Date: June 6, 2016

To: Kim Wilcox, Chancellor

From: Jonathan Cassell, Student Services Fee Advisory Committee Chair

Re: Final Recommendations for Fiscal Year 2016-2017

The Student Services Fee Advisory Committee (SSFAC) has worked tirelessly this year to make the FY2016-2017 recommendations on the attached spreadsheet. Working in conjunction with the Highlander Empowerment referenda to ensure requests were submitted and approved to only one funding source allowing more latitude to fund more departments that serve students than we have been able to in the past. SSFAC is grateful for this referendum, as we were able to fulfill more allocations with our allocated funds and only received one appeal. By allowing the distribution of permanent dollars we were able to address several past temporary-ongoing commitments to fund both staff and student positions. Next year, along with the Highlander Empowerment Referenda, the committee should have a streamlined process compared to previous years; as there will be fewer requests from each department.

Allocations for the Fiscal Year 2016-2017

In previous years, SSFAC has recommended in the letter to the Chancellor that the campus find other sources of funding to satisfy mandated student services but provided some temporary funding. This year SSFAC has deliberated and decided not to recommend any funding for campus mandated services. This decision impacts only one department which is Student Special Services. We implore the campus to find consistent, appropriate funding for student mandated services.

Changes to Bylaws

In addition, our committee unanimously voted to approve changes to our Bylaws for the FY16/17 period. Below are the changes made to our bylaws for the AY2016-2017:

Article 3; Sec. A; 2: Six (6) undergraduates or five (5) if the Chair is undergraduate; with a standing appointment reserved for ASUCR’s Vice President of Campus Internal Affairs.

Article 3; Sec. A; 7: The Vice Chancellor of Planning & Budget, or designee, non-voting ex-officio;
Article 3; Sec. F; 1: Professional staff assistance shall normally be provided by the Vice Chancellor of Student Affairs and the Office of Financial Planning and Analysis for the preparation, distribution, and interpretation of budget materials and other information.

Article 3; Sec. G; 7: Members must complete mandatory training courses as required by the campus, such as Cyber Security and Sexual Violence & Sexual Harassment Prevention training.

Article 8; Sec. A; 3; F: Ensuring that any proposal to the Committee for funding shall not be duplicative of any proposals contemporaneously made the same academic year to the Highlander Empowerment Support Services Referendum ("HESSR") Student Advisory Committee ("RSAC"). The Committee and the RSAC shall coordinate efforts in that regard.

1. HESSR Fee is effective Fall 2015 and will be assessed quarterly (Fall, Winter, Spring, Summer) subject to reaffirmation by the student body every five years thereafter.

2. SSFAC Committee will periodically review availability of HESSR funding source.

Article 8; Sec. A; 3; G: Ensuring that programming already permanently funded by the Student Services Fee shall not be reduced by virtue of the HESSR to the extent the Student Services Fee budget is solvent. The Committee and the RSAC shall coordinate efforts in that regard.

(1) HESSR Fee is effective Fall 2015 and will be assessed quarterly (Fall, Winter, Spring, Summer) subject to reaffirmation by the student body every five years thereafter.

In closing, the committee and I would like to express our sincere appreciation for our knowledgeable administrative team that has supported us through the year and thank you for your valuable oversight. As said by many experienced chairs before me, it is important that the committee continues to address the importance of following the guidelines and policies outlined for the fee and interpret them with the intent to improve the auxiliary functions that the fee is intended for and not offset funding losses from the state or from other sources.

Respectfully,

Jonathan Cassell
Chair
Student Services Fee Advisory Committee