



Student Service Fee Advisory Committee
Thursday, November 2, 2017; 11:00 AM to 1:00 PM
HUB Room 265

APPROVED Meeting Minutes | Approved on 11.16.2017 with amendments¹

| Name | Association | Voting Privilege¹ | Attendance² |
|--------------------------|---|-------------------------------------|-------------------------------|
| Wen-Yu Chou | Undergraduate, Chair | X | P |
| Hayden Jackson | Undergraduate | X | P |
| Ruby Ramirez | Undergraduate | X | P |
| Johnathan Li | Undergraduate | X | P |
| Rachel Victoria Arroyos | Undergraduate | X | A |
| Semi Cole | Undergraduate, ASUCR VP of Internal Affairs | X | P |
| Judit Palencia Gutierrez | GSA | X | AL |
| Derreck Carter-House | GSA | X | LE |
| Jose Medrano | GSA | X | P |
| Richard Rodriguez | Faculty | X | LE |
| [Vacant] | Faculty | X | - |
| Robert Brumbaugh | Staff | X | A |
| Sally Tavizon | Staff | X | P |
| Beau Young | ASUCR Alternate | | A |
| Amanda Kwo | ASUCR Alternate | | A |
| Karina Masatani | ASUCR Alternate | | A |
| Jose Cortez-Hernandez | Ex-Officio, ASUCR VP of Finance | | AL |
| Aram Ayra | Ex-Officio, ASUCR President | | P |
| Cathy Eckman | Ex-Officio, VCSA | | P |
| Debra Meneely | Staff Support, VCSA | | P |
| Brandon Lieu | Student Secretary, VCSA | | P |

¹ “X” indicates voting privilege

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

¹ Amendments are made in RED and deletions are strikethrough

1. Call to Order: **11:04 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 – 10/12/2017

- Minor edits to the Meeting Minutes: Changing Jose Medrano to Jose Cortez-Hernandez for the nomination of Johnathan Li as Vice-Chair and changing the adjournment line to reflect the correct presenter for the motion to adjourn and the appropriate second.

Motion to Approve the Minutes of 10/12/2017 by Derreck Carter-House, Seconded by Ruby Ramirez

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

Minutes Approved Unanimously

4. Budget Update – Cathy Eckman

- Before the Budget Update, *Cathy Eckman* gives a brief bylaw update. The proposed Bylaws Changes, as submitted, cannot be approved at this time because the motion for the Bylaw changes were submitted as a whole rather than individual motions. For example, if the Bylaw changes included a minor typo, the changes as a whole cannot be moved forward for approval. *Cathy Eckman* suggests the Committee revisit the bylaw changes and make motions for each individual change for consideration by the Vice Chancellor, ensuring the rationale and justification for each change is described. *Cathy Eckman* updates the Committee on the Budget Update for Student Services Fee and states at this time not prepared to go into detail about this year's targeted allocation amount as enrollment numbers and projections are still being reviewed. Typically the targeted allocation amount is not shared until winter quarter but want to give the committee an update on how the numbers are currently looking. Recall, originally, the Committee had a budget of \$976,353.00 (Refer to Meeting Minutes of 11/16/2016). After the Campus Equity Call, the budget was updated to reflect \$738,000.00 to allocate over the next three years; with an option for the Committee to allocate \$246,000.00 per year for the next three years (Refer to Meeting Minutes of 1/25/2017). The Committee last year allocated a total of \$261,673.00. However, after the cost increases and updated enrollment numbers, the \$738,000.00 that was originally projected, is reflecting a revised budget of \$304,000.00 potentially leaving approximately \$43,000 to allocate for this planning year. The actual amount available for SSFAC to provide allocation recommendations for this planning year is being reviewed to determine if still on track to allocate as projected for the remaining two of the three years.
- *Aram Ayra* questions that originally the Committee had a budget of \$246,000.00 to allocate this year, but the approximate number is actually \$43,000.00. *Cathy Eckman* clarifies that the original projection made of \$738,000.00, was projected from Institutional Research's enrollment numbers. After costs increases and the revenue received at the end of the year, the budget has been revised to \$304,000.00; a difference of \$434,000.00.

- *Jose Medrano* questions if the Committee only has \$43,000.00 to allocate for the next two years. *Cathy Eckman* clarifies that the \$43,000.00 is what is left and set aside for future years. The number may increase or decrease with actual revenue numbers and other cost factors.
- *Jose Medrano* and *Hayden Jackson* both question if permanent staff position allocations made in previous SSFAC years had a direct impact on the budget. *Cathy Eckman* clarifies that with every permanent staff position allocation, the Committee also commits to salary increases and budget increases.
- *Ruby Ramirez* questions if the Committee can see the breakdown of the permanent funds the Committee is committed to. *Hayden Jackson* further questions if this is something new that will be provided to the Committee. *Cathy Eckman* clarifies that the Committee will see the information needed.
- *Cathy Eckman* comments that the Office can provide the temporary allocations each department has been receiving, the revenue generated, grants and contracts, and any other funding and budgetary items. The Office would like to hear any comments or additions the Committee has for the revised Narrative Template. *Ruby Ramirez* comments to add a question of “If the Department will accept partial funding for a position or program?”
- *Chair Chou* questions when the Committee will get the more appropriate budget projection. *Cathy Eckman* clarifies that the longer the Committee waits, the more accurate the numbers will be closer to the actual budget at the end of the year.

5. Training – Chair Wen-Yu Chou

- *Chair Chou* goes over a “training packet” given to the Committee. The training packet contains a “Cheat Sheet” to Robert’s Rule of Order and an instructional sheet on how to log in to the SSFAC SharePoint.

6. Council on Student Fees (CSF) Update & Document Review – Hayden Jackson

- *Hayden Jackson* briefly goes over the CSF Charter Amendments to the Committee and updates the Committee on a new passed CSF Resolution on Commencement Funding. This resolution states “that official commencement exercises should be covered by the cost of Tuition and are inappropriate for Student Services Fee Funding” (CSF Commencement Resolution, Pg. 2 of 7).

Motion to ratify the CSF Charter Amendments by Ruby Ramirez, Seconded by Semi Cole

Vote: Yes: 4 | No: 0 | Abs.: 3

CSF Charter Amendments Ratified by Majority

7. Election of the Vice-Chair

- *Chair Chou* clarifies the situation on absentee voting. Committee Members can opt into absentee voting if they are leaving the meeting early. As allowed by our bylaws, “Absentee votes for specific motions shall only be submitted in writing to the Chair by the close of discussion on the motion and shall be counted and announced with the completed vote. *Chair Chou* also clarifies that the votes will be cast using a secret ballot. The Committee and the Chair came to a consensus that if there is a tie among the three candidates, there will be a runoff voting referred to as the “Two-Round System:” a voting system used to elect a single winner, whereby only two candidates from the first round continue to the second round. ~~If the Two-Round System results in a tie, the Committee and the Chair came~~

~~to a consensus to email a ballot to the two absentee voters to cast a vote on the Election of the Vice-Chair.~~

- Before general voting by secret ballot, the three candidates: *Hayden Jackson, Jose Medrano, and Ruby Ramirez* are all given two minutes to give an overview as to why they should be elected Vice-Chair.
- **First Round – General Voting by Secret Ballot [8 Ballot Votes & 2 Absentee Votes]:**
 1. *Hayden Jackson: 4 Total Votes*
 2. *Jose Medrano: 2 Total Votes*
 3. *Ruby Ramirez: 4 Total Votes*

Votes were validated by Chair Chou, Student Secretary Brandon Lieu, and Staff Support Debra Meneely
- **Runoff, Two Round System Voting by Secret Ballot [8 Ballot Votes]:**
 1. *Hayden Jackson: 4 Total Votes*
 2. *Ruby Ramirez: 4 Total Votes*

Votes were validated by Chair Chou, Student Secretary Brandon Lieu, and Staff Support Debra Meneely
- ~~As mentioned,~~ Due to the tie in the Two-Round System, the Office and the Chair will reach out to the two absentee voters to cast a vote on the Election of the Vice-Chair. The Chair or the Office of the Vice Chancellor for Student Affairs will announce to the Committee the Election Results for the Vice-Chair for the Academic Year of 2017 – 2018 before the next meeting via email.

8. Chair Comments

- *Chair Chou* clarifies that the Office of the Vice Chancellor for Student Affairs or the Chair will be announcing who won the Election of the Vice-Chair over email before the next Committee Meeting.
- *Chair Chou* announces that the next Committee Meeting will be on November 16, 2017 from 11:00 AM to 1:00 PM at HUB Room 265.

9. Public Comments

- Not Applicable

10. Adjourn: 12:30 PM

Motion to Adjourn by Jose Medrano, Seconded by Johnathan Li.

Vote: Yes: 8 | No: 0 | Abs.: 0 [Some Members of the Committee left early for class]

Adjournment Approved Unanimously