



**Student Service Fee Advisory Committee
 Friday, February 13, 2015; 4:00 to 6:30 PM
 HUB Room 379
 Meeting Minutes**

Name	Association	Voting Privilege¹	Attendance
Alexander Taliaferro	ASUCR	X	P
Jon Cassell	ASUCR	X	P
Fernando Echeverria	ASUCR	X	A
Sean Fahmian	ASUCR	X	A
Nafi Karim	ASUCR	X	A
Iris Jiang	ASUCR	X	P
Wen-Yu Chou	ASUCR Alternate	-	P
Jordan Meltzer	ASUCR Alternate	X	P
Suraj Wadhvani	ASUCR Alternate	-	A
David Chavez	GSA	X	A
Terrance Stewart	GSA	X	A
Jason Rothman	GSA	X	P
Ted Mock	Faculty	X	P
Luis Alvarez	Staff	X	A
Cindy Flannery	Staff	X	A
Susana Salazar	Ex-Officio RP&B	-	A
Cathy Eckman	Ex-Officio VCSA	-	P
Diana Echeverria	Secretary	-	P
Sue Lillie	Staff Support	-	P
Alexander Mastache	GUEST	-	P
Jackie Morino	GUEST	-	P
Susan Allen Ortega	GUEST	-	P
Kyle McStay	GUEST	-	P
Karen Lopez	GUEST	-	P
Ellen Whitehead	GUEST	-	P
Elizabeth Mondragon	GUEST	-	P
Cindy Wong	GUEST	-	P

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

¹ X indicates voting privilege

1) Call to Order: **4:10 PM**

2) Approval of Agenda

Motion to Approve Agenda by Jon Cassel, Second by Jason Rothman.

Agenda Approved Unanimously

3) Approval of Minutes for 2/06/2015

Motion to Postpone Approval of Minutes until 2/20/15 by Jason Rothman Second by Iris.

Vote: Yes: 6, No: 0, Abstain: 0

Approval of Minutes Postponed Unanimously.

4) 4:15PM **The Well** – Jackie Moreno & Susan Allen Ortega

Jackie Moreno: The Well is our student wellness center on campus. We work independently and in collaboration with all of our student wellness partners on campus. --- We work to create large scale programs and campaigns to address physical, mental, occupational etc. health.

- We serve as a health education resource center.

- We have programs that are large scale that rank up to 300-500 students.

- We also have typical health education workshops around topics such as alcohol and drugs. Students who come to these programs report an increase in making healthier choices and report a higher likelihood of using wellness resources.

- As far as mental, we do a lot of large scale stress relief programs. We collect data that has shown that students report having a lower stress level after coming to our events.

- We also have our Power of the Peers network coordination in our office. We have a full time coordinator for that program. There are thirty peer groups. We provide ongoing personal development for all of these peers as well training. Through The Well we are able to reach to a one hundred of peers.

Susan Allen Ortega: For the first couple of years there were salary savings and carry forward resources from the first year that carried us through to do robust programming. That money has been spent. The last two years we have had grants that have funded our office from the California Mental Health Student Association. We have asked for this year is to replicate the support you gave us last year. You gave us last year \$60,000 for programming and that represents about 2/3rds of our programming money. If we didn't have that money, we would have to significantly scale back. We have one position that has been funded ongoing temp funds. If that wasn't funded then we would have to stop doing what that person does.

Jordan Meltzer: You had a decrease in some of your priorities. Why?

Susan Allen Ortega: We basically asked for steady state funding. We were trying to be mindful that you have limited resources.

Jordan Meltzer: You reach 9,500 students across campus. How are you actively reaching out to students who are living in the residence halls?

Susan Allen Ortega: We are working with resident life to have them plan programming that aligns. We want a wellness feature regularly in all of your marketing in the residence halls. We are trying to engage the staff more fully as partners. We have a program called Wellness Wednesday and it's usually on campus and we would do an additional one at Lothian or A&I. The primary resource we have used for promotion is the R'side weekly. We have had a lot of hits on it and a lot of positive reaction.

5) 4:35PM **Student Conduct & Academic Integrity Programs** – Kyle McStay, Karen Lopez, and Susan Allen Ortega

Kyle McStay: The most basic thing we do is to investigate and adjudicate any alleged violations in misconduct both social and academic.

- We try to connect any students found responsible for policy violations with any support they might need on campus to help them be successful. The way we do this is to meet one-on-one with the student.

- We also try to maintain accurate records of alleged incidents.
- We select train and advise our conduct committee board.
- Lastly we try to create and maintain positive relationship partners. Many may think we are set up in opposition to students and that is not the case. We have found that students who commit misconduct often do so because of larger issues that they are facing.
- We also provide leadership and employment opportunities for students. We have several students who work both as front desk assistants and as chair people on our conduct committees. We also have volunteers on our conduct committees.
- We manage hundreds of cases a year; Those cases translate to over 1,000 individual students that we meet with. If we reduce the amount of staff that we have that translates directly to longer wait times for students. This can prevent them from enrolling or graduating because their case may take longer to be adjudicated.
- We also get out and are proactive. We go to various classes and talk to students and give presentation.
- The only way we can maintain doing this in a timely manner is by having enough people to actually have meetings with students. Also, to stay compliant with state regulations is to have continual training.

Susan Allen Ortega: The request for funding falls in three big buckets.

- One is for the infrastructure that's needed for operations.
- Secondly, there is professional staff. If this funding isn't continued that would be a lay-off. These people are in back-to-back meetings and every meeting generates a lot of administrative follow up and doing it in a timely and sensitive way is critical.
- Thirdly, there is request for student workers. The students are able to add to the office and help other students.

Jordan Meltzer: Priority number 2, this committee did not fund this this last year. Are they still working for student conduct?

Cathy Eckman: The Vice Chancellor of Student Affairs backed that. We couldn't do without it so he made it a priority. It came from reserves.

Alex Taliaferro: What do the committee chairs do as opposed to the academic integrity seminars?

Kyle McStay: We have two conduct committee chairs. That committee hears violations of a non-academic nature. The student actually chairs the meeting and they handle the process. This makes sure the student that is accused of misconduct is getting due process. They also work in our office helping us with anything we need. The seminar facilitators program is a peer program where they present a seminar for student found responsible for academic misconduct. It helps them with their ethical decision making. This replaces the 8 hour module there used to be. We have had about 230 students go through it.

Alex Taliaferro: Who are the background checks for?

Susan Allen Ortega: For staff and students workers and volunteers.

Jordan Meltzer: Is travel for committee members?

Kyle McStay: The travel is in regards to the professional staff. If there is a state mandated training, someone has to go to it. Whenever there are free training opportunities we can send students to, we take advantage of that.

6) 5:00 PM **Student Life**-Ellen Whitehead

Ellen Whitehead: Student Life serves all the student organizations on campus. Currently we have about 400. We also have fraternities and sororities.

-We do highlander orientation and this year we will have a transfer orientation.

-We have a mentor program that is really strong and it's voluntary.

We also do commuter programs for students.

-We support campus vitality, we coordinate with various departments.

- We also support the highlander pep band. As part of a Division I we have to have a pep band.

- We support campus wide initiatives.

-In addition we have leadership development programs.

- Our office also supports ASPB by offering addition support and guidance.

- Priority 1 is for the funds for a staff position that is an SAO1 to support student organizations. This position support 130-165 student organizations which reaches about 7,000 students.

- Priority 2 is for our staff position that works with our highlander band. He supports our arts and expression cluster of student organizations. He supports any campus vitality initiatives.

- Priority 3 is to have our student assistant positions. These are integral in making sure customer service is provided. Additionally we have a student graphic designer.

- Priority 4 is having our highlander link which is a support system for all organizations. They can manage their files on there. They can post events on there to and message each other. They can have elections, create surveys etc.

Jordan Meltzer: Priority number 2, that position was not funded last year. How were you able to make up for that? Were there any NCAA violations?

Ellen Whitehead: We did get temporary funding from our Vice Chancellor for that position this year.

Jordan Meltzer: You were funded \$15,000 last year for priority three. What was the impact on the fewer staff members?

Ellen Whitehead: There are instances in the week that there is no office coverage. The impact that it pulls staff members away from what they are doing to watch the front desk.

Jordan Meltzer: Are there any specific organizations you work with?

Ellen Whitehead: We collaborate a lot with housing. We want to target first year commuter students. We are always looking for campus partners.

Alex Taliaferro: Do you have a rough estimate on the number of pit stops you offered last year

Ellen Whitehead: Probably around 7-10.

7) 5:20PM **Counseling Center** – Elizabeth Mondragon & Susan Allen Ortega

Elizabeth Mondragon: We assist students going through different developmental issues. – One of the big programs we have is our crisis intervention. We have walk in hours and this service is meant to support student, staff and faculty and sometimes parents. It's for immediate intervention. One of the big referrals we make is for hospital intervention. In the last few years we have tripled our hospitalizations.

- We are actively members of CSC team. We serve as consultants and member of that team.
- In addition, we also have after hours service were students can call in 24 hours a day. This is a real life service with real counselors.

- We have clinical related services. We have a licensed staff along with a few pre-doctoral interns. Staff starts with an intake assessment. After the intake, they can work with a clinician. We also do group therapies. It's a place where they can share their feelings in a confidential environment.

- We have stress management programs that are primarily run by our students. Students receive stress management trainings and the undergraduate technicians are able to have this skill.

- We have the stress busters peer educators.

- We have testing services. We have clinicians who do that.
- We do a lot of consultations and outreach to the community. Consultation could be anything from providing information to parents, faculty, and staff. We consult on various committees. We do a lot of developmental and outreach programs.
- The last couple of years we have had funding from the CALMHSA grant.
- The two key items is for helping us maintain current services.
- Priority 1 is for funding for two licensed physicians. These positions make sure we are getting students in a timely manner for their assessment.
- Priority 2 is for our medical records program. It is how we maintain all of our clinical records. We see early intervention crucial for us to be able to support students to succeed on campus.

Jordan Meltzer: Priority 1, it said that your recruiting process would be ending soon. Where are you in that process?

Elizabeth Mondragon: We had a candidate but we had some unfavorable events. We're restarting that process.

Jordan Meltzer: Was there alternative processing?

Elizabeth Mondragon: We had a little bit of money that's been sitting for years and that's enough to fund just about one position. We have that but that's not renewable.

Jason Rothman: Did you apply for the CALMHSA grant again?

Susan Allen Ortega: It's county money and when we got the money it was required they fund higher education and in this new cycle they are not required to fund higher education.

Jordan Meltzer: For your priority one, we weren't able to see one doctor on your website. Can students meet with him?

Elizabeth Mondragon: He is fairly new and he has not been added on the site. People can call in and we give them the first available appointment.

Jordan Meltzer: Priority 3 is for Point and Click. Is that more for your staff members?

Elizabeth Mondragon: It's for staff members. It's an electronic medical record system. It's very secure.

Alex Taliaferro: Is there a limit of on-campus sessions?

Elizabeth Mondragon: We typically say 8 sessions per academic year. We can always extend that. We are moving towards to saying we are short term, we would like long term but we have to make sure we are able to see as many people as possible.

8) 5:40PM – **Student Health Center** – Cindy Wong, Tony Yang, & Susan Allen Ortega

Cindy Wong: We provide the medical and dental, health education, we also have a full service lab and pharmacy.

- Our insurance department also allows for referrals.
- We also do travel immunizations.
- We also do health education to prevent chronic diseases.
- We also have dental care. We realize that there are many students here who have never had the opportunity to see a dentist.
- We are requesting again for a gynecologist on campus. With that money we were able to get a gynecologist to come on campus. It saves students time and money. When we have a specialist in house, that \$15 copay is waived.

Jordan Meltzer: Your department serves roughly 8100 students, how many students were served by the gynecologist?

Tony: It would be 345 hours of service so we're thinking about 680 visits but that doesn't equate to total students because students need follow ups. It may be 100 unique students.

Cindy Wong: We spend a lot of time with the first consult and take the time to educate the student. It usually takes more than one visit when you go to visit a gynecologist.

9) 6:00PM **AVC Health and Wellness** – Susan Allen Ortega

Susan Allen Ortega: We would like to create a unit which has health and wellness as their own unit. We are trying to make the parts a more powerful whole. On the direct service side we connect nutrition and culture. We are really working and developing a strategic plan to work towards your well-being.

- I do a lot of student crisis intervention. There are two case managers who are licensed and clinical social workers. This past year our one case manager had 800 students. The need is very high. Administrative infrastructure is slim.

- On the crisis side, we started out thinking the case managers just need few supplies but we are finding we need more resources for education and outreach. I would like to see funded money for a technology system called CARE. It allows for a secure way for anyone in the crisis team to put the information in and it automatically tells everyone on the team about the student. We need an automative system telling us about the students so that we can help everyone.

- The UC system is focusing on being a national model for sexual violence. The system has a task force and it has robust student involvement. We would probably need to do online training so we need to buy software for a module or hire someone to make a module. I put \$30,000 in here as a guess about what it might cost and once I know I can give you a real number.

Jordan Meltzer: You said in your addenda that the student workers 8.50 but the minimum wage has gone up. Are you expecting a change in the level of your staff?

Susan Allen Ortega: We would probably need to edit it and we would likely reduce the hours.

Alex Taliaferro: What does Active Mind do?

Susan Allen Ortega: It is being done in The Well right now. Active Minds is a national student organization that has stigma reduction for mental health as a priority. They were initially funded by a Riverside grant. We have mostly volunteers but we do pay leads. They do awareness campaigns; outreach and they work with students.

Jordan Meltzer: For priority 7, are you expecting that to be a one-time price?

Susan Allen Ortega: It's a place holder for what we would potentially need. Some will be one-time and some will be ongoing.

Ted Mock: Why is that a UC Riverside program?

Susan Allen Ortega: The office of the President did give us some funding to do some of the other pieces of the national model. The way they structured the funding is that they are giving us 100% this year, 60% next year and 30% the following year. I anticipate they will do the same thing with education and they'll watch it for us and then expect us how to sustain it.

Jordan Meltzer: Have you looked at other funding sources?

Susan Allen Ortega: I will definitely do that.

Jordan Meltzer: For priority 5, in the narrative it said the administrative specialist was critical to continue support for the assistant vice chancellor. Why did you use the word critical?

Susan Allen Ortega: I'm not able to do my best with a shared resource. It impacts the vice chancellors office because everyone is getting less help than they really need.

Cathy Eckman: It is barely working because Susan's proximity to our office. That's a

temporary situation and she needs to be more connected to her departments that she manages. It's not very efficient.

10) Subcommittee comments

11) Chair Comments

Alex Taliaferro: There is a CSF meeting in Los Angeles next weekend. If you want to attend, please let me know.

12) Administrative issues

Bi-Weekly Payroll for Stipend

Sue Lillie: I'm going to get ready to convert the stipend to a bi-weekly payroll.

SharePoint migration to new site:

Sue Lillie: The SharePoint isn't working yet.

<https://ucrshare.ucr.edu/sites/ssfac>

13) Adjourn **6:10 PM**

Motion to Adjourn by Jason Rothman Second by Jordan Meltzer.

Vote: Yes: 6, No: 0, No: 0.

Adjournment Approved Unanimously.