University of California, Riverside
Student Services Working Group: Campus Return
Meeting Minutes
May 25, 2021 | 1 – 2 p.m.

**Minutes**

Participants: Jose A. Aguilar, Dr. Christine Bender, Robert Brumbaugh, Dr. Thomas Dickson, Teri Eckman, Dr. Lindy Fenex, Kari Geske, Genesis Gonzalez, Jessica Gutierrez Masini, Dr. Brian Haynes, Ta’Neill Hope, Christopher Kent, Sesley Lewis, Andrea Patrick, Laura Riley, Michael Schmelzle, Kim Stotts-Sanchez, and Toi Thibodeaux, and Christiane Weirauch.
Guests: Dr. Hayden Harris, Dr. Scott Heil, and Devon Sakamoto

- **Minutes Approval/Review** - The minutes from the May 11, 2021 meeting were approved by the working group.

- **Fall Projections** - AVC Scott Heil of Institutional Research (IR) discussed fall projections. In terms of in-person activities this upcoming fall quarter, the campus will resemble pre-pandemic fall quarters more than fall of 2020. Plans are to invite AVC Heil to a future meeting before the fall quarter to update projected figures. Anyone interested in joining efforts with AVC Heil/IR to develop a survey or partner in some way regarding the nearby off-campus student population can reach out.

- **Public Health Ambassador Program** - Devon Sakamoto of The Well reviewed the program and noted that due to recruiting, training and other factors, the timeline will need to commence as soon as possible in order to be in place by the fall. It was noted that background checks for volunteers could be included as a line item. Devon Sakamoto will follow up. Attendees agreed to move forward with submitting the Public Health Ambassador Program as a budget request.

- **Communication** - The student vaccination message was emailed on May 18, 2021. Reminders will be sent periodically. Communication team members are exploring plans to combine employee and student vaccination upload efforts into a larger campaign. Incentives could be tied in. If you want to share your ideas regarding this, please reach out by Friday. Please continue to update your departmental websites with current information as COVID-19 matters and related guidelines are fluid.

- **Survey Update** - Dr. Harris provided an update regarding the student survey. Suggestions from the last meeting and other comments from the SSWG have been incorporated. It will be marketed via platforms such as R'Side, R'Grad, etc. and incentives such as $50 gift cards will be offered. SSWG members are encouraged to email Dr. Harris by noon on May 27 with questions or suggestions. The target distribution date is June 1, 2021. It will be open for approximately two weeks, then summary efforts will occur.

- The topic of subcommittees to address the needs of student groups can be included in future meetings. Plans are to also discuss a phased approach to fall planning.