



2013-2014 Student Services Fee Advisory Committee
 For 2014-2015 Budget
 Date: 1/17/2014
 Time: 3:00 pm
 Location: HUB Room 268

Name	Association	Voting Privilege ¹	Attendance
Cardenas, Lazaro	ASUCR	X	X
Cassell, Jon [Alternate]	ASUCR	X	X
Dow, Liam	ASUCR	X	X
Fan, Li	Faculty	X	A
Hong, Ashley	ASUCR	X	X
Eckman, Cathy	Interim CFAO, Ex-Officio, VCSA	-	X
Flores, Stephanie	Ex-Officio-RP&B	-	X
Salazar, Susana	Ex-Officio-RP&B	-	X
Taliaferro, Alexander	ASUCR	X	X
Tang, Janice	ASUCR	X	Late
Ta, Johnny	ASUCR	X	X
Patadia, Sai	ASUCR	X	X
Fahmian, Sean	ASUCR	X	Late
Polishko, Anton	GSA	X	X
Stewart, Terrance	GSA	X	X
Lucas, Keira	GSA	X	Late
Alvarez, Luis	Staff	X	X
Sedita, Jolene	Staff	X	X
Nguyen, Lynne	Secretary	-	X
Lillie, Sue	Staff Support	-	X
Guests			
Hull, Matthew	Associate Vice Chancellor, Resource Management and Analysis	-	X

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

¹ X - indicates voting privilege

Meeting Minutes

1. **Welcome Time:** 3:05 pm

2. **Approve Agenda**

MOTION: Jolene Sedita/Sai Patadia	VOTE: unanimous
--	------------------------

3. **Approve Minutes** – October 25th, 2013 & November 11th, 2013

MOTION: Jon Cassell/Alexander Taliaferro	VOTE: unanimous
---	------------------------

4. **Introduction of Cathy Eckman, Interim CFAO, Ex-Officio, VCSA**

- Danny Kim left and accepted a job in Fullerton
- Cathy Eckman will be taking his place on the committee
- Everyone introduced themselves

5. **RP&B SSF Presentation – Guest/Presenter Matthew Hull, Associate Vice Chancellor, Resource Management and Analysis**

- Matthew Hull explains that every year he or someone in his department comes in to explain the budget process
 - They are starting the process a bit late in the year
 - Starts with the Regents's budget because it guides what spending decisions can be made
 - It affects the budgeting decisions made in SSFAC
 - For example, how much do they have for salary increases or increased retirement costs
 - Did not print all of the regent's budget for the budget training packet, but the link is at the bottom of the page if anyone wanted to see the full region budget
 - Page 1 – Includes the key elements of the budget and what they are asking the state for
 - Page 3 – Highlights the budget that the regent asks from the state for the next fiscal year
 - The Regent's budget affects all the funding made on all the UC campuses, including the Student Services Fee on those campuses
 - There is no proposed fee increase for the next year, which is a good thing
 - Impacts the Student Services Fee fund
 - We asked the governor for \$142.2 million, which is a 5% increase from the base, and a \$64 million funding for the UC Retirement Program (UCRP)
 - We asked for \$28.1 million (a 1% increase) in enrollment growth funding to help fund students because UCR is overenrolled
 - UCR wants to rebuild back to where it was before the budget cuts and teacher losses
 - \$35 million to reinvest in the academic enterprises
 - An additional \$120.9 million asked for other needs at UCR
 - UCR generates about \$26 million in nonresident tuition for its own budget besides from the state

Approved 2/21/2014

- UCR is being more aggressive in their cash needed strategies where they were having longer term investments
- Redoing many system wide contracts in order to save over \$30 million
 - Coupling with sister campuses in order to have larger buying power in a contract
- Hoping to increase philanthropy by \$25 million through donors
- The proposed revenue added up to \$383 million, and there are mandatory costs the school needs to pay for
- The employee and employer UCRP – pension contribution need to be increased to help pay for funds and costs
 - All public sectors and retirement are underfunded
 - Health insurance continues to rise
- These cost numbers are not including housing, medical building, or anything else
 - These are only the general costs
- The system is contractually obligated to pay for the merit increases based on each employees rank every 2-3 years, which is about \$30 million
- There are mandatory costs that are estimated around \$168 million
- There were many budget cuts on maintenance because there was not an urgency for it, but now there is a crisis, so about \$11 million is being set aside for the entire system
- About \$15 million for high priority capital because there is no state funding for capital programs, and they want to invest about \$50 million to bring up academic quality
- Usually the budget presentation would be done before the Governor's January budget comes out
 - He releases a revised budget out in May, and we would get the budget in late June or early July
 - In the January budget, he only provided money for the \$142 million base suggestion and the 4% in health
 - They will not be able to do all the things they had listed on the budget
 - The data is used to figure out the future cost lines, which are built into the budget, but the UC system is trying to get all necessary funds to meet their budget
 - The cost numbers will be reflected in the Student Services cost tables
- The Student Services Fees are included within the Regents budget
 - Comparisons within the schools are included in the budget
- The student Financial Aid is included on page 7 to show what percentage is set aside for FA.
 - Includes the student services fees as well
- Page 9 gives the summary of the operating sources
 - Small growth in the next few years
 - There will be no student fee increases
 - There will be the merit range program at 3% which is taken out from the Regents budget

- Retirement and employee costs will be going up
- Page 10 has table 1 that explains the ongoing commitments that past committees have approved
 - For example, the Learning Center has ongoing commitment with a funding source at \$1.4 million from past decisions
 - Lazaro asked if the \$69 million was invested in the operating budget and Matthew replied that it was
- Page 11 has the funds that aren't allocated to a specific department like Student Services fee, but they are for costs that are incurred on the funding source
 - For example, custodial maintenance
- Table 2 is relevant to SSFAC and shows the closing balances in the last fiscal year
 - SSFAC should discuss the deficits and surpluses
 - The cash balance is shown at the end
 - \$3.3 million in cash on top of the permanent budget
- Table 3 has coloring scheme that is the same as Table 1
 - It is the system wide SSF
 - Shows the projected enrollment number of students
 - There are waivers, like statutory exemptions, for community services like firefighting, and about 531 students are not going to pay the fee
 - \$911 is the basic Student Services fee and \$61 is for mental health.
 - This is the \$972 annual fee
 - \$18 million in revenue with the student base
 - About \$1.5 million in student services fees are also collected in the summer in order to have the counseling center open, entertainment for students, etc.
 - About \$19.2 million in student service fees for the fall, winter and spring are included in this year's budget
 - There is about \$1.32 million in mental health fees
 - When there is extra cash in the budget, it is invested and it is called short term investment earnings
 - There is about \$20,765,000 in revenue
 - The same methodology is used every year
 - Lazaro asks to explain the \$3 million and the \$20 million and Matthew responds that the \$3 million was from previous years and the \$20 million is what they think will be collected this year
- Some of the projected numbers did not turn out like the actual budget so some of the numbers were tweaked
 - The blue numbers is to show where the money is going
 - Costs go up every year
- In the history of SSFAC, if there was extra money, the money would get put into capital reserves
 - Money would be taken out of capital reserves to help fund things like building maintenance
- UCOP is changing their methodology on how to distribute their funding

Approved 2/21/2014

- The smaller campuses with a medical center are saying that they are not getting all the funding they need
- About 60-70% increase in costs
- About \$340 million are needed to help maintain the buildings
- About \$41,000 to help pay for the Academic Resource Center maintenance
- About \$50,000 for the health center maintenance
- About \$400,000/year is spent on custodial and utility maintenance
- Both the Commons and the Rec Center expect a certain amount from SSFAC to help fund them
 - The old Commons building is gone but it is still obligated to pay for the debt service
- Lazaro asked how long ago the old building has been gone
 - It was gone about 10 years ago
- There is still debt service on the HUB building
- From the \$1.9 million balance, we need to take the debt payments and put it into a reserve fund to make sure that there is always fund for air conditioning and other maintenance
 - Lazaro stated that the debt service ratio creates a number that would go into capital reserves
- The bond holders expect their investments in the HUB building to be secure due to good maintenance
- The committee is hoping to end the year with a positive balance of \$1.5 million
- In 2017-2018, the funds are no longer positive
 - The committee does a multiyear approach to the budget allocations because the decisions made today affect the budgets for the future years
 - This assumes there are no additional fees created
- Lazaro asks about the mandatory retirement costs in the previous budget
 - Matthew said the mandatory costs are being funded
 - Lazaro asks if the state decided to give more money or the UC system decided to reprioritize its budget, would it make the costs go down
 - Matthew replies that it will probably go down in the next year anyway
 - Stephanie includes that the state funds cannot cover all costs on the fund source
- Every year the budgets work the same, just the numbers are different
- We are not spending the full \$61 million
- Table 4 is the mental health piece
 - We're not spending enough on mental health
 - By law we need to spend all the money set aside for mental health
 - Need more spent on mental health or else it will increase the next year
- Table 5 is UCR's SSFAC
 - The base number should tie back to table 1
 - Ongoing balance that should not go into deficit
 - Table 5 was not reviewed because it is the same as previous years
- Table 6 is what really happened in the last 5 fiscal years

- Table 3 is more of projections
- What was being spent on, the revenue, etc.
- \$20,675,000 came in last year
- The purple is what last year's committee approved
- Whatever is leftover goes back into capital reserves
- This table shows what actually happened during the fiscal year, and it shows the committee their accountability with the budget
- Table 7 summarizes the operating and capital reserves
 - The same coloration is to help show the cross between the different tables
 - After 13-14 FY was completed, there was still money left in operating reserves
 - \$4.5 million was withdrawn for the Commons Upper Mall project
 - The HUB and the Student Service Fees contribute to the new Upper Mall project
 - Lazaro asked if it was a vote from SSFAC and Matthew replied that SSFAC made that decision several years ago
 - In 12-13 FY, there were \$11 million in capital and operating reserves
 - In 13-14 FY, there is a projected \$10 million in capital and operating reserves
 - The out years are not included this year because no decisions and recommendations have been made
 - Lazaro asked that after SSFAC chose \$800,000 for the departments' total, where does the rest of the money go, and does it always go back to capital reserves
 - Matthew and Stephanie Flores stated that historically the money goes into capital reserves
 - Liam asked why did the number to allocate funds go from \$1.9 million to \$1.5 million
 - Stephanie replied that the past SFFAC wanted to make sure there was sufficient funds in the accounts if there was ever a dip
 - Liam asked what is the model/formula that is being used to reflect the numbers
 - Matthew said that they will come in later in the year with better knowledge about the budget as it comes out, so right now, the committee should just prioritize what is most important
 - Susana stated to keep in mind that the temporary ongoing funds ended this year and if they want to keep those departments intact with the temporary ongoing funds, they would need to consider the extra \$600,000
 - Lazaro asked if this year they would start using the money in the reserves
 - Matthew stated that they might possibly need to do that, but there is still a limitation
 - Anton asked if the model was conservative and how conservative is the model

- The model is very conservative because all possible scenarios are included in the budget
- Liam clarified to the committee after Matthew left that there was an ongoing temporary fund of \$600,000 that was given to the committee for 3 years, and it ended this year
 - The departments budgets had included the temporary fund
 - It is important to make sure to hit the minimum of each department
 - \$600,000 was voted by a committee four years ago
- Lazaro asked why the Student Affairs closing balance is \$1 million
 - Stephanie and Susana replied that the departments may have spent money after the last FY so it did not show up in the books
 - Cathy said that the vacation benefit pool makes the balance look inflated, and there are turnover savings set aside to cover it every year. The benefit pool is held centrally.
 - Sue stated that if the committee looks at the budget template, it shows all funds for the department
- Liam stated to keep in mind all the factors when meeting up with subcommittees
 - Sue said that Table 2 can be a little misleading because vacation accruals are included

6. CSF

- All the SSFACs in the UCs come together to talk about all their situations and fees
- There will be a meeting on Feb 7th at 8 am at UCI
- Trying to get as many people to go as much as possible
- Email by Monday morning if interested in going

7. Overall Budget Review

- The total request from the departments is \$3.8 million
- Liam showed the template that each department used to fill in the information each subcommittee needed
 - Program description
 - Mission statement broken down
 - Break down the services and give a description about it
 - Strategic vision
 - Evaluations of the program
- Regarding Student Service, every department has their own ID number in order to get into a program, how many times they go to an event, etc.
- Each department can still be misleading because some departments count everything and some departments exclude some things
- Get to see a deeper explanation of each program and see where each department gets their funds
- Sai asked if the permanent funding would it be included in the requests
 - Liam replied that it is not, but it is included in the reports
 - Sue stated that there will be a budget summary included in the subcommittee binders and SharePoint. The best way to review all the department funding is

with the Summary Budget excel sheet because it lines up all Permanent funding on one worksheet.

- The minimum wage is going up to \$9.00/hour in July
 - There may be a disconnect between the addendum and the spreadsheet because there are student positions that are under \$9.00/hour
- Liam stated that the forms are meant to try and help the subcommittees make the job more easy
 - Feedback from the committee would be very helpful
 - Standardized form in order to ask departments what they would like
 - A uniformed piece that would look like the addenda
 - A list of questions to ask departments that would be important to know

8. Administrative Issues

- How to get onto Sharepoint and use Sharepoint
- Terrance and Janice were not able to get onto Sharepoint
- Sue said that she will talk to Mike to get Terrance and Janice into Sharepoint
- Luis stated that if you used the remote desktop then it slows down the server
- Jolene said that you need to download Cisco Anywhere if they wanted to access Sharepoint away from campus
- It would be easier if they can access Sharepoint at any point in time
- Cathy stated to check how it is working for everyone in order to get the documents
 - Suggested to get a Dropbox to help
 - Anton asked how confidential are the forms
 - It is important to keep the forms confidential in order to maintain that no one else is changing your opinions and suggestions

9. Adjourn Meeting

MOTION: Jolene Sedita/ Terrance Stewart	VOTE: unanimous
--	------------------------

10. Adjournment Time: 4:42 pm