



Student Service Fee Advisory Committee
Wednesday, November 30, 2016; 3:00 PM to 5:00 PM
HUB Room 260
APPROVED Meeting Minutes on 1.25.17

Name	Association	Voting Privilege ¹	Attendance
Jon Cassell (Chair)	Undergraduate	X	P
Hayden Jackson	Undergraduate	X	P
Elan Bark	Undergraduate	X	L
Wen-Yu Chou	Undergraduate	X	P
Dalshawn Bosen	Undergraduate, VP of Internal Affairs (ASUCR)	X	P
Sook Yi "Jaymee" Goh	GSA	X	P
Derreck Carter-House	GSA	X	P
Jose Medrano	GSA	X	P
Zizhong "Jeffrey" Chen	Faculty	X	P
Richard Rodriguez	Faculty	X	P
Sally Tavizon	Staff	X	L
Hector Linares	Staff	X	P
Beau Young	ASUCR Alternate		P
Jordan Meltzer	ASUCR Alternate		A
Ruby Ramirez	ASUCR Alternate		P
Kevin Tseng	Ex-Officio, ASUCR, VP of Finance		A
Shafi Karim	Ex-Officio, ASUCR, President		A
Cathy Eckman	Ex-Officio, VCSA		P
Debra Meneely	Staff Support, VCSA		P
Brandon Lieu	Secretary, VCSA		P

P: Present A: Absent L: Late E: Excused

¹ X indicates voting privilege

1) Call to Order: 3:05 PM

2) Approve the Agenda

Motion to Approve the Agenda by Derreck Carter-House, Second by Jose Medrano

Vote: Yes: 11 | No: 0 | Abs.: 0

Agenda Approved Unanimously

3) Approve the Minutes of 11/16/16

- *Sook Yi “Jaymee” Goh* points out that there is an inconsistency in the minutes concerning the use of “full names.” “*Ruby*” was used instead of “*Ruby Ramirez*” in the part where *Ruby Ramirez* was elected as a Voting Member. *As of 11.30.16, the minutes have been amended.*
 - *Motion to Approve the Minutes of 11/16/16 by Dalshawn Boson, Second by Derreck Carter-House*
 - **Vote: Yes: 11 | No: 0 | Abs.: 0**
 - ***Minutes Approved Unanimously***

4) Review Subcommittee Groupings

- *Jon Cassell* gives a quick explanation of this year’s Subcommittee Groupings. The following are the Subcommittee Groupings for the Academic Year of 2016 – 2017
 - **Subcommittee A:** Sally Tavizon, Hector Linares, Ruby Ramirez (Lead)
 - **Subcommittee B:** Dalshawn Boson, Jeffery Chen, Wen-Yu Chou (Lead)
 - **Subcommittee C:** Jose Medrano, Richard Rodriguez, Beau Young (Lead)
 - **Subcommittee D:** Jaymee Goh, Derreck Carter-House, Elan Bark (Lead)
- *Jose Medrano* comments on how “subcommittee leads” work and asks what the process is if a “subcommittee lead” fails to perform his or her duties. *Jon Cassell* reassures that if a “subcommittee lead” is not performing to expectations, to inform *the Staff, Hayden Jackson, or himself [Jon Cassell]* so that they may have a one on one with the “subcommittee lead.” Removal or reassignment of a “subcommittee lead” may be deemed as necessary by *Jon Cassell or Hayden Jackson.*

5) Vice Chancellor for Student Affairs – Mr. Jim Sandoval’s Presentation

- Before *VCSA Jim Sandoval’s* Presentation, a quick round of introductions was conducted
- *VCSA Jim Sandoval’s* Presentation consisted of general comments and an overview of the University’s direction. Highlights of *VCSA Jim Sandoval’s* Presentation are:
 - The campus in general has grown dramatically this past fall. Approximately over 23,000 students [Undergraduate Students + Graduate Students].
 - Consequence of planned growth between the UC President’s Office and the Governor’s Office
 - Generated a lot of concerns and comments about capacity on campus. For example, parking and the demand for services.
 - Throughout the years, the committee has been doing great in terms of thinking ahead for the future for the demand of student services by students.
 - With the implementation of a new budget model for the entire campus which resulted in last year’s Student Services Fee Funds being primarily dedicated to Student Affairs’ functions. The new model calls for the Student Services Fee

be used exclusively to meet the “non-instructional” needs of both undergraduate and graduate students and that is by in large the one fund source that is available for that purpose which results in landscape changes in terms of the work this committee does to shift and change a little bit, perhaps not this year, but looking forward.

- The other major change in which we are always looking out for are student demographic changes. As the school changes over time, student needs change over time as well. For example, ten years ago the funding we used for Counseling and Psychological areas may have been an overstatement, but now, it is a great need for funding in those areas.
- VCSA has engaged in a strategic planning process that was launched with the “UCR 2020: The Path to Preeminence” was first adopted. Our strategic plan aligns with the campus strategic plan where critical goals were identified that were centered on two of the major aspects of that strategic plan: Student Success: Non-academic factors that contribute to student success outside of the classroom, tutoring, support services around the health and wellness, and support services provided at Costo Hall, and Career Services are all critical components to student success both while here on campus and beyond. In addition to the campus strategic plan, VCSA has launched a strategic planning effort in the area of health and wellness and our student life function and our ethnic and gender programs with the fundamental idea is to have staff and incorporate student input on what future demands might be and aligning our programs to meet those needs and demands. He further states that the vision is to work with this year’s committee to develop a plan with a 2 to 5 year Roadmap, with the help of the current SSFAC, to further guide and set continuity and guidance on how allocations are made for future committees. An example could be in the area of technology support.
- *VCSA Jim Sandoval* plans to schedule time during the next meeting to discuss in specific details about the strategic plan and start to get feedback from this committee and thinking about how to align funding with the future strategic plan and services that are a priority for students,
 - *Jon Cassell*: Provides feedback stating this is one of the years where we are looking at 0 permanent funding for departments. One of things that will be challenging will be funding large temporary funding requests. For example, last year’s allocation for the doctor’s salary took a big part of the committee’s budget, but it helps students and is an essential part of the campus. “Most impact for the least amount of dollars.”
 - *VCSA Jim Sandoval* in terms of services provided by Student Affairs. What services should we look more closely? This question might take some time to answer, but what are anyone’s preliminary thoughts?
 - *Jon Cassell*: For example, with last year’s allocation for the student health center, maybe we can put something in place for the Student Health Center for more structure. It will be more beneficial for the students.
 - *VCSA Jim Sandoval*: In terms of the health center, there has been a decline due to student’s “waiving” their insurance plan because of all

the insurance plans given as well as faced the eliminated administrative fee resulting in additional loss of revenue over the last couple of years. Additionally, the dental services offered by the health center is running at a deficit.

- a. *Jon Cassell* suggests that *Hayden Jackson* and he can gather information from other campuses as to how other UC's are running their Health Centers.
- *Derreck Carter-House* emphasizes that the Student Health Center Resources are not well marketed as many of his peers and students have little knowledge of all the resources provided for students.
 - a. *VCSA Jim Sandoval* suggests to work with undergraduate and especially graduate students to work on a marketing strategy to get the knowledge of student services to both undergraduate and graduate students.
- *VCSA Jim Sandoval* emphasizes the need to come back with a presentation on a strategic plan for the Committee for future use.
 - *Jon Cassell* suggests to set a presentation date in January when the Committee comes back from vacation.

6) Finalize Call Letter + Instruction Criteria

- Review Budget Example – *Cathy Eckman*
 - *Cathy Eckman* gives an explanation on permanent funding and temporary funding. Explains the differences between the two and provides an example of restricted funding.
 - *Cathy Eckman* also gives a quick overview of the budget example that is going to be used this year for the committee to “analyze” budget allocations from last year.
 - *Jose Medrano* inquires how each subcommittee can check when these allocations are made. *Cathy Eckman* suggests to check either the SharePoint or the SSFAC Website.
- Highlights in Call Letter + Instruction Criteria [Committee Discussion]
 - *Cathy Eckman* suggests to change the wording of supervisor to unit leadership or head in the 3rd paragraph.
 - *Jose Medrano* questions how it is determined whether a department requests the same amount from a different department or entity.
 - *Cathy Eckman* ensures that the Staff Support has the oversight to check and that she is also the liaison with HESSR. It is also one of the questions on the template.
 - *Ruby Ramirez* points out a small error in *Jon Cassell*'s email. Instead of a “period” [.] , it is supposed to be an “at sign” [@].
 - *Hayden Jackson* inquires why the Committee is mandating or requiring statistical information as it will be department dependent in terms of what they have (Page 9 of the narrative template). It might not be appropriate for what SSFAC does. Some departments might not even have one at all.
 - *Cathy Eckman* suggests to find a broad line on what the committee wants to know to base their decision on. *Jon Cassell* suggests to ask

them beforehand, during the interview, or during the follow-up period for Departments.

- *Hayden Jackson* suggests that the statistic will be variable per department.
- *Cathy Eckman* suggests the calculation of “cost per student” within a department or unit as a possible broad statistical question to ask in the call letter.
- *Sally Tavizon* suggests to conduct a “self-review” of the committee and to patch any “holes” that the Committee sees in the future with the departments.
 - *Richard Rodriguez* agrees with this “self-review” as the follow through will help the Departments and their respective Programs.
 - *Hector Linares* agrees with the “self-review” as well as using the debrief as a source to gather statistics for next year’s decision on allocations. A debrief after the fact.
 - *Jon Cassell* suggests to conduct a “debrief” at the end of appeals from departments due to time. *Cathy Eckman* suggests to delegate the “debrief” among subcommittees as it will lessen the workload and be a less of a big meeting.
- *Jon Cassell* will write a “self-review” statement to add to the template and ask for additional clarification in terms of how effective the positions are in the Department.
- *Jose Medrano* inquires if anyone asks SSFAC for funding. *Cathy Eckman* clarifies that any organization in VCSA (Vice Chancellor for Student Affairs) is allowed to ask for funding.
- *Hayden Jackson* inquires why Student Health is under VCSA and not Auxiliary services. *Cathy Eckman* answers that the Student Health center has been traditionally under Student Affairs as it provides health services for students.

7) Chair Comments

- *Jon Cassell* gives a brief overview of the Planning Calendar that was included in the packet. *Jon Cassell* also mentions that Winter Quarter will be a busy quarter with Department Presentations and advises the Committee to plan accordingly.
- *Debra Meneely* mentions that she and *Brandon Lieu* will begin sending out “Calendar Requests” through the [ssfac.ucr.edu](mailto:ssfac@ucr.edu) email.

8) Public Comments

- None

9) Adjourn: 4:10 PM

- *Motion to Adjourn the Meeting by Jose Medrano, Second by Dalshawn Boson*
- **Vote: Yes: 13 | No: 0 | Abs.: 0**
- ***Adjournment Approved Unanimously***