



2010-2011 Student Services Fee Advisory Committee Meeting
 For 2011-2012 Budget
 Date: 10/20/10
 Time: 02:00 – 03:00pm
 Location: HUB 268

Name	Association	Voting ¹ Privilege	Attendance
Coyne, Gary	GSA	X	P
Flores, Stephanie	Ex-Officio, AP&B	-	P
Jackson-Boothby, Adam	GSA	X	P
Kim, Chris	ASUCR	X	L
Kim, Danny	Ex-Officio-VCSA	-	P
Lau, Tiffany	ASUCR	X	P
Lee, Stephen	ASUCR	X	A
Maduena, Alex	ASUCR	X	P
Park, Nick [Alternate]	ASUCR	X	A
Ren, Johnny	ASUCR	X	A
Saleh, Ali	ASUCR	X	P
Wright, Jennifer	GSA	X	P
Huang, Elizabeth	Secretary	-	P
Lillie, Sue	Staff Support	-	P
Guests			

P-present A-absent L-late Exc.-excused

Meeting Minutes

¹ X indicates voting privilege

1. Welcome: 2:04PM

- A. Ali informs us that we are no longer called the Registration Fee Advisory Committee but the Student Services Fee Advisory Committee. Also, everything recorded becomes public record.

2. Introductions

3. Approve Agenda

MOTION:	
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- A. Moved to approve the agenda for 10/20/10 meeting
 - i. Vote: unanimous – motion carries

4. Approve Minutes from May 27, 2010

MOTION:	Gary Coyne/Adam Jackson-Boothby
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- A. Danny goes over two changes to the bylaws
 - i. Stipend to the Chair
 - ii. Quorum
- B. Moved to approve the minutes from May 27, 2010
 - i. Vote: unanimous – motion carries

5. Review of SSFAC Charge and Guidelines for Implementing the Student Services Fee Portion from UCOP

- A. Danny informs us that the UC Regents have approved the revision to the UC fee policy, specifically related to how each campus' committee process towards the student fee. (See July 22, 2010 letter + detailed hand out to committee.) Fortunately, UC Riverside has had the most robust committee process in the UC System. In fact, we had been 99% in compliance with these requirements before they were set. Elements of our process were used to articulate these requirements.
 - i. One major change: name changed to Student Services Fee Advisory Committee
 - ii. Also meant to articulate committee process and it's requirements
 - 1. One requirement: must meet within 30 days of school starting
 - 2. Another requirement: website – with a set minimum of content mandatory
- B. Ali goes over committee process:
 - i. Fall quarter: Dean of Students comes in to talk about Student Mental Health and a budget proposal; Stephanie also lets us know how budget is done administratively

- ii. Winter quarter: go over different types of committees. Voting committee members are assigned into four subcommittees. These subcommittee members will contact and review budget/addenda requests with department directors.
 - iii. Spring quarter: Most important. We decide what to allocate with the budget and propose to the Chancellor. If an organization is unsatisfied with the budget proposal, they may appeal.
- C. Council on Student Fee:
- i. Fall Meeting: Berkeley
 - 1. Ali cannot make it
 - 2. Gary may be able to
 - a. Will let Susan know when he is sure
 - ii. Winter: TBD
 - iii. Spring: TBD
- D. Danny goes into more detail about the process:
- i. The SSFAC's recommendations to the Chancellor are crucial to the final decision(s).
 - ii. Ideally, the committee's process should be done at the end of May. This way, should there be any decisions/changes, departments can be notified ASAP and may plan effective July 1st.

6. Review of Planning Calendar

- A. Susan hands out and goes over calendar.
- i. Dates are tentative.
 - ii. About 7 meetings throughout the year at about one meeting per month. Plus, additional meetings after committees are done speaking to the directors.
 - iii. Meeting availability will be established through Doodles, Whenisgood, etc.
 - iv. Subcommittee Training meeting will be in a few weeks.
- B. Danny goes into detail.
- i. Department will submit their request for next year by December 17.
 - ii. Beforehand: committee will be separated into subcommittees. Each subcommittee will be responsible for dealing with the budget requests from 4-5 departments. This process starts in January and goes to March. March 10th is the tentative date for subcommittees to submit their reports, recommendation and etc. They will then be distributed to all subcommittees. Each subcommittee will present their departments. This process goes to April, at which the decision will be made at the end of the month. Directors will then have a chance to appeal. Should that be

the case, the case will go back through the committee process and the final decision will be made at the end of May.

- iii. Other items will pop up throughout the year.
- iv. Stephanie's report is what tells us if there is sufficient/extra funding for the following year. This year, due to increased enrollment, funds will be available.

7. Preview of 10-11 Addenda Items:

A. Veitch Request (Danny handed out letter of fee information)

- i. Last year's committee approved the Veitch Study and Upper Mall Development.
- ii. Veitch Study:
 - 1. Career center to move down into bookstore where the textbooks are
 - 2. Opening emergency exit doors by bookstore stairs to provide more access
 - 3. Campus Health Center and Counseling Center will take over Career Center space, allowing for more students to be seen and more doctors to be hired
 - 4. First stage is the DPP: Design Program Planning, where architects come into look at foot traffic, etc.
 - a. Product will be a thick book of drawings, proposals, etc.
 - 5. No architect hired yet.
- iii. Upper Mall Development:
 - 1. Renovating outside/between Surge and Campus Store [including the front], outside Coffee Bean & Tea Leaf
 - 2. CompUCR moving upstairs
 - a. Apple will assist in making it look like the actual retail store due to our good relationship with them
 - 3. Want extensions to fit smoothly with existing building(s) and not look like it was built separately.
 - 4. Architect hired.
- iv. Using capital reserve money.
 - 1. DPP for Career Center is \$145,000 – SSFAC will pay its share, exact amount has not been calculated
 - 2. Veitch will be about \$150,000.
- v. Construction will take 6 months to a year

8. Administration Issues

- A. Stephanie passes out allocation letters and informs us that we will be allocating funds to help cover the new retirement contributions.
- B. Susan tells us more about the sharepoint. To gain access, username is your netid; default password is 'changeme'
- C. Student information to set up Payroll for stipend paid Quarterly.

- i. First stipend paid 1st of January, \$300 per quarter
- D. <http://ssfacs.ucr.edu/SSFAC%20Committee/Forms/AllItems.aspx>
 - i. Above link will replace hard copies (red binders)
- E. Susan reminds us that we still need to appoint staff members to the SSFAC.
 - i. Might invite staff from Athletics to be 3rd Ex-Officio.

MOTION:	Jennifer Wright/Chris Kim
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- A. Moved to approve DPP Study and costs.
 - i. Vote:
 - 1. Yes: Chris Kim, Tiffany Lau
 - 2. Abstentions: Jennifer Wright, Adam Jackson-Boothby, Alex Maduena, Gary Coyne
 - 3. Concerns: There is a big window in terms of these proposed costs. Not everyone feels comfortable in saying that they understand the full budget.
 - 4. Danny explains: This does not commit to the actual construction; it is just the first phase. The entire capital reserve is about 9 million dollars. The DPP will let us know how much it will cost to do the construction. Also, KUCR is relocating to the Barn, so there will need to be fees taken from the reserve for this as well. However, it will only be once as they will be paying lease. Funding for all the construction will likely be paid in annual segments with a down payment upfront, as opposed to all at once – which is still a choice. Once all the construction is done, there will not be any other departments/facilities that will need this type of funding – until our enrollment goes up again.
 - 5. Motion Carries

MOTION:	Adam Jackson-Boothby/Gary Coyne
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- A. Moved to adjourn meeting.
 - i. Vote: unanimous – motion carries

9. Adjourn: 3:03PM