UC RIVERSIDE | Student Services Fee Advisory Committee

**FINAL RECOMMENDATIONS FOR FISCAL YEAR 2020 – 2021
& COMMITTEE REPORT**

Chair Lennin Kuri
Vice-Chair Jocelyn Ortiz
2019-2020

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FOREWORD

All the content in this report is independently researched and reviewed by the Student Services Fee Advisory Committee. All proposed recommendations are independently proposed to the Chancellor, Chancellor's Designee, and the University of California, Riverside.

Executive Summary

The Student Services Fee Advisory Committee (SSFAC) is charged by the UC Regents Policy 3101 to provide recommendations on Student Services Fee (SSF) allocations to the Chancellor and Chancellor's Designee. This year, SSFAC reviewed all departments receiving SSF revenue and conducted all department invitations to inquire about their respective department's operation and SSF utilization. With the information from departmental meetings, SSFAC conducted an annual review on all departments within and out of ORG 25 to review existing funding allocations with UC policies and guidelines. Furthermore, SSFAC also proposed the past committee decision of Incorporating the Assessment Fees into Individual Departmental Budgets, proposed changes on bylaw adaptability within the COVID-19 pandemic, and proposed recommendations to be considered by the incoming SSFAC committee. Thus, besides committing to SSFAC's general duties, the committee took initiative to be adaptable to do more than what was required in order to uphold SSFAC's mission and values.

Student Service Fee

The Student Services Fee Advisory Committee (SSFAC) is charged with providing recommendations on the use of Student Services Fee (SSF) and each year's SSF as set by the Regents as outlined in the UC Regents Policy 3101: The University of California Student Tuition and Fee Policy ("UC Regents Policy 3101"). In addition, SSFAC is charged with aiding the Chancellor or Chancellor's Designee with allocations and reviewing Student Service Fee funds as outlined in the Guidelines for Implementing the Student Services Fee Portion of The University of California Student Fee Policy ("Guidelines") and SSFAC Bylaws. SSF was established in 1981 and known as "University Registration Fee." This fee was utilized to "support services and programs that directly benefit students and that are complementary to, but not a part of, the core instructional program." Currently, the level of UC SSF in 2018 – 2019 is $376 quarterly or $1,128 annually. As for UCR SSF, the current level is $6 quarterly or $18 annually. With the collection of UC SSF and UCR SSF, SSFAC provides recommendations on the usage of SSF to the Chancellor and Chancellor's Designee.

Projected Deficit by 2021 and COVID-19 Response

Currently, the UCR SSFAC is projected to have a deficit in the next several years due to commitments of permanent funding towards annual salary, benefit, and equity increases. Other contributing factors to the expected deficit include our over commitment to funding allocations in prior years and stagnant increases to UC SSF and UCR SSF. Furthermore, while there has been stagnant increases in fees, over the past four years from 2014 to 2018, the student population has risen to over 2,356 students and still has a projected growth of an additional 452 students from 2019 to 2022. With a rise of student enrollment due to state mandate and UCR commitment, it is still critical for the campus and SSFAC to ensure that existing and appropriate student programs and services have the infrastructure and funding to continually support our students and enhance their student experience.

This is in combination with the unfortunate global rise of the COVID-19 pandemic, that has led to the 2019-2020 SSFAC committee **postponing** its budget recommendation process in an effort to provide clarity and stable foundation for decision making for the incoming leadership and University structure. Above all, the current SSFAC committee hopes to provide a solid foundation of existing student programs and services to optimize support for our students and their experiences by mainintating vital SSF programming and resources.

Incorporation of Assessment Fee into Individual Departmental Budgets.

With annual increases to fixed cost, merits, and equity attached to existing permanent funding, SSFAC will not have enough funding to allocate based on priorities and needs of the students in the future years. SSFAC strongly believes that UCOP assessment fee should not be withdrawn from the overall total of the SSF prior to any permanent and temporary funding allocation recommended by SSFAC. Therefore, on February 26, 2019, SSFAC has voted to propose that the delegation of the calculated assessment fee into each individual department being funded by SSF in which has impacted department narrative feedback for this academic cycle.

Final Proposed Recommendation for Fiscal Year 2020 – 2021

This year SSFAC has received a low number of applicants for SSF and is still unable to fund many requests that would enhance the student experience on campus. Similar to previous years, SSFAC did not accept any requests for permanent funding, however the committee moved forward with inviting every department receiving SSF funding to share programming logistics and utilization of SSF dollars.inquired about the operations and funding source of each department. Information from departments were collected with current SSFAC members and utilized in this report.

In light of the COVID-19 pandemic and allocation postponement, the SSFAC subcommittees have recommended that the following allocations are heavily considered by the 2020-2020 SSFAC committee in their budget deliberations:
- Maintaining baseline supporting funding for vital resources for students online
- Increase in graduate student supportive programming as off campus closure shows no signs of abatement

It is the responsibility for SSFAC to make well-informed and fiscally-sound recommendations to the Chancellor or Chancellor's Designee. Without SSF funding, existing impactful student services and programs are hindered and establishing beneficial student services and programs are delayed. It is recommended to the incoming SSFAC committee to overview any budget requests or department narratives for the 2020-2021 budget cycle as they proceed with next year's cycle.

Departmental Feedback

In the past, SSFAC has prioritized transparency and departmental feedback for requesters on how to improve their narratives or clarity around the utilization of SSF dollars. This year, SSFAC recognized the need to provide feedback to requestors to increase their likelihood of receiving SSF funding or need for continuous funding. By meeting with each department head, the committee received critical information for better comparison between funding available, student needs, and departmental requests. Based on previous years and this years' experience, SSFAC recognizes CARE and The Well as few departments that have continuously provided statistics, utilization reports, and annual reports.

As SSFAC continues into the next year's budget process post COVID-19, the committee largely recommends requestors or every department receiving SSF funding to provide utilization reports, feedback reports, events and conference reports, key performance indicators (KPIs), and annual reports to the committee. In obtaining this information, the committee can create a foundation of how SSF is being utilized and the value of the return on investment during online resource transition. With growing student uncertainty around SSF allocation utilization, any supporting reporting from departments showcasing responses to the pandemic is vital to disclose.

Previous Appropriation of UC and UCR Student Services Fee

2019-2020 SSFAC has utilized the UC Regents Policy 3101 and Guidelines for many decision-making and recommendations to the Chancellor and Chancellor's Designee. With the UC Regents Policy 3101, SSFAC utilizes the definition of tuition, which is,"tuition, (formerly referred to as the Education Fee) is a Universitywide mandatory charge assessed against each resident and nonresident registered student... In addition to funding programs and services supported by Tuition (such as student financial aid and related programs,admissions, registration, administration, libraries, and operation and maintenance of plants)..."

As for the Guidelines, SSFAC utilizes "the primary focus of Student Services Fee revenue should not be on programs in the following areas;...", which are,

1. Enrollment/Registrar/Admission Services
2. Financial Aid Administration
3. University Library
4. Alumni Affairs and Alumni Student Services
5. Planning and Budget Administrative Units
6. Instructionally-related capital improvements
7. Immediate office of the Vice Chancellor for Student Affairs
8. Auxiliary Units, such as Housing, Parking Services
9. Office for Students with Disabilities
10. Intercollegiate Athletic Programs
11. New Student / Transfer Student Orientation Programs
12. Learning Skills Center
13. Educational Opportunity Programs
14. International Student Programs

With the UC Regents Policy 3101 and Guidelines, SSFAC ensures all SSF appropriations are in accordance with the regional policies and guidelines. This Regents policy shall be utilized to its effect on budget allocation deliberations within the committee.

Future Reviews and Considerations

This year, SSFAC has fully conducted an "annual review of all programs funded or requesting funding through funding through the Student Services Fee to assess the appropriateness of Student Services Fee funding." It is recommended that future SSFAC continuously conduct a thorough review of all entities receiving SSF to ensure that all appropriates adhere to the UC Regents Policy 3101, Guidelines and other associated UC policies and guidelines - all while tracking SSF utilization and effects during off campus closure. It is vital to continue transparency to the student population on data trackage and usage of fees during a global pandemic to ensure student life is maintained and supported.

Committee Report

This year, SSFAC has decided to draft a summary of the actions that have been taken during the academic year. As SSFAC is a critical and essential committee on campus that provides recommendations to the Chancellor and Chancellor's Designee, it should be required that SSFAC drafts an annual committee report for historical purposes.

Bylaws Amendments

This year, SSFAC has made significant changes to the bylaws due to the COVID-19 pandemic by adjusting bylaw items to be adaptable to virtual convenning and updating the current operation of SSFAC. SSFAC has approved these changes to the bylaws for review by the Vice Chancellor of Student Affairs. These bylaw changes are:

Bylaw Item #1 – Appendix B, Article I
- Creation of:
  - "In the event that in-person Committee meetings and business become unfeasible, the Chair may arrange virtual meetings of the Committee to be held via an appropriate online platform (including but not limited to Zoom, Google Hangouts, and so on)".
  - "Virtual meetings are to proceed, as much as possible, as outlined in Article V of the Committee Bylaws. This includes, but is not limited to, appropriate dissemination of information regarding an alternate meeting schedule and online access".

Bylaw Item #2 – Appendix B, Article II
- Creation of:
  - "In the event that in-person Subcommittee meetings and business become unfeasible, the Chair may permit Subcommittee Chairs to arrange virtual meetings be held via an appropriate online platform (including but not limited to Zoom, Google Hangouts, and so on).
  - Virtual subcommittee meetings are to proceed, as much as possible, as outlined in Article VII of the Committee Bylaws".

Bylaw Item #3 – Appendix B, Article III

- Creation of:
    - Votes taken at virtual Committee meetings are to proceed, as much as is possible, as outlined under Article VI of the Committee Bylaws while making the changes necessary to permit alternatives to in-person voting. Alternatives include, but are not limited to, votes taken via online platforms such as Qualtrics and Zoom".

Bylaw Item #4 – Appendix B, Article IV
- Creation of:
    - "It is encouraged that the SSFAC reviews Appendix B: Alternate Committee and Subcommittee Meeting Procedures on an annual basis".

Bylaw Item #5 - Article III, Section A, Alternates
- Recommended change in wording of
    - "2. In the event of a regular member's incapacity to fulfill his/her duties, an alternate from the same selection body may be ~~evaluated~~ → **elevated** to regular member status upon recommendation of the selecting body, consultation by the Chancellor or Chancellor's Designee with the Student Services Fee Committee, and final approval by the Chancellor or Chancellor's Designee".
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Next Year

With SSFAC concluding for this academic year, the committee has voted **Julian Brambila** as the Chair for the next academic year.

In addition, the committee has voted to recommend the following candidates for next year SSFAC:

1. Angelica Garcia - Undergraduate Voting Member, VP of Internal Affairs
2. Hannah Kim – Undergraduate Voting Member
3. Yulissa Navarro – Undergraduate Voting Member
4. Aaron Walter – Undergraduate Alternate
5. Salvador Olguin – Undergraduate Alternate

Acknowledgements

SSFAC Leadership
Lennin Kuri, Chair
Jocelyn Ortiz, Vice Chair and ASUCR Vice President of Internal Affairs

Students Voting Members
Ariel Manganiello, Graduate Voting Member
Angela Olivares, Undergraduate Voting Member
Angel Keymolen Rojas, Undergraduate Voting Member
Julian Barmbila, Undergraduate Voting Member
Ivan Fernandez, Undergraduate Voting Member
Judit Palencia Gutierrez, Graduate Voting Member
Mark Wiley, Graduate Voting Member
Rachel Victoria Arroyos, Undergraduate Voting Member
Jared Smith, Graduate

Faculty Voting Members
Rong Hai, Faculty
Glenn Stanley, Faculty

Staff Voting Members
Sabrina Schuster, Staff
Sally Tavizon, Staff

Ex-Officios
Cathy Eckman, VCSA
Julian Gonzalez, ASUCR President
John Haberstroh, GSA President

Committee Support
Jayzelee Diche, Student Secretary
Militza Seehaver, Staff Support