UNIVERSITY OF CALIFORNIA
UC RIVERSIDE

2013-2014 Student Services Fee Advisory Committee
For 2014-2015 Budget
Date: 10/25/2013
Time: 3:00 pm
Location: HUB 355

Name	Association	Voting Privilege[1]	Attendance
Cardenas, Lazaro	ASUCR	X	P
Cassell, Jon [Alternate]	ASUCR	X	P
Dow, Liam	ASUCR	X	P
Fan, Li	Faculty	X	A
Hong, Ashley	ASUCR	X	A
Kim, Danny	Ex-Officio-VCSA	-	P
Flores, Stephanie	Ex-Officio-RP&B	-	A
Salazar, Susana	Ex-Officio-RP&B	-	P
Taliaferro, Alexander	ASUCR	X	A
Tang, Janice	ASUCR	X	P
Ta, Johnny	ASUCR	X	P
Patadia, Sai	ASUCR	X	P
Fahmian, Sean	ASUCR	X	P
Polishko, Anton	GSA	X	P
Stewart, Terrance	GSA	X	A
Lucas, Keira	GSA	X	A
Nguyen, Lynne	Secretary	-	P
Lillie, Sue	Staff Support	-	P
Guests			

P – Present   A – Absent   L – Late   Exc. – Excused

[1] X – indicates voting privilege

Meeting Minutes

1. **Welcome Time: 3:10 pm**
2. **Approve Agenda**
   a.

MOTION: Sean Fahmian/Sai Patadia	**VOTE:** Unanimous - pass

3. **Training – Susana Salazar Ex-Officio-RP&B**
   a. Susana handed out a booklet for training materials, Overview of the Budget Requests
   b. Currently the UC System wide Student Services Fee is $972/year; UCR Student Services Fee is $18/year for the UCR students
      i. Support students that are not a part of the core instruction, review funds and distribute them to different depts.
   c. Fall quarter is more of the planning and understanding how the process works.
      i. Templates to show what depts. need to provide
      ii. Divided into subcommittees to meet up with depts. And talk to them about their requests; prioritize their requests
   d. Susana indicated that $3.4 million was requested by departments, one of which $1.5 million were temporary requests. $800,000 allocated (95% was temporary).
      i. Middle Eastern Student Program being established with the budget
      ii. Lazaro asked if temporary funds were allocated for the LGBT center for the last fiscal year? Were funds provided the necessary funds to help establish the Middle Eastern Student Program? Susana said yes.
   e. Budget hearings and go through what all the budgets are. Subcommittees will have recommendations to how to decrease the funds and allocate funds for each dept.
      i. Numbers being figured out to allocate this year
   f. Submit findings to depts., and they get to see if they need to appeal to get more funds, then the final recommendations will go to the Chancellor
      i. Chancellor has yet to dispute recommendations from the committee
   g. Susana stated how the addendum request was provided in the packet with the budget proposal for the fiscal year, and that the committee:
      i. Understand what resources and funds are available
      ii. Understand what they have and what they are requesting
      iii. Asks for position titles that are new, exist, or will exist. If something is missing, get the information as the committee goes through the deliberations.
      iv. In the past, time was wasted because not all the information needed was gathered
      v. Chair Liam wants to create a set of questions that could help gather all the information needed from departments
   h. Training packet has terminology that you might have questions on
   i. There hasn't been permanent funding in a number of years. It will be temporary funding for the time being.

j. What you can find on the addendum requests: Budget category, full accounting unit, activities of each department, fund numbers, a function so we can put the names into categories,
   i. There will be requests for different functions and activities in their dept.,
   ii. Another part of the requests are the position details, which provide accurate information regarding the FTE, how to calculate is in the packet so there are no questions in the deliberation process
k. Employee benefits based on percentage of salary for each position.
   i. If it is an existing position, the request for benefits are based on actuals, which is based on spending
   ii. Students have a benefit rate of 4%
   iii. Not on the addendum request: A retirement contribution
   iv. 12.65% is the approved rate on the 2013-2014 fiscal year
   v. Susana stated that a difference in salary can make a huge difference in benefits. Benefits adjusted due to the following: classifications, marriages, reclassifications.
   vi. How to analyze the budgets on the training packet: Try to be as detailed as possible with depts. How they prioritize what the depts.' want. Ask why they are asking for so much funding when meeting up with dept. heads
      1. Look at the requests made last year: how did they prioritize, what did they ask for
      2. Compare the 2 years
      3. Be well informed
l. Understand the process of the committee and what you're going into
m. Sean asked if they would be able to see past budget requests and see what the departments were allocated, and Susana replied that the committee would be able to see past requests
n. A lot of the information is on Sharepoint: see what past committee members have said about funds
o. Committee members will use their VCSA Net ID and then password to get onto Sharepoint

4. **Chair Reports**
   a. CSF Report Back
      i. CSF: Council Student Fees, Chairs from all the UCs get together and talk about the different issues on their own campuses
      ii. Chair Liam would like to create a new standardized form for all depts. to be used due to past years of having missing information
      iii. Subcommittees bring back own reports, and in the past, there were different variations that made it difficult to figure out what was needed
         1. Other Chairs shared their ideas and solutions to problems UCR's committee faces
            a. All the committees have differences on how they run meetings
         2. Allocating fees for students

        3. Raising fees or not
- iv. Lazaro was elected as the Vice Chair at CSF, and he summarized what CSF is
    1. Leadership for the UC system
    2. Highlights the overview of SSFAC
    3. Regent Policy 3101 states that income generated by student service fees should go back to the students on programs that are not part of the core curriculum
    4. There was a referenda comparison report at CSF. A lot of UC campuses include their SSFACs in the approval of the referenda.
        a. Which campuses have the most referenda and how much referenda money each school receives
    5. Campaigns that were talked at CSF:
        a. Comparison Report: how different the system wide works, SSFAC included into some elections, history of which schools have less or more referendum money
        b. Streamline Funding Assessment: to look at how operational costs are funded, the units that are funded by student service fees
        c. Funding Assessment Money: how units are affected by student funding, complicated, tax on the depts. how does it affect different SSFACs on different campuses
    6. Talked about raising the Student Service fees because by 2016 or 2017 the fees will be depleted on a lot of campuses, including UCR
    7. CSF helps create bylaws that can help different SSFACs
- v. Chair Liam asked that if committee members want to be involved with CSF, it is encouraged to go to these meetings, and talk to Lazaro if anyone wants to do any of these campaigns
    1. Next meeting is at UCI
- b. Overview of Bylaws
    - i. Make sure members understand the bylaws, which are the governing rules for the committee
    - ii. Overview of Terms of Office – Section C
        1. A paid committee, important to attend most of the meetings
        2. Important information is talked about at committee, therefore imperative to attend meetings
    - iii. Conflict of Interests – Section E: If you have connection to another dept., communicate with Chair if there are conflicts of interests.
        1. Section 3 – May participate in discussion, but not be able to vote
    - iv. Attend the majority of meetings or your pay may be withheld for no participation
    - v. If there are any questions about the funds, ask Chair Liam or those who are returning members
    - vi. Access bylaws online

vii. Danny stated that meetings will be on Friday afternoon fall quarter, but if winter quarter is different, let Sue know so that different arrangements can be made

5. **Administrative Issues**
   a. Information for payroll input for members that did not attend last week's meeting
      i. Send information to Sue
   b. Contact information, including cell phone number and carrier for texting updates or reminders
      i. Fill out your information on one of the forms in the blue folders
   c. Overview of Sharepoint and SSFAC website
      i. Right now, so far, not everyone will be able to get in
      ii. Net IDs are in the system
      iii. Every year students are taken out of Sharepoint, and they need to be reentered into the system
      iv. New people need to be able to get access into Sharepoint
      v. No new members were contacted from VCSA Technology to get into Sharepoint
      vi. Student Service Fee Budget 2013-2014
         1. "Final Allocations and Letters"→ SSFAC Final Recommendations spreadsheet
            a. Subcommittees will come back with a list that has all the funds that a dept. is asking for
               i. Example of allocation for fiscal year 2013-2014: how to allocate the $800,000 between all the departments
            b. A new number of how much to allocate funds will be talked about in the next committee meeting
            c. Cannot do any permanent funding for any dept.
            d. New positions are not typically funded
            e. Depts. hand out a narrative on what they are asking, but the write-ups have more details; subcommittee members will discuss at meetings on what each department prioritizes
            f. Understand the bigger picture and how will it function on campus. Ask the right questions in order to find out what the dept. actually wants.
      vii. Chair Liam wants a form that could help subcommittees find the right questions to ask dept.
         1. He wants it done by the next meeting. It will be reviewed by Danny Kim and then have the form approved and then show the committee at the next meeting
      viii. For review as an example→Subcommittee tab in Sharepoint→the ARC Addenda Request is under this
         1. ARC: did not fill out the form; show positions that are filled with SSFAC money; $742, 000 for salaries and benefits

      ix. Looked at the Addenda Form (shows all the funds) and see how departments prioritized everything

      x. List subcommittee priorities as soon as possible. Review forms

      xi. An experienced committee member will be assigned to each subcommittee if possible

6. **Adjourn Meeting**

MOTION: Johnny Ta/Sean Fahmian	**VOTE:** Unanimous - pass

7. **Adjournment Time: 4:03 pm**