# Student Service Fee Advisory Committee

**Thursday, April 19, 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>
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<tbody>
<tr>
<td>Hayden Jackson</td>
<td>Undergraduate, Chair</td>
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<tr>
<td>Johnathan Li</td>
<td>Undergraduate, Vice-Chair</td>
<td>X</td>
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<tr>
<td>Ruby Ramirez</td>
<td>Undergraduate</td>
<td>X</td>
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<td>Karina Masatani</td>
<td>Undergraduate</td>
<td>X</td>
<td>LE</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>
<td>X</td>
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<td>Junit 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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<td>Richard Rodriguez</td>
<td>Faculty</td>
<td>X</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 Tavizon</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>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: 11:05 AM

2. Approve the Agenda:

   Motion to Approve the Agenda by Derreck Carter-House, Seconded by Ruby Ramirez.

   Agenda Approved without Objections

3. Review and Approve Past Meeting Minutes

   • Due to a printing error, the following meeting minutes have been postponed for review until the next SSFAC Meeting: February 8, 2018 | February 15, 2018 | February 22, 2018 | March 1, 2018 | March 8, 2018 | March 15, 2018.

4. Bylaw Review, Discussion, and Finalize Bylaw Changes (Item by Item Vote)

   • Before beginning with any Bylaw Item Approvals, Cathy Eckman suggested to do any Bylaw amendments that dealt with the justification of quorum as Bylaw Item #1 introduces a procedure for an alternate member to be made a voting member. Therefore, Bylaw Item #20 was discussed first as it clarified the number of members needed for quorum and advancing meeting.

   • Bylaw Item #20 – Article V: Section D

     ▪ Addition of: “Quorum for both regular and special meetings shall consist of six voting members or five voting members and one alternate. If this quorum is met in either way, it shall be sufficient for the voting members to vote on matters before the Committee. If neither standard of quorum is met, the Committee may proceed with discussions, but may not vote on any matter before the Committee until quorum is established.”

     ▪ Motion to Approve Bylaw Item #20 by Ruby Ramirez, Seconded by Derreck Carter-House.

       ▪ Roll Call Vote [Yea: 7 | No: 0 | Abs.: 0]

         o Semi Cole: yea
         o Derreck Carter-House: yea
         o Hayden Jackson: yea
         o Johnathan Li: yea
         o Sally Tavizon: yea
         o Ruby Ramirez: yea
         o Karina Masatani: yea

     ▪ Bylaw Item #20 Approved Unanimously

   • Bylaw Item #1 – Article III: Section A: Alternates: Number 3

     ▪ Change in wording and addition of: “In the event of a vacant voting position, regular member’s incapacity to fulfill his/her duties, an alternate from the same selection body may be evaluated and appointed to regular member status indefinitely upon majority vote of the Committee. This appointment must be approved in writing by the Chancellor or Chancellor’s Designee before the member is allowed to assume the position. recommendation of the selecting body, consultation by the Chancellor with the Student Services Fee Committee, and final approval by the Chancellor.”

     ▪ Motion to Approve Bylaw Item #1 by Ruby Ramirez, Seconded by Derreck Carter-House.

       ▪ Roll Call Vote [Yea: 7 | No: 0 | Abs.: 0]

         o Semi Cole: yea
Bylaw Item #1 Approved Unanimously

- 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 during voting. Members should inform the Committee Chair, in advance, if they have a potential conflict on a given budget.”
  - Approved during the meeting of April 5, 2018

- Bylaw Item #3 – Article III: Section G: Number 1
  - Change in wording and addition of: “The student members of the Committee may be compensated for their service with the exception of the all Ex-Officio student members from ASUCR which will be unpaid appointments.”
  - Motion to Approve Bylaw Item #3 by Ruby Ramirez, Seconded by Derreck Carter-House
  - Roll Call Vote [Yea: 7 | No: 0 | Abs.: 0]
  - Semi Cole: yea
  - Derreck Carter-House: yea
  - Hayden Jackson: yea
  - Johnathan Li: yea
  - Sally Tavizon: yea
  - Ruby Ramirez: yea
  - Karina Masatani: yea
  - Bylaw Item #3 Approved Unanimously

- 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 according to current University policy and processes, with every attempt made to pay undergraduates their stipend on a biweekly basis. All stipends shall be prorated for length of service, if applicable. 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.”
  - Sally Tavizon suggested to add “and all stipends are annual amounts” after the phrase “if applicable” to clarify that stipends are annual amounts and not a monthly pay. The new phrase will read “All stipends shall be prorated for length of service, if applicable, and all stipends are annual amounts.”
  - After discussion, Bylaw Item #4 was tabled until the next meeting.
• Bylaw Item #5 – Article III: Section G: Number 4
  - Removal of: “Members must attend at least 60% of the scheduled meetings in order to receive full payment as described above.”
  - Bylaw Item #5 was tabled until the next meeting due to Bylaw Item #4 being tabled.

• Bylaw Item #6 – Article III: Section G: Number 6
  - Removal of: “Enforcement: The Chair shall review participation by members on a quarterly basis. The Chair may recommend denial of or 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.”
  - Bylaw Item #6 was tabled until the next meeting due to Bylaw Item #4 and Bylaw Item #5 being tabled.

• 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.”
  - Motion to Approve Bylaw Item #7 by Ruby Ramirez, Seconded by Derreck Carter-House.
    - Roll Call Vote [Yea: 7 | No: 0 | Abs.: 0]
      - Semi Cole: yea
      - Derreck Carter-House: yea
      - Hayden Jackson: yea
      - Johnathan Li: yea
      - Sally Tavizon: yea
      - Ruby Ramirez: yea
      - Karina Masatani: yea
  - Bylaw Item #7 Approved Unanimously

• Bylaw Item #8 – Article IV: Section A: Number 2
  - Change in wording and addition of: “Members shall elect the Chair by majority vote. Quorum will not be required for the selection process. In the event of a tie, the Chair shall vote again, except in the case that the Chair is running for the position. In this case, three caucuses shall be formed: faculty/staff, undergraduate students, and graduate students. Each caucus shall have one vote only. The majority vote of the caucuses shall select the Chair if this process is used. In any case, if a tie is not resolved by any other method, the Chair shall be selected by the flip of a coin. The Committee shall interview qualified applicants and then select the Chair for the following academic year.”
  - Motion to Approve Bylaw Item #8 by Hayden Jackson, Seconded by Semi Cole.
    - Roll Call Vote [Yea: 5 | No: 1 | Abs.: 1]
      - Semi Cole: yea
      - Derreck Carter-House: yea
      - Hayden Jackson: yea
      - Johnathan Li: yea
      - Sally Tavizon: Abstained
      - Ruby Ramirez: no
      - Karina Masatani: yea
- **Bylaw Item #8 Approved**
  - 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.”
    - Motion to Approve Bylaw Item #9 by Ruby Ramirez, Seconded by Hayden Jackson.
  - **Roll Call Vote [Yea: 7 | No: 0 | Abs.: 0]**
    - Semi Cole: **yea**
    - Derreck Carter-House: **yea**
    - Hayden Jackson: **yea**
    - Johnathan Li: **yea**
    - Sally Tavizón: **yea**
    - Ruby Ramirez: **yea**
    - Karina Masatani: **yea**

- **Bylaw Item #9 Approved Unanimously**
- 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.”
  - Motion to Approve Bylaw Item #10 by Ruby Ramirez, Seconded by Johnathan Li.
  - **Roll Call Vote [Yea: 7 | No: 0 | Abs.: 0]**
    - Semi Cole: **yea**
    - Derreck Carter-House: **yea**
    - Hayden Jackson: **yea**
    - Johnathan Li: **yea**
    - Sally Tavizón: **yea**
    - Ruby Ramirez: **yea**
    - Karina Masatani: **yea**

- **Bylaw Item #10 Approved Unanimously**
- Bylaw Item #11 – Article IV: Section A: Number 5
  - Change in wording and addition of: “Removal: The Chair may be removed only by a majority vote. In the event of a tie in a removal vote for Chair, the Chair shall not be removed.”
  - Motion to Approve Bylaw Item #11 by Ruby Ramirez, Seconded by Derreck Carter-House.
  - **Roll Call Vote [Yea: 7 | No: 0 | Abs.: 0]**
    - Semi Cole: **yea**
    - Derreck Carter-House: **yea**
    - Hayden Jackson: **yea**
    - Johnathan Li: **yea**
    - Sally Tavizón: **yea**
    - Ruby Ramirez: **yea**
    - Karina Masatani: **yea**

- **Bylaw Item #11 Approved Unanimously**
- 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.”

Approved during the meeting of April 12, 2018.

- 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.”
  - Approved during the meeting of April 12, 2018.

- Bylaw Item #14 – Article IV: Section B: Number 2
  - Addition of: “Selection: … In the event of a tie, the Chair shall vote again.”
  - Motion to Approve Bylaw Item #14 by Derreck Carter-House, Seconded by Hayden Jackson.

  - **Roll Call Vote** [Yea: 6 | No: 1 | Abs.: 0]
    - Semi Cole: yea
    - Derreck Carter-House: yea
    - Hayden Jackson: yea
    - Johnathan Li: yea
    - Sally Tavizon: yea
    - Ruby Ramirez: no
    - Karina Masatani: yea

  - **Bylaw Item #14 Approved**

- Bylaw Item #15 – Article IV: Section B: Number 4: Letter A
  - Removal of: “Assist in the preparation of minutes of all full Committee meetings;”
  - Bylaw Item #15 was voted on at the end of the meeting due to the on-going discussion of Vice Chair duties and responsibilities

- Bylaw Item #16 – Article IV: Section B: Number 4: Letter A
  - Removal of: “Review the integrity of all Subcommittee reports and coordinate their distribution to the full Committee;”
  - Motion to Approve Bylaw Item #16 by Ruby Ramirez, Seconded by Derreck Carter-House.

  - **Roll Call Vote** [Yea: 7 | No: 0 | Abs.: 0]
    - Semi Cole: yea
    - Derreck Carter-House: yea
    - Hayden Jackson: yea
    - Johnathan Li: yea
    - Sally Tavizon: yea
    - Ruby Ramirez: yea
    - Karina Masatani: yea

  - **Bylaw Item #16 Approved Unanimously**

- Bylaw Item #17 – Article IV: Section B: Number 4: Letter C
  - Change in wording and addition of: “Serve as, or appoint the a Riverside representative to the University of California Council on Student Fees (UCCSF)”
  - Motion to Approve Bylaw Item #17 by Ruby Ramirez, Seconded by Derreck Carter-House.
- Roll Call Vote [Yea: 8 | No: 0 | Abs.: 0]
  - Ruby Ramirez: yea
  - Sally Tavizon: yea
  - Johnathan Li: yea
  - Hayden Jackson: yea
  - Rachel Victoria Arroyos: yea
  - Judit Palencia Gutierrez: yea
  - Derreck Carter-House: yea
  - Semi Cole: yea

- Bylaw Item #17 Approved Unanimously
- 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. In the event of a tie in a removal vote for Vice Chair, the Vice Chair shall not be removed.”
  - Motion to Approve Bylaw Item #18 by Derreck Carter-House, Seconded by Semi Cole.

- Roll Call Vote [Yea: 8 | No: 0 | Abs.: 0]
  - Ruby Ramirez: yea
  - Sally Tavizon: yea
  - Johnathan Li: yea
  - Hayden Jackson: yea
  - Rachel Victoria Arroyos: yea
  - Judit Palencia Gutierrez: yea
  - Derreck Carter-House: yea
  - Semi Cole: yea

- Bylaw Item #18 Approved Unanimously
- 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 Committee’s website 48 hours before said meeting, or the meeting shall not occur.”
  - Motion to Approve Bylaw Item #19 by Hayden Jackson, Seconded by Ruby Ramirez.

- Roll Call Vote [Yea: 6 | No: 1 | Abs.: 1]
  - Ruby Ramirez: yea
  - Sally Tavizon: no
  - Johnathan Li: yea
  - Hayden Jackson: yea
  - Rachel Victoria Arroyos: yea
  - Judit Palencia Gutierrez: yea
  - Derreck Carter-House: abstained
  - Semi Cole: yea

- Bylaw Item #19 Approved
- Bylaw Item #21 – Article VII: Section A: Number 1
  - Change in wording and addition of: “Subcommittees shall be charged annually before the last SSFAC meeting in Fall Quarter to gather information which the
Committee deems relevant to the evaluation of individual programs and general guidelines for the long-term operation of programs of similar operational content and goals."

- **Motion to Approve Bylaw Item #21 by Ruby Ramirez, Seconded by Semi Cole.**
  - **Roll Call Vote [Yea: 8 | No: 0 | Abs.: 0]**
    - Ruby Ramirez: yea
    - Sally Tavizon: yea
    - Johnathan Li: yea
    - Hayden Jackson: yea
    - Rachel Victoria Arroyos: yea
    - Judit Palencia Gutierrez: yea
    - Derreck Carter-House: yea
    - Semi Cole: yea
  - **Bylaw Item #21 Approved Unanimously**

- **Bylaw Item #22 – Article VII: Section A: Number 2**
  - Change in wording and addition of: “Subcommittees will be assigned a Subcommittee Chair by the current SSFAC Chair.”
  - **Motion to Approve Bylaw Item #22 by Derreck Carter-House, Seconded by Ruby Ramirez.**
  - **Roll Call Vote [Yea: 8 | No: 0 | Abs.: 0]**
    - Ruby Ramirez: yea
    - Sally Tavizon: yea
    - Johnathan Li: yea
    - Hayden Jackson: yea
    - Rachel Victoria Arroyos: yea
    - Judit Palencia Gutierrez: yea
    - Derreck Carter-House: yea
    - Semi Cole: yea
  - **Bylaw Item #22 Approved Unanimously**

- **Bylaw Item #23 – Article VII: Section A: Number 3**
  - Addition of: “Subcommittee Chair duties:
    i. Meeting with the Chair upon appointment and as needed;
    ii. Ensuring Subcommittee member compliance with bylaws and consulting the Chair in regards to any possible areas of concern.”
  - **Motion to Approve Bylaw Item #23 by Rachel Victoria Arroyos, Seconded by Semi Cole.**
  - **Roll Call Vote [Yea: 8 | No: 0 | Abs.: 0]**
    - Ruby Ramirez: yea
    - Sally Tavizon: yea
    - Johnathan Li: yea
    - Hayden Jackson: yea
    - Rachel Victoria Arroyos: yea
    - Judit Palencia Gutierrez: yea
    - Derreck Carter-House: yea
    - Semi Cole: yea
  - **Bylaw Item #23 Approved Unanimously**
• Bylaw Item #24 – Article VII: Section A: Number 7
  ▪ Change in wording and addition of: “Subcommittee Reports: Subcommittees shall file a written report for each program received with the Committee addressing, at minimum, the mandates specified in Subsection 3 6 above.”
  ▪ The Committee did not vote on this change because it was a “format/renumbering” change.

• Bylaw Item #25 – Article IX
  ▪ Addition of: “UCCSF expenses for travel, lodging, and food to and from regularly scheduled meetings shall be paid by Student Services Fee funds. The Vice Chancellor for Student Affairs’ Office must approve each trip. All expenses are subject to University Policy requirements, outlined in either BFB G-28 or BFB BUS-79, and internal VCSA policy as noticed by the VCSA Office before travel.”
  ▪ Motion to Approve Bylaw Item #25 by Derreck Carter-House, Seconded by Semi Cole.
    ▪ Roll Call Vote [Yea: 7 | No: 0 | Abs.: 0]
      o Sally Tavizon: yea
      o Johnathan Li: yea
      o Hayden Jackson: yea
      o Rachel Victoria Arroyos: yea
      o Judit Palencia Gutierrez: yea
      o Derreck Carter-House: yea
      o Semi Cole: yea
    ▪ Bylaw Item #25 Approved Unanimously

• Bylaw Item #26 – Article X
  ▪ Change in wording and addition of: “The rules contained in Robert’s Rule of Order, Robert’s Rules of Order, Newly Revised, the current edition shall govern the Committee in all cases to which they are applicable, and in which they are not inconsistent do not conflict with the Bylaws or special rules of order of this Committee.”
  ▪ Motion to Approve Bylaw Item #26 by Derreck Carter-House, Seconded by Judit Palencia Gutierrez.
    ▪ Roll Call Vote [Yea: 7 | No: 0 | Abs.: 0]
      o Sally Tavizon: yea
      o Johnathan Li: yea
      o Hayden Jackson: yea
      o Rachel Victoria Arroyos: yea
      o Judit Palencia Gutierrez: yea
      o Derreck Carter-House: yea
      o Semi Cole: yea
    ▪ Bylaw Item #26 Approved Unanimously

• Bylaw Item #27 – Article Appendix A
  ▪ Removal of: “Subcommittee A – Enrollment Services
    o Career Services Center
    o Financial Aid Office
    o Registrar
    o SATS”
Motion to Approve Bylaw Item #27 by Derreck Carter-House, Seconded by Rachel Victoria Arroyos.

Roll Call Vote [Yea: 7 | No: 0 | Abs.: 0]
- Sally Tavizon: yea
- Johnathan Li: yea
- Hayden Jackson: yea
- Rachel Victoria Arroyos: yea
- Judit Palencia Gutierrez: yea
- Derreck Carter-House: yea
- Semi Cole: yea

Bylaw Item #27 Approved Unanimously

Bylaw Item #28 – Article III

Changes as listed:

“Sec. A: General Composition: thirteen (13) persons and three (3) ex-officio members shall comprise the Committee in the following numbers:
1. Chair of the Committee;
2. Six (6) undergraduates or five (5) if the Chair is undergraduate; with a standing appointment reserved for ASUCR’s Vice President of Campus Internal Affairs, as well as two (2) alternate undergraduates.
3. Three (3) graduates; or two (2) if the Chair is graduate, as well as one (1) alternate graduate;
4. Two (2) members of the faculty;
5. Two (2) members of the administrative staff;
6. The Vice Chancellor of Student Affairs, or their designee, non-voting ex-officio;
7. The Vice Chancellor of Planning & Budget, or designee, non-voting ex-officio;
8. The ASUCR Vice President of Finance, GSA President, or designee, non-voting ex-officio; 9. The ASUCR President, or designee, non-voting ex-officio; 10. The Office of Academic Planning and Budget, or their designee, non-voting ex-officio.

Alternates

1. Any selecting body may recommend alternates in addition to regular members for the purpose of training and replacement should a regular member drop out.

Motion to Approve Bylaw Item #28 by Hayden Jackson, Seconded by Derreck Carter-House.

- Roll Call Vote [Yea: 7 | No: 0 | Abs.: 0]
  - Sally Tavizon: yea
  - Johnathan Li: yea
  - Hayden Jackson: yea
  - Rachel Victoria Arroyos: yea
  - Judit Palencia Gutierrez: yea
  - Derreck Carter-House: yea
  - Semi Cole: yea

- Bylaw Item #28 Approved Unanimously

Bylaw Item #29 – Article V, Section F

- Addition of: “Minutes, including the date, time, place, names of members present and absent, and an accurate summary of arguments and decisions made, shall be maintained and provided by the Committee to all members and any member of the University community upon request. The Committee shall make recordings of each meeting, for assistance in preparing these minutes, and shall make these recordings accessible to any person who would like to access them at any time for any reason.”

- Bylaw Item #29 was tabled to the next meeting.

Bylaw Item #15 – Article IV: Section B: Number 4: Letter A

- Removal of: “Assist in the preparation of minutes of all full Committee meetings.”

Motion to Approve Bylaw Item #15 by Semi Cole, Seconded by Hayden Jackson.

- Roll Call Vote [Yea: 6 | No: 0 | Abs.: 1]
  - Sally Tavizon: abstained
  - Johnathan Li: yea
  - Hayden Jackson: yea
  - Rachel Victoria Arroyos: yea
  - Judit Palencia Gutierrez: yea
  - Derreck Carter-House: yea
  - Semi Cole: yea

- Bylaw Item #15 Approved

5. Chair Comments

- Hayden Jackson reviews the Tentative Agenda Items for April 26, 2018. During the next meeting, the Committee will finalize the tabled Bylaw Changes, reaffirm committee
members, review SSFAC Applications and Recommendations, vote for memberships, and hold Chair Elections.

6. Public Comments
   • No Public Comments

7. Adjourn: 12:59 PM
   Motion to Adjourn by Sally Tavizon, Seconded by Derreck Carter-House.
   Adjournment Approved without Objections