# Student Service Fee Advisory Committee

**Thursday, November 16, 2017; 11:00 AM to 1:00 PM**

**HUB Room 265**

**APPROVED Meeting Minutes | Approved on 04.05.18 with amendments**

<table>
<thead>
<tr>
<th>Name</th>
<th>Association</th>
<th>Voting Privilege</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wen-Yu Chou</td>
<td>Undergraduate, Chair</td>
<td>X</td>
<td>P</td>
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<tr>
<td>Hayden Jackson</td>
<td>Undergraduate</td>
<td>X</td>
<td>P</td>
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<tr>
<td>Ruby Ramirez</td>
<td>Undergraduate</td>
<td>X</td>
<td>P</td>
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<tr>
<td>Johnathan Li</td>
<td>Undergraduate</td>
<td>X</td>
<td>P</td>
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<tr>
<td>Rachel Victoria Arroyos</td>
<td>Undergraduate</td>
<td>X</td>
<td>A</td>
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<tr>
<td>Semi Cole</td>
<td>Undergraduate, ASUCR VP of Internal Affairs</td>
<td>X</td>
<td>P</td>
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<tr>
<td>Judit Palencia Gutierrez</td>
<td>GSA</td>
<td>X</td>
<td>AL</td>
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<tr>
<td>Derreck Carter-House</td>
<td>GSA</td>
<td>X</td>
<td>P</td>
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<td>Jose Medrano</td>
<td>GSA</td>
<td>X</td>
<td>LE</td>
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<tr>
<td>Richard Rodriguez</td>
<td>Faculty</td>
<td>X</td>
<td>P</td>
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<tr>
<td>[Vacant]</td>
<td>Faculty</td>
<td>X</td>
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<tr>
<td>Robert Brumbaugh</td>
<td>Staff</td>
<td>X</td>
<td>A</td>
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<tr>
<td>Sally Tavizon</td>
<td>Staff</td>
<td>X</td>
<td>P</td>
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<tr>
<td>Beau Young</td>
<td>ASUCR Alternate</td>
<td>A</td>
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<tr>
<td>Amanda Kwo</td>
<td>ASUCR Alternate</td>
<td>A</td>
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<tr>
<td>Karina Masatani</td>
<td>ASUCR Alternate</td>
<td>A</td>
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<tr>
<td>Jose Cortez-Hernandez</td>
<td>Ex-Officio, ASUCR VP of Finance</td>
<td>A</td>
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<td>Aram Ayra</td>
<td>Ex-Officio, ASUCR President</td>
<td>AL</td>
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<tr>
<td>Cathy Eckman</td>
<td>Ex-Officio, VCSA</td>
<td>P</td>
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<tr>
<td>Debra Meneely</td>
<td>Staff Support, VCSA</td>
<td>P</td>
<td></td>
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<tr>
<td>Brandon Lieu</td>
<td>Student Secretary, VCSA</td>
<td>P</td>
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</tbody>
</table>

1 "X" indicates voting privilege

2 P: Present | A: Absent | AL: Arrived Late | LE: Left Early

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1 Amendments are made in RED
1. Call to Order: **11:06 AM**

2. Approve the Agenda:
   
   *Motion to Approve the Agenda by Ruby Ramirez, Seconded by Derreck Carter-House.*
   
   *Vote: Yes: 8 | No: 0 | Abs.: 1*

   *Agenda Approved by Majority*

3. Approve Minutes – 11/02/2017
   
   - *Vice-Chair Jackson* comments to reword the minute’s section of “second round absentee voting.” Current meeting minutes reflect that the Committee at large came to a consensus before that the Office of the Vice Chancellor for Student Affairs would email the absentee voting members before they considered the fact of a tie during the Runoff, Two Round System. It is only until after the Runoff, Two Round System, resulted in a tie where the Committee at large came to a consensus to have the Office email the absentee voters to cast their ballot.

   *Motion to Approve the Minutes of 11/02/2017 by Semi Cole, Seconded by Derreck Carter-House*

   *Vote: Yes: 9 | No: 0 | Abs.: 0*

   *Minutes Approved Unanimously*

4. Narrative Discussion
   
   - The Committee held a discussion on the Narrative for the next budgeting process. In summary, the Committee as a whole would like to see the following changes to the Narrative:
     
     1. Questions regarding the funding the departments receive other than SSFAC
     2. Questions regarding the department’s acceptance to any Partial Funding
     3. Questions regarding what the department spent funds on in the prior year
     4. Questions regarding any Carry-Forward Funds related to the Department
     5. Questions regarding any strategic plans implemented in the Department
     6. The Committee this year will also not fund any new staff positions (both perm/temp)

5. Call Letter Discussion
   
   - The Committee held a discussion on the Call Letter for the next budgeting process. In summary, the Committee as a whole would like to see the following changes to the Call Letter:
     
     1. Additional Information regarding the Department’s presentation. The Committee will ask questions regarding the Department’s budget, their funding, and their acceptance to any partial funding and how each line item requested by the Department aligns with the strategic plan
     2. A statement that the Committee will not be considering funding requests for staff positions, permanent or temporary, for the 2018 – 2019 planning year

6. Introduction: Acting Vice Chancellor for Student Affairs, Joe Virata
• *Joe Virata*, the Acting Vice Chancellor for Student Affairs, gives a brief introduction to the Committee and utilizes the time to respond to any questions, comments, or concerns the Committee may have in regard to moving the Student Affairs Division forward.

• *Derreck Carter-House* questions in what category should SSFAC focus their funding on; staffing or programming?
  1. *Joe Virata* clarifies that the priorities continue to support programming rather than Staffing. Staffing is a long-term commitment and utilizes most of the budget, the most efficient use of the Student Service Fund is for programming.

• *Aram Ayra* questions if *Joe Virata* will be continuing with the same direction *James Sandoval* was working on or if *Joe Virata* will be open to taking a new direction or reexamining some projects already in play.
  1. *Joe Virata* clarifies that due to the temporary nature of the position, it is his job to keep the Student Affairs Division moving forward adhering to *James Sandoval*’s direction at this time.

7. **Bylaw Discussion**

• *Chair Chou* gives a brief overview of where the Committee currently stands for the Bylaws this year. The Bylaw Changes were finalized on Wednesday, May 17, 2017 with an unanimous vote count of Six (6) yes, Zero (0) no, and Zero (0) abstentions (1). However, Robert’s Rule of Order on Parliamentary Procedure requires the Committee to read each Bylaw change section by section under a specific motion. On Wednesday, May 31, 2017, *Immediate Pass Chair Jon Cassell*, discusses minor changes to the bylaws and advises the Committee to vote on the minor changes to the Bylaws next year once the changes are looked over and accepted by the Vice Chancellor for Student Affairs.

• *Vice-Chair Jackson* questions if the Bylaw changes were not formally adopted by the Committee, then the items submitted to the Vice Chancellor for Student Affairs were potential Bylaw Changes and the Vice Chancellor for Student Affairs would ask for further clarification if any. If there has no actual adoption of the Bylaws, the Vice Chancellor for Student Affairs would have nothing to review.
  1. *Chair Chou* clarifies that since the Committee did not follow Robert’s Rule of Order and Parliamentary Procedure, the Committee would need to fix that error as well as adjusting any reactionary bylaw changes.

  2. *Debra Meneely* clarifies that the Vice Chancellor for Student Affairs reviewed the Bylaw changes and the changes were returned as a whole. Since the Bylaw changes were approved by the committee in whole, any part of the Bylaw changes that are not approved/returned will result in the Bylaws being returned as a whole.

  3. *Derreck Carter-House* suggests to have *Cathy Eckman* present during any Bylaw Changes to streamline the process of accomplishing the Bylaw Changes.

• Further additional comments were made by the Committee on the topic of Bylaw discussions. After the Bylaw discussions had concluded, it was determined by the Committee to confirm whether or not a Bylaw Vote took place during the May 17, 2017 SSFAC Meeting and if so, were the Bylaws voted on in whole.²

8. **Chair Comments**

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² On November 28, 2017, it was confirmed that a Vote took place to finalize the Bylaws as a whole.
• Chair Chou reminds the Committee that the next meeting will take place on January 11, 2018 from 11:00 AM to 1:00 PM at HUB Room 379.
• Chair Chou congratulates Vice-Chair Jackson on winning the election of Vice-Chair for the Committee.

9. Public Comments
• Not Applicable No Public Comments

10. Adjourn: 12:30 PM
   Motion to Adjourn by Johnathan Li, Seconded by Derreck Carter-House.
   Vote: Yes: 9 | No: 0 | Abs.: 0 [Some Members of the Committee left early for class]
   Adjournment Approved Unanimously