## Student Service Fee Advisory Committee

**Thursday, April 12, 2018; 11:00 AM to 1:00 PM**

**HUB Room 367**

**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>Johnathan Li</td>
<td>Undergraduate, Vice-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>Karina Masatani</td>
<td>Undergraduate</td>
<td>X</td>
<td>LE</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>AL, LE</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></td>
</tr>
<tr>
<td>Amanda Kwo</td>
<td>ASUCR Alternate</td>
<td></td>
<td>A</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>AL</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:** 11:06 AM

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

3. Special Elections for Alternate Member to Undergraduate Voting Member Vacancy
   - Debra Meneely clarifies that the Committee is holding a Special Elections for an Alternate Member to be appointed as a Voting Member due to the Chair Resignation. The Chair Resignation left an Undergraduate Voting Member vacancy.
   - Hayden Jackson asks if the newly elected Undergraduate Voting Member will receive immediate approval and appointment by the Vice Chancellor for Student Affairs. Debra Meneely clarifies that the newly elected Undergraduate Voting Member will have a “soft approval” and followed up by the Vice Chancellor for Student Affairs with an appointment letter to the Committee.
   - Derreck Carter-House asks if the Undergraduate Voting Member can vote immediately right after. Hayden Jackson clarifies that the member can vote right away.
   - **Nominations:**
     - Hayden Jackson determines that no nominations are required for Alternate to Voting Member as Karina Masatani is the only alternate in attendance.
     - The Committee held a Closed Ballot Election
     - Karina Masatani – Yes: 6 | No: 0 | Abs.: 1
     - Karina Masatani elected as an Undergraduate Voting Member

4. Special Elections for Vice-Chair Vacancy
   - Hayden Jackson briefly discussed previous nomination for the Vice-Chair Position.
     - Ruby Ramirez was nominated by Sally Tavizon during the last meeting. Ruby Ramirez declined her nomination.
     - Johnathan Li was nominated by Hayden Jackson during the last meeting. Johnathan Li accepted his nomination.
     - Jose Medrano was nominated by Ruby Ramirez. Jose Medrano declines his nomination.
   - The Committee held last minute nominations before the Special Elections for Vice-Chair Vacancy
     - Derreck Carter-House was nominated by Ruby Ramirez. Derreck Carter-House declines his nomination.
   - The Committee held a Closed Ballot Election for Vice-Chair
     - Johnathan Li – Yes: 7 | No: 0 | Abs.: 1
     - Johnathan Li elected as Vice-Chair

5. **Bylaw Review & Discussion (Continued)**
   - Bylaw Item #7 – Article IV: Section A: Number 1
     - Addition of: “Qualifications: Only a student member of the Committee with at least two consecutive quarters of service on the Committee shall be eligible to become chair. Should no student meet this qualification, the Committee is then permitted to select a Chair with no prior service on the Committee.”
Hayden Jackson clarifies that the amendment clarifies that a prospective Chair must have two consecutive quarters of service, rather than any two quarters (including non-consecutive quarters).

- Bylaw Item #8 – Article IV: Section A: Number 2
  - Deletion of: “Selection: Members shall elect the Chair by majority vote. Quorum will not be required for the selection process. The Committee shall interview qualified applications and then select the Chair for the following academic year.”
  - Addition of: “Selection: …. In the event of a tie, the Chair shall vote again, unless he/she is running for a second term.”
  - Ruby Ramirez suggests that the Chair should abstain during votes. The Chair should be the tie breaking vote.
  - Karina Masatani suggests having a “collective” voice among the alternates and allowing the alternate members the opportunity to cast one single vote as a collective. Cathy Eckman and Sally Tavizon both suggest having a “collective vote” as a tie breaking decision. Having three collective caucuses among Faculty/Staff, Undergraduate, and Graduate. Each caucus will then have one collective vote to break the tie.
  - Hayden Jackson comments that he will take into consideration all of the Committees suggestion and will re-draft the Bylaws before the final vote to include the collective voting phrase.

- Bylaw Item #9 – Article IV: Section A: Number 4: Letter I
  - Change in wording and addition of: “Serve as, or appoint the a Riverside representative to the University of California Council on Student Fees (UCCSF). In the event that a designee is appointed, they shall be responsible for the duties listed in j, k, and l under Article IV, Sec. A, Subsection 4.”
  - Hayden Jackson clarifies that the amendment clarifies that if a designee is appointed, the designee is then responsible for the corresponding duties and not the original officer.

- Bylaw Item #10 – Article IV: Section A: Number 4: Letter M
  - Change in wording and addition of: “Appoint new committee members in conjunction with ASUCR Personnel Chair. Serve as, or appoint, the SSFAC Representative that will provide ex-officio reports at ASUCR Senate meetings as deemed necessary by the Chair or by general consensus of the Committee.”
  - Hayden Jackson clarifies that the amendment includes technical, conforming, and clarifying information and is non-substantive in nature. Cathy Eckman questions if the Senate Bill is on the ASUCR Website where the Bylaws and Constitution of ASUCR can be viewed. Hayden Jackson confirms that the Senate Bill passed last year can be found in the ASUCR Bylaws.

- Bylaw Item #11 – Article IV: Section A: Number 5
  - Change in wording and addition of: “The Committee, by majority vote, can request the Chair may be removed. only by a majority vote of the members.”
  - Hayden Jackson clarifies that the amendment includes technical, conforming, and clarifying information and is non-substantive in nature.

- Bylaw Item #12 – Article IV: Section A: Number 6
  - Deletion of: “UCCSF expenses for travel, lodging, and food to and from regularly scheduled meetings shall be paid by Student Services Fee funds. Airfare shall be limited to meetings held at the following campuses: San Francisco, Davis, Berkeley, Santa Cruz, and Merced. The Student Services Fee
Advisory Committee and the Vice Chancellor for Student Affairs’ Office must approve each trip. All expenses are subject to University policy requirements.

- Hayden Jackson clarifies that the section is removed but replaced in another section of the Bylaws for organizational purposes.

- Semi Cole motions to approve Bylaw Item #12, Seconded by Ruby Ramirez.
  - Roll Call Vote [Yea: 8 | No: 0 | Abs.: 1]
    - Chia-En Chang: yea
    - Richard Rodriguez: yea
    - Ruby Ramirez: yea
    - Johnathan Li: yea
    - Hayden Jackson: yea
    - Rachel Victoria Arroyos: yea
    - Derreck Carter-House: abstain
    - Judit Palencia Gutierrez: yea
    - Semi Cole: yea

- Bylaw Item #12 Approved

- Bylaw Item #13 – Article IV: Section B: Number 1
  - Addition of: “Qualifications: Any voting student member of the Committee shall be eligible to become Vice Chair.”
  - Hayden Jackson clarifies that the amendment creates a requirement that the Vice Chair must be a student. This requirement already exists for the Chair.

- Ruby Ramirez motions to approve Bylaw Item #13, Seconded by Semi Cole.
  - Roll Call Vote [Yea: 9 | No: 0 | Abs.: 0]
    - Chia-En Chang: yea
    - Richard Rodriguez: yea
    - Ruby Ramirez: yea
    - Johnathan Li: yea
    - Hayden Jackson: yea
    - Rachel Victoria Arroyos: yea
    - Derreck Carter-House: yea
    - Judit Palencia Gutierrez: yea
    - Semi Cole: yea

- Bylaw Item #13 Approved Unanimously

- Bylaw Item #14 – Article IV: Section B: Number 2
  - Addition of: “Selection: … In the event of a tie, the Chair shall vote again.”
  - Hayden Jackson clarifies that the amendment aligns the tie breaking procedure for Vice Chair with the new tie breaking procedure for Chair.
  - Derreck Carter-House asks when the Vice Chair is elected. Hayden Jackson clarifies that the Vice Chair is elected in the Fall.
  - Hayden Jackson opens discussion on the process of elections. Should the Committee need a one-week delay? Cathy Eckman clarifies that ASUCR President, Aram Ayra, felt that elections should have a waiting period to give everyone a chance to run.
  - Hayden Jackson believes that there is no need for a one-week delay in elections. Ruby Ramirez agrees with Hayden Jackson. If a candidate wanted to run for a position, they can always self-nominate themselves; everyone has an equal chance. Derreck Carter-House agrees with
Hayden Jackson and Ruby Ramirez, if a candidate wanted to run for a position, they will make every effort to attend the meeting.

- **Bylaw Item #15 – Article IV: Section B: Number 4: Letter A**
  - Deletion of: “Assist in the preparation of minutes of a full Committee meetings;”
  - Hayden Jackson clarifies that although this Vice Chair duty was utilized in this year’s SSFAC proceedings, it has historically not been utilized. The Special Subcommittee on the Bylaws felt like the task was not sustainable for a full, voting, participating member of the Committee. Cathy Eckman clarifies that the Vice Chair notes have been useful as a check for the scribe in preparation of meeting minutes; meeting minutes take a lot of time to prepare. Hayden Jackson further disagrees as it is impossible for the Vice Chair to participate in the meeting and scribe meeting proceedings as well.

- **Bylaw Item #16 – Article IV: Section B: Number 4: Letter B**
  - Change in wording and addition of: “Review the integrity accuracy of all Subcommittee reports and coordinate their distribution to the full Committee.”
  - Hayden Jackson clarifies that the amendment is non-substantive in nature and is only added to clarify the language of the Bylaw. Derreck Carter-House suggests removing the Bylaw all together as the practice has not been utilized in the past and that it is the responsibility of the Subcommittee Chair to coordinate Subcommittee meetings and subcommittee proceedings for final recommendations.

- **Bylaw Item #17 – Article IV: Section B: Number 4: Letter D**
  - Change in wording and addition of: “Serve as, or appoint a Riverside representative to the University of California Council on Student Fees (UCCSF)”
  - Hayden Jackson clarifies that the amendment is a grammatical correction. Cathy Eckman suggests changing the word “a” to “an” and adding “UC” in front of “Riverside” to read out “Serve as, or appoint an UC Riverside representative …” Hayden Jackson further clarifies that during UCCSF Meetings, the representatives are already known as “University of California Representatives.” During CSF Proceedings and roll call, representatives are called about by locations. For example, “Riverside, Merced, Los Angeles, Berkeley, etc.”

- **Bylaw Item #18 – Article IV: Section B: Number 4**
  - Change in wording and addition of: “Removal: The Vice Chair may be removed only by a majority vote of the Members.”
  - Hayden Jackson clarifies that the amendment is technical, conforming, and clarifies information. Cathy Eckman suggests to include “recommended to be removed” or a phrase suggesting that if the Vice Chair is not fulfilling their duties as outlined in a specific section of the Bylaws, he/she can be removed from the Committee. The removal from the Committee and the vote taken by the Committee will be a “recommendation for removal to the Chancellor or Chancellor’s Designee.

- **Bylaw Item #19 – Article V: Section C: Number 1**
  - Change in wording and addition of: “Prior notice of all Committee meetings shall be made public through the widest possible channels, allowing a reasonable length of time for response by members and affected parties. At minimum, the committee shall post a date, time, and place for the next meeting on the homepage of the committee’s website 48 hours before said meeting, or the meeting shall not occur.”
- Hayden Jackson clarifies that the amendment creates a minimum requirement for advance meeting notice to the campus community. The Special Subcommittee on the Bylaws strongly endorses the amendment as a top priority item, as it is the duty of the Committee to be responsive to public input. Cathy Eckman comments that it will be difficult for administration to meet the Bylaw amendment’s expectations. It takes around 2 weeks for the SSFAC website to be updated.

6. Chair Comments
   - Hayden Jackson comments that he will take into consideration Cathy Eckman’s suggestions to the Bylaw amendments and the Committee’s suggestions and will re-draft the Bylaw Amendment Proposals with the Special Subcommittee this week. The Bylaw Amendment Proposals will be available before the final vote of Bylaw Amendments.

7. Public Comments
   - No Public Comments

8. Adjourn: 1:03 PM
   Motion to Adjourn by Jose Medrano, Seconded by Judit Palencia Gutierrez.
   Adjournment Approved without Objections