

July 15, 2016

Dear Jonathan,

This letter is to formalize my approval of the allocation recommendations made by the Student Service Fee Advisory Committee for fiscal year 2016-2017 as outlined in your letter dated June 6, 2016.

Additionally, upon reviewing the proposed changes to the bylaws, I approve the recommended changes.

I want to extend my thanks to you and the entire committee for your efforts and commitment to our student body.

Sincerely,



Kim Wilcox  
Chancellor

## SSFAC Recommendations for Chancellor Approval

<i>SSFAC Fiscal Year 2016 - 2017 Allocations</i>	Final Recommendation	
Description	Permanent	Temporary
<b>Grand Total of All Funding Permanent / Temporary</b>	<b>\$ 647,414</b>	<b>\$ 553,069</b>
<b>Subcommittee A - Enrollment Services</b>		
<b>Career Services Center</b>		
SAO 3 Employer Relation Specialist	46,700	0
SAO 3 Employer Relation Specialist Benefits (80% actual rates includes UCRP)	37,360	0
BC25 - Peer Advisor Program Student Salaries (6 Students)	24,000	0
BC30 - Peer Advisor Program Student Benefits 4%	720	0
Front Desk Student Assistant Program	0	0
BC30 - Front Desk Student Assistant Program	0	0
BC46 - Computing - Annual License for Symplicity	0	12,500
<b>Total for Career Services</b>	<b>108,780</b>	<b>12,500</b>
<b>Financial Aid Office (No Funding)</b>		
BC25 - FA Officer 2 (4526) Salary	0	0
BC30 - FA Officer 2 (4526) Benefits	0	0
BC25 - FA Officer (4526) Salary	0	0
BC30 - FA Officer (4526) Benefits	0	0
BC25 - FA Asst (4723) Salary	0	0
BC30 - FA Asst (4723) Benefits	0	0
BC25 - FA Asst (4723) Salary	0	0
BC30 - FA Asst (4723) Benefits	0	0
BC25 - Fiscal Asst (4722) Salary	0	0
BC30 - Fiscal Asst (4722) Benefits	0	0
<b>Total for Financial Aid Office</b>	<b>0</b>	<b>0</b>
<b>Registrar's Office (No Funding)</b>		
BC25 - Registr+A29:C40ar Spec 2/Special Programs and Grade Coordinator (1.00 FTE) Salary	0	0
BC30 - Registrar Spec 2/Special Programs and Grade Coordinator (1.00 FTE) Benefits	0	0
BC25 - Vacant Registrar Spec 2/Residency and Fees Coordinator (1.00 FTE), Salary	0	0
BC30 - Vacant Registrar Spec 2/Residency and Fees Coordinator (1.00 FTE), Benefits	0	0
BC25 - Registrar Spec 2/OnCourse Specialist (1.00 FTE) Salary	0	0
BC30 - Registrar Spec 2/OnCourse Specialist (1.00 FTE) Benefits	0	0
BC25 - Registrar Supv 1/HOSS Representative and Supervisor (1.00 FTE) Salary	0	0
BC30 - Registrar Supv 1/HOSS Representative and Supervisor (1.00 FTE) Benefits	0	0
BC25 - Blank Ast 2/Student Affairs Assistants (5.0 FTE), Salary	0	0

BC30 - Blank Ast 2/Student Affairs Assistants (5.0 FTE), Benefits	0	0
BC25 - Blank Ast 2/Student Affairs Assistants (1.0 FTE) Salary	0	0
BC30 - Blank Ast 2/Student Affairs Assistants (1.0 FTE) Benefits	0	0
<b>Total for Registrar's Office</b>	<b>0</b>	<b>0</b>
<b>SATS (No Funding)</b>		
OP- Info Sys Analyst 3 (SHS) Salary	0	0
OP- Info Sys Analyst 3 (SHS) Benefits 23%	0	0
OP- Info Sys Analyst 3 (Student Life) Salary	0	0
OP- Info Sys Analyst 3 (Student Life) Benefits 23%	0	0
App Prog 2(Web Services) Salary	0	0
App Prog 2(Web Services) Benefits 39.85% actual rate	0	0
Info Sys Analyst 2 (Career Ctr) Salary	0	0
Info Sys Analyst 2 (Career Ctr) Benefits 37.3% actual rate	0	0
<b>Total for SATS</b>	<b>0</b>	<b>0</b>
<b>Subcommittee B - Health &amp; Wellness</b>		
<b>AVC - Health &amp; Wellness</b>		
Case Manager Student Assistants (A01985)	4,000	0
EB - Case Manager Student Assistants (A01985)	120	0
Admin Specialist (Penny B)	0	0
EB - Admin Specialist (54.1% - includes UCRP)	0	0
Admin Specialist - General S&E	0	0
Sexual Violence Education & Training (A02167)	0	0
Professional Development (A02167)	0	2,500
Critical Student Incident Team - 3rd Party Software to support Data Sharing & Management & Training & Professional Development (A02167)	0	5,500
<b>Total for AVC - Health &amp; Wellness</b>	<b>4,120</b>	<b>8,000</b>
<b>Student Health Center</b>		
Student Health Physician 5 (per diem GYN)	0	40,000
BC25 - Physician Salary - New	0	87,500
BC 30 - Physician Benefits	0	20,125
BC 30 - Physician UCRP Benefits	0	12,775
BC47 - Physician S&E/Startup	0	2,500
<b>Total for Student Health Center</b>	<b>0</b>	<b>162,900</b>
<b>The WELL</b>		
WELL/ Health & Wellness Services Programming (includes Wellness Wednesdays, health fairs, GO! Pedometer program, peer trainings and recruitment, large-scale and small-scale wellness programs.	0	60,000
Stdt Life Dev Spec 2	52,216	0
Stdt Life Dev Spec 2 Benefits at 28%	22,244	0

Std Life Dev Spec 2 S&E	5,000	0
WELL Office Functions (Mail services, telephone charges, photocopier fees, office supplies, and professional support for staff who do not have S&E associated with their positions)	0	2,114
Graduate Student Initiatives Intern	3,500	0
BC 20 Academic (SWP Assessment Graduate Student) Benefits at 79.5% (The WELL pays a portion of tuition fee remission and GSHIP)	2,783	0
R'Pantry - Std Life Dev Spec 1	0	43,500
Std Life Dev Spec 1 Benefits at 28%	0	12,180
Std Life Dev Spec 1 S&E (set up, program support, supplies, marketing)	0	5,000
Feeding America (Food to stock food pantry)	0	0
R'Pantry Student Coordinators	0	0
BC30 - Benefits R'Pantry Student Coordinators	0	0
Mental Health Outreach (Previously requested by the AVC H&W managed through the WELL.	0	5,000
Active Minds Student Assistants (Previously requested by the AVC H&W managed through the WELL.	0	4,750
<b>Total for The WELL</b>	<b>85,743</b>	<b>132,544</b>
<b>Subcommittee C - Ethnic and Gender Centers</b>		
<b><i>African Student Programs</i></b>		
BC25 - Student Assistants 7(10 hrs a week)	22,400	0
BC30 - Student Benefits @ 4%	672	0
BC47 AAIII Staff Position Support Funds	5,000	0
BC42- Peer Mentor Background Checks	0	0
BC 43- Mail Services	0	0
BC42 - Panic Button	0	0
BC42 - Panic Button Installation Charges	0	1,500
<b>Total for African Student Programs</b>	<b>28,072</b>	<b>1,500</b>
<b><i>Asian Pacific Student Programs</i></b>		
BC 25-Student Assistants (3) (10hrs/week each,\$10per hour)	9,000	0
BC 30-Student EB @ 4%	270	0
BC 42-Alarm System Installation	0	1,500
BC42 - Panic Button	0	0
<b>Total for Asian Pacific Student Programs</b>	<b>9,270</b>	<b>1,500</b>
<b><i>Chicano Student Programs</i></b>		
BC25 - Student Assistants (6) (19.5hrs/week each X 48 Weeks X \$10/hr)	56,150	0
BC30 - Students @ 4%	1,685	0
BC25 - STDT LIFE DEV SPEC 1 TC4562 - New	0	0
BC30 - STDT LIFE DEV SPEC 1 TC4562 Benefits @ 28% - New	0	0
BC30 - STDT LIFE DEV SPEC 1 TC4562 UCRP 14.6% - New	0	0

BC47 Other, S&E -STDT LIFE DEV SPEC 1 Start up & ongoing - New	0	0
BC42 Services (Programming)	0	15,000
BC44 P&R (Chicano/Latino Resource Guide/Planner)	0	0
BC42 Services, Public Safety(Alarm/Panic Button)	0	0
BC42 Services, Public Safety(Alarm Equipment & Installation)	0	1,500
BC43, BC45, BC47, BC70, USP Operational Costs (Microsoft License Fees, Copier Charges, Mail Svs, Communications, Insurances)	0	0
<b>Total for Chicano Student Programs</b>	<b>57,835</b>	<b>16,500</b>
<b>Dean of Students</b>		
BC25 - Student Assistants (4) (10hrs/week for 48 wks)	19,200	0
BC 30-Student Benefit Rate @3%	576	0
Common Ground Workshop and Facilitators (25)	0	9,500
Common Ground Facilitators Benefits	0	285
Common Ground Retreat	0	12,000
Panic Button and Monthly Fees <b>Installation Only</b>	0	1,500
<b>Total for Dean of Students</b>	<b>19,776</b>	<b>23,285</b>
<b>Lesbian/Gay/Bisexual/Transgender (LGBT) Resource Center</b>		
Student Life & Development Specialist I	43,500	0
SLDS I benefits at 28%	12,180	0
SLDS I UCRP Benefits 14.6%	6,351	0
SLDS I - BC47 - Other, S&E	5,000	0
BC 42 - Panic Alarm - funds for annual monthly alarm and assessment fees (already have equipment installed)	0	0
<b>Total for LBGT Resource Center</b>	<b>67,031</b>	<b>0</b>
<b>Middle Eastern Student Center</b>		
BC25 - 1.0 FTE -Student Life and Development Specialist II - New	0	25,000
BC30 -Student Life and Development Specialist (28% of salary) - New	0	0
BC30 -Student Life and Development Specialist UCRP 14.6% - New	0	0
Student Assistants (3) (10hrs/week each)	14,400	0
BC 30 Students @ 4%	432	0
BC42-Services (Workshop, Speaker & Film Series)	0	6,000
BC40-Entertainment (Cultural Events and Celebrations)	0	4,000
BC46-Computing (Student Computer Workstation, iPad)	0	3,000
BC42 Panic Alarm Button - months alarm assessment fees	0	0
BC42 Services, Public Safety(Alarm Equipment & Installation) <b>Installation Only</b>	0	1,500
BC40-Travel (Leadership Training and Student Council Retreat)	0	0
<b>Total for Middle Eastern Student Center</b>	<b>14,832</b>	<b>39,500</b>

<b>Native American Student Programs</b>		
BC 25 Student Life & Development Specialist 2 (new)	0	47,800
BC 30 SLD Specialist 2 benefits at 28%	0	13,384
BC30 SLD Specialist 2 UCRP Benefits @ 14.6%	0	6,979
BC 47- Other, S&E - Student Life & Development Specialist 2, On-going Support & start up	0	5,000
BC 25 Student Assistants (4) (\$10/hr/12hrs/week @ 48 weeks)	23,040	0
BC 30 Students @ 3%	691	0
BC 40 & 41- Travel and Supplies/Material- Native Nations Liaison	0	0
BC 43 & 44- General Operating Costs (Printing Reprographics/Media, Mail Services, Copy Machine lease)	0	0
BC 41- Office Supplies	0	2,500
BC 40 & 41 Temazkalli Health and Wellness	0	0
BC 41 American Indian Alumni Association Mentorship	0	0
BC70 Alarm System Installation	0	1,500
BC 70 Annual Alarm and Assessment Fees	0	0
<b>Total for Native American Student Programs</b>	<b>23,731</b>	<b>77,163</b>
<b>Women's Resource Center</b>		
BC25 - Student Life Development Specialist I (A01427) - New	0	0
BC30 - SLDS I benefits at 28% (A01427) - New	0	0
BC30 - SLDS I UCRP 14.5% - New	0	0
BC47 - S&E SLDS Position and start up - New	0	0
BC25 - Student Assistants (3) (40 weeks @ 36 hours per week) (A01427)	15,120	0
BC30 - Student Benefits @ 4% (A01427)	454	0
BC 42 - Fingerprinting of Campus Safety Escorts (A01583)	0	0
BC 41 - Campus Safety Escort Service - general supplies-Uniforms (A01583)	0	490
BC 41 - Campus Safety Escort Service - general supplies (A01583)	0	486
BC 43 - Mail Services (A01427)	0	0
BC 46 - Annual Microsoft Licensing Fees (A01427)	0	514
BC 40 - WRC Graduate Student Initiative (A01427)	0	6,000
BC 41 - SAVE Peer Group recruitment, mandatory training, event funding (A01427)	0	2,900
BC 42 - Speaker Fees (A01427)	0	3,000
BC 40 - Room Rental Fees (A01427)	0	2,000
BC 44 - Media Costs (A01427)	0	2,000
BC 41 - Campus Safety Escort Service Gift Cards (A01583)	0	5,000
BC 70 - Campus Safety Escort Service - Transportation Cart (A01583)	4,162	0
BC 47 - Campus Safety Escort Service - Trainings/Insurance Deductibles for Transportation Cart (A01583)	1,500	0
BC 40-Co-curricular Program Development (A01427)	0	3,500

BC 40 - Student Parent Programming (A01427)	0	1,500
BC 42 - Panic Alarm - funds for annual monthly alarm and assessment fees (A01427)	0	0
<b>Total for Women's Resource Center</b>	<b>21,236</b>	<b>27,390</b>
<b>Subcommittee D - Other</b>		
<b>Graduate Student Association</b>		
AAAI	28,220	0
BC 30 AAAI benefits at 69.2% including UCRP	19,528	0
BC40-Conference Travel for Graduate Students	20,000	0
Student Assistants (5) (8hrs/week each)	9,600	0
Student Assistants (5) - benefits @ 4%	288	0
Student Assistant (1)	9,713	0
BC30 Students @ 4%	291	0
BC47-Other, Co-sponsorship of on campus conferences, events, lectures	0	10,000
<b>Total for Graduate Student Association</b>	<b>87,640</b>	<b>10,000</b>
<b>KUCR</b>		
BC25-Custodian (Glenn Lutz) Salary Support	0	0
BC25-Archiver (Elliott Kim) Salary Support-25% FTE	8,034	0
BC30 - Archiver Benefits Support (actual benefits 3.6%)	289	0
<b>Total for KUCR</b>	<b>8,323</b>	<b>0</b>
<b>Student Conduct and Academic Integrity Programs (SCAIP)</b>		
BC46 - Computing (Dbade Vendor,Software Lic/Purch,, Cmp Equip Repair/Replace)	0	6,000
BC25 Student Conduct Committee Chairs (2 students, \$11/hr, 20 hrs week, 51 weeks))	22,440	0
BC30 Conduct Committee Chairs 4%	673	0
BC70 Copier Lease/Expenses, Alarm Maintenance, and Space Rental	0	3,425
BC42 Services, Other (Hire Right background checks-non-recharge rationalization)	0	610
BC42-Printer Fees	0	810
BC42-Services, Other Transcript Fees (documenting meetings)	0	1,650
BC40 Travel (committee meeting and training provisions, staff training, and SCC rentals)	0	3,000
BC45 Communication (Phone equipment/line and toll charges)	0	133
BC25 Academic Integrity Seminar Student Facilitators (6 students @ \$11/hr, 3 hours week, 30 weeks)	5,940	0
BC30 Academic Integrity Seminar Student Facilitators @ 4% -3%	178	0
BC41 Academic Integrity Seminar facilitator training and seminar supplies	0	800

BC25 Front Desk Assistant (1 student @\$10/hr, 20 hours week, 40 weeks)	0	4,000
BC30 Front Desk Assistant @ 3%	0	120
<b>Total for SCAIP</b>	<b>29,231</b>	<b>20,548</b>
<b>Student Life/University Band</b>		
Student Org Advisor - Std Life Dev Spec 2 (4563)	39,808	0
BC 30 - Student Org Advisor - Std Life Dev Spec 2 (54.1%)	21,536	0
BC47- Other, S&E - Std Life Dev Spec 2 - On Going S&E Support (FTE 1.00)	5,000	0
Student Org Advisor/University Bands/Campus Vitality Advisor - Std Life Dev Spec 2 (4563)	0	0
BC 30 - Student Org Advisor/University Bands Advisor - Std Life Dev Spec 2 (33.7%)	0	0
BC30- Student Org Advisor/University Bands Advisor-Std Life Dev Spec 2 UCRP 14.6%	0	0
Student Assistants (4 Program Assistants)	15,000	0
BC 30 Students @ 4%	450	0
BC46- Computing - Annual Student Organization Online Support System: Collegiate Link	0	19,739
<b>Total for Student Life/University Band</b>	<b>81,794</b>	<b>19,739</b>
<b>Student Special Services (No Funding)</b>		
BC46 - Annual License for VCSA divisional software	0	0
BC46 - Annual License for adaptive software such as Kurzweil 3000 w Firefly	0	0
BC46 - Replacement desktop computers for two staff workstations	0	0
BC46 - Desktop Scanners for 4 Clockwork Database Users	0	0
BC25 - Student Assistant for Disability Specs/Supvs 1 student x 10 hr/wk x 40 wks@ \$10.50/hr		0
Benefits on above 4%		0
BC25 - Graduate Student Assistant for Smart Pen Program \$15.93 x10hr/wk x 30wks	0	0
Benefits on above 4%	0	0
BC42 - Supplemental and replacement materials for Smart Pen Program	0	0
BC40 - Staff training, webinars, off-site meetings, conferences/institutes for between 5-11 staff members. Certain trainings/meetings are applicable for certain staff members.	0	0
BC46 - Kognito - on-line Veteran education/awareness program	0	0
BC25 -Student Notetaker accommodation services (50 students @12hr/wk x 30 weeks)		0
Benefits on above 4%	0	0



BC46 - Banner Document Management - Digitize Veteran Services/General SSS Fiscal Records	0	0
BC46 - Service for scanning existing archived records, 60 boxes @ \$250 each	0	0
<b>Total for Student Special Services</b>	<b>0</b>	<b>0</b>

<b>Grand Total of All Funding Permanent / Temporary</b>	<b>\$ 647,414</b>	<b>\$ 553,069</b>
<b>Grand Total of All Funding</b>	<b>\$ 1,200,483</b>	