



2011-2012 Student Services Fee Advisory Committee Meeting  
 For 2012-2013 Budget  
 Date: 11/03/11  
 Time: 04:00 – 05:30pm  
 Location: SSB 3201

-Name	Association	Voting <sup>1</sup> Privilege	Attendance
<b>Brown, Steven</b> [Alternate]	ASUCR	X	P
<b>Chieng, Rachel</b>	ASUCR	X	P
<b>Curiel, Rudy</b>	Staff	X	P
<b>Falstein, David</b> [Alternate]	ASUCR	X	A
<b>Flores, Stephanie</b>	Ex-Officio-AP&B	-	P
<b>Kim, Danny</b>	Ex-Officio-VCSA	-	P
<b>Lau, Tiffany</b>	ASUCR	X	P
<b>Lee, Stephen</b>	ASUCR	X	P
<b>Michels, Georg</b>	Faculty	X	P
<b>Muller, Jozef</b>	Faculty	X	P
<b>Park, Nick</b>	ASUCR	X	P
<b>Sedita, Jolene</b>	Staff	-	P
<b>Trujillo, Justin</b>	ASUCR	X	P
<b>Williams, Brian</b>	GSA	X	P
<b>Wright, Jennifer</b>	GSA	X	P
<b>Yum, Albert</b>	ASUCR	X	P
<b>Huang, Elizabeth</b>	Secretary	-	P
<b>Lillie, Sue</b>	Staff Support	-	P
<b>Guests</b>			
<b>Hernandez, Susana</b>	RP&B	-	P
<b>Bolar, Gretchen</b>	VC - FBO	-	P
<b>Lundgren, LaRae</b>	AVC – EM	-	P

P-present    A-absent    L-late    Exc.-excused

**Meeting Minutes**

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<sup>1</sup> X indicates voting privilege

1) Meeting called 4:07PM

2) **Approve Agenda**

<b>MOTION:</b>	Jolene Sedita/Albert Yum
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- a) Moved to approve the agenda for 11/03/11 meeting
  - i) Vote: unanimous – motion carries

3) **Approve Minutes from October 28, 2011**

<b>MOTION:</b>	Nick Park/Jozef Muller
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- a) Moved to approve the minutes from 10/28/11 meeting
  - i) Vote: unanimous – motion carries
- 4) Vice Chancellor Gretchen Bolar Budget Presentation with guest Associate Vice Chancellor LaRae Lundgren
  - a) Campus was cut about 50 million dollars
    - i) Largest were in the administrative units at 8%
  - b) Vice Chancellors Sandoval and Bolar spoke to the Chancellor about coming to the SSFAC to present the potential of using some of the student services fees to mitigate some of the cuts of certain areas in the student affairs unit under AVC LaRae Lundgren's direction
  - c) LaRae passes out confidential handout due to the display of names
    - i) Early Academic Outreach: already taken a \$178,000 cut that resulted in 2 layoffs, approximately 50% decrease in services, etc
    - ii) Handout shows that there may be a \$570,000 cut to two offices: Financial Aid and the Registrar's Office
  - d) Financial Aid
    - i) Currently has 25 FTE [Full-Time Equivalent] but would need to be moved down to 20 FTE to accommodate cut
    - ii) Some things they do include: providing federal aid to 17,000 students, managing work-study program & scholarships, and etc.
    - iii) 2 SAO II Positions: financial aid counselors who each handle 2,700 student's financial aid by calculating what aid he/she is going to get, revisions, disbursing aid, etc.
      - Laying these individuals off would mean having to disburse 5,400 student's financial aid work amongst the rest of the counselors, which would then delay many other processes
      - These two are also the only two who handle the federal work-study program [3,000 UCR students are in this program] and SAP: Satisfactory Academic Progress [typically 1,000 students per year are selected to verify that they are making satisfactory academic progress on this campus]
      - Walk-in hours for financial aid counseling would also have to stop considering that these two counselors do these walk-ins – this would also then slow down counseling period and aid would not be disbursed in time and students would not be able to enroll before the deadlines
    - iv) 1 AA III Position: Fiscal Side of Financial Aid

- Payroll processing and hiring for 3,000 students in the work-study program, quarterly fee testing, and processes 500 withdrawals, 4,000 verifications and 150 fee adjustments.
    - Laying off this individual would also result in a delay of aid disbursement
  - v) 2 AA II Positions: Customer service
    - Responsible for processing documents [such as tax documents] into Growl, answer phone calls, etc
    - Laying off these individuals would mean that the normal phone hours of M-F would be reduced by 50% and the staff would only be able to answer phones for half of the week
    - The Financial Aid individual located in the Highlander One-Stop Shop [HOSS] would be pulled back into the office to make up for the layoffs and the HOSS would have to be closed two days a week
- e) Registrar's Office
  - i) Five and a half FTEs are scheduled to be laid off, which is a lot considering that other than UC Merced, UCR has the least amount of staff in the Registrar's Office in the UC System
  - ii) Handle things like: grades, transcripts and diplomas, which classes are in what classrooms and course availability
    - Laying off these individuals would negatively impact course availability, etc.
  - iii) Analyst I Position: manages On Course [the online degree audit system]
    - Laying off this individual would mean that students would have to revert back to a paper system to manage their degrees, curricular changes would not be made, curriculum would not be up to date and students would be taking classes they don't need
    - Conferring of degrees would be delayed from 2-3 months to 3-4 months
  - iv) 2 AA II Positions: makes sure grade changes, course substitutions, etc are accurate
    - Some annual statistics include: 35,000 enrollment adjustments, 1,400 major changes, 18,000 grade changes, 1,000 special program adjustments, 1,000 readmissions, 11,000 repeat codings, 5,000 conferral of degrees reviewed, 4,000 diplomas conferred and 4,000 diplomas ordered
    - Laying off these individuals would delay these processes by weeks, months or in worst case scenario, not at all
  - v) AA III Position: Supervisor of HOSS
    - HOSS would be forced to be open for just 2.5 or 3 days a week
  - vi) SAO I Position: Residency Officer
    - Verifies residency of student for in-state/out-of-state tuition, manages fee testing, and refunds and appeals
    - Laying off this position would mean having to find another way to verify residency and the biggest worry is that that would be able to get done in time and students would be paying an out-of-state tuition needlessly

- vii) SAO II Position: Special Programs
  - Special Programs include Cross Enrollment, EAP, OAP, and exchange programs
  - Laying off this position would mean grades and transcripts would be incorrect
- f) Layoffs would occur immediately starting in the 2012-13 academic year
- g) Jennifer asks whether the committee is being told that the money is being taken or being asked to give the money, in which VC Bolar says that they are presenting with a request
- h) Stephen asks whether there have been ideas of how to accommodate for the lay-offs if they were to occur, to which AVC Lundgren says more discussion has been focused on assessing the outcomes and the only solutions that have been thought of in terms of accommodations are adjustments such as closing the HOSS for half the week
- i) Georg wants to know why the SSFAC has been chosen to be presented with this proposal, at which VC Bolar responds by saying that the cuts would be directly affecting student life/experience and therefore falls under the category of Student Services, which has been done on other UC campuses in past years
- j) Tiffany asks whether this would be a permanent or temporary funding from SSFAC, to which VC Bolar says permanently until other funds are found
- k) Jennifer wants to know if there is option for the committee to agree to fund this for a few years and then have it be re-evaluated in the future, in which VC Bolar responds by saying that the tables show that it will be on watch
- l) Nick asks whether not funding this would result in immediate lay-offs, to which VC Bolar says yes
- m) Stephanie passes out a handout consisting of a conservative model of upcoming increases in areas such as mandatory retirement funds, etc
- n) Jennifer asks whether the financial aid went up because fees/tuition went up to which both VC Bolar and AVC Lundgren say yes
- 5) Discussion of Presentation by VC Bolar and AVC Lundgren
  - a) General Consensus: The situation is bad and it's already difficult to get through in the HOSS as it is. The impact that the layoffs would have would directly affect student life.
  - b) Danny informs us that we potentially have \$3 million of cash to allocate this year, after the \$570,000 given towards preventing the layoffs

<b>MOTION:</b>	Albert Yum/Georg Michels
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- 6) Moved to allocate \$570,000 for this year and hold for next year's for next meeting
  - a) Vote – 2:8:2 – motion does not pass

<b>MOTION:</b>	Nick Park/Jozef Muller
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- 7) Moved to allocate \$570,000 temporarily
  - a) Vote - 10:1:1 – motion carries

<b>MOTION:</b>	Stephen Lee/Rachel Chieng
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- 8) Moved for to allocate \$570,000 for first year but hold off on second year

a) Vote – 12:0:0 – motion carries

<b>MOTION:</b>	Jozef Muller/Jennifer Wright
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9) Moved for approve for this year and discuss next year in January

a) 10:1:1 – motion carries

10) Administration Issues

a) <http://ssfacs.ucr.edu/SSFAC%20Committee/Forms/AllItems.aspx>  
Status from SSFAC members

<b>MOTION:</b>	Rachel Chieng/Rudy Curiel
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a) Moved to adjourn 11/03/11 meeting

i) Vote: unanimous – motion carries

**11) Adjourn 5:27 PM**