o Ruby Ramirez: yea
      o Hayden Jackson: yea
      o Johnathan Li: yea
      o Rachel Victoria Arroyos: yea
Judit Palencia Gutierrez: yea
Derreck Carter-House: yea
Jose Medrano: yea

- **Bylaw Item #2 Approved Unanimously**
  - Bylaw Item #3 – Article III: Section G: Number 1
    - Change in wording and addition of: “The student members of the Committee may be remunerated for their service with exception of the all Ex-Officio student members from ASUCR which will be unpaid appointments.”
    - *Hayden Jackson* clarifies that the amendment includes technical, conforming, and clarifying information and its non-substantive in nature
    - Cathy Eckman suggests changing the word “remunerated” to “compensated.” Hayden Jackson will take into consideration the suggested changes and will make changes before the final vote of Bylaws.
  - Bylaw Item #4 – Article III: Section G: Number 3
    - Change in wording and addition of: “Remuneration shall normally be computed on the basis that student Committee members receive payment for the equivalent of one (1) year’s Student Services Fee (fall, winter and spring), the Vice Chair receives payment equal to one (1) year’s Student Services Fee (fall, winter and spring), and $3,000 stipend, and the Chair receives payment equal to one (1) year’s Student Services Fee (fall, winter and spring) and $6,000 stipend. All stipends shall be paid biweekly. University checks shall be prepared in three equal amounts and paid at the end of each academic term (quarter) unless otherwise specified by vote of the Committee.”
    - Cathy Eckman suggested to change the wording of the Bylaw Item to be more consistent with current pay structures since undergraduates are paid bi-weekly and graduates are paid monthly. Hayden Jackson will take into consideration the suggested changes and will make changes before the final vote of Bylaws.
  - Bylaw Item #5 – Article III: Section G: Number 4
    - Addition of: “Members must attend at least 60% of the scheduled meetings in a quarter in order to receive full payment as described above.”
    - Cathy Eckman suggests changing the wording of the addition as not all quarters are equal in the number of meetings. How will the Committee evaluate non-meeting contributions of members?
    - Hayden Jackson will take into consideration the suggestion and will work with the Special Committee on the Bylaw amendment.
  - Bylaw Item #6 – Article III: Section G: Number 6
    - Change in the wording and addition of: “Enforcement: The Chair shall review participation by members on a quarterly monthly basis. The Chair may recommend denial of deny payment of remuneration and a Committee member may be subject to removal (Article III, Section D) for participation deemed inappropriate subject to 2/3 vote of the Committee present voting members.”
    - Debra Meneely and Cathy Eckman suggest making criteria for payment.

12. Chair Comments
   - Hayden Jackson comments that he will have a busy week ahead of him with meetings in Oakland and Merced. Hayden Jackson also comments to email the VCSA’s Office at ssfac@ucr.edu with any Vice Chair Nominations.

13. Public Comments
• No Public Comments

14. Adjourn: **12:44 PM**
   Motion to Adjourn by Jose Medrano, Seconded by Derreck Carter-House.
   *Adjournment Approved without Objections*