



UC Student Services Fee Annual Report

Vice Chancellor of Student Affairs

December 1, 2021

UC Student Services Fee
Actual Revenue - FY2019-20 and FY2020-21
Current Year Revenue Projection - FY2021-22

UC Riverside Fund 20000 Student Services Fee Revenue

ACTUALS		
	<u>Income Actuals-Two Years Ago FY2019-20</u>	<u>Income Actuals- Prior Year FY2020-21</u>
Fall	8,446,362	8,511,253
Winter	8,446,362	8,511,253
Spring	8,446,362	8,511,253
Subtotal FWS	25,339,086	25,533,760
Other - Summer Session	1,323,018	1,889,171
Subtotal FWS & Summer Session	26,662,104	27,422,931
State Augmentation Offset .25% increase of Fees (split w/MH) 19900 Fund Source ¹⁾	394,535	-
Return-to Aid	2,160,829	2,081,906
STIP ²⁾	526,568	291,735
Total	29,744,036	29,796,572

FY2021-22 Projections	
<u>Projected Income-Current Year 2021-22 Quarterly fee \$376 * 3 quarters \$1,128</u>	
Fall	9,284,192
Winter	9,284,192
Spring	9,284,192
Subtotal FWS based on enrollment projection number ³⁾	27,852,576
Other - Summer Session ⁴⁾	1,745,797
Subtotal FWS & Summer Session	29,598,373
Return-to Aid ⁵⁾	2,123,090
STIP ⁶⁾	360,701
Total FY2021-22 Revenue Projection	32,082,164

1) In FY2018-19 agreement between UCOP & Governor to offset 5% increase to SSFees with one time temp general funds allocation from the state; expended balance in FY2019-20.

2) STIP - Actuals for FY2019-20 includes \$166,635 for capital STIP and \$359,933 for non capital STIP; Actuals for FY2020-21 includes \$119,476 for capital STIP_ and \$172,259 for non capital STIP

3) Net enrollment projection number of 24,692 is based on 3 quarter average HC of 25,165 as projected by Institutional Research enrollment planning model s87 less 473 projected exemptions. Includes Undergrads plus Post-bac credential, Graduate less Self Supporting and Health Sciences (MD & PhD).

4) Actual FY2021-22 Summer Session Revenue

5) Beginning in FY2011-12 all increases to UC Student Services Fees need to set-aside a Financial Aid component.

6) FY2021-22 STIP projection based on five year average for FY2016-17 through FY2020-21.

UC STUDENT SERVICES FEE-FUND 20000
Year Over Year Comparison

ORGANIZATION	DEPARTMENT	FY19/20					FY20/21					Year - Over - Year Comparison				
		7/1/19 Allocation	Carryforward ¹	Transfers	Expenditures	Ending Balance	7/1/20 Allocation	Carryforward ¹	Transfers	Expenditures	Ending Balance	July 1 Allocations (H-C)	Carryforward ¹ (I-D)	Transfers (J-E)	Expenditures (K-F)	Ending Balance Variance (L-G)
Graduate School of Education	Graduate School of Education								500	150	350	-	-	500	150	350
University Extension	UNEX-Dean's Office ²									17	(17)	-	-	-	17	(17)
Info. Technology Solutions	ITS	3,160,201	433,060	58,393	3,199,289	452,365	3,219,565	452,365	(550,361)	2,584,540	537,029	59,364	19,305	(608,754)	5,783,829	84,664
Graduate Division	Graduate Student Financial Aid	313,633	342,726	34,438	684,726	6,071	342,000	6,071	17,380	348,071	17,380	28,367	(336,655)	(17,058)	1,032,797	11,309
Control Functions	General Discretionary								2,793,992	-	2,793,992	-	-	2,793,992	-	2,793,992
International Affairs	International Stdnt and Schlrs	491,416	211,226	-	578,352	124,290	491,416	124,290		493,333	122,373	-	(86,936)	-	1,071,685	(1,917)
Enrollment Services	AVC - Student Affairs & Enroll	1,631,893	(192,127)	(1,367,743)	23,788	48,234	279,393	48,234	(592,262)	24,764	(289,399)	(1,352,500)	240,362	775,480	48,553	(337,634)
	Career Services Center	1,007,930	(19,384)	454,367	1,145,485	297,428	1,422,797	297,428	(367,092)	1,165,655	187,478	414,867	316,812	(821,459)	2,311,140	(109,950)
	Financial Admin Services Team (FAST)								136,292	168,783	(32,491)	-	-	136,292	168,783	(32,491)
	Financial Aid Administration	1,850,493	(192,382)	745,507	2,464,064	(60,446)				-	-	(1,850,493)	192,382	(745,507)	2,464,064	60,446
	Financial Aid ³	1,438,041	(263)	374,717	-	1,812,495	4,186,000	1,752,049	(49,406)	5,777,358	111,284	2,747,959	1,752,311	(424,123)	5,777,358	(1,701,211)
	Registrar		(8,743)	8,743	-	-			1,390	1,390	(0)	-	8,743	(7,353)	1,390	(0)
	Student Affairs Mrktng & Comm	592,990	(62,564)	251,312	722,701	59,037	865,302	59,037	(165,879)	758,460	-	272,312	121,601	(417,191)	1,481,161	(59,037)
Undergraduate Education	Academic Resource Center & UE Admin	1,569,885	341,090	-	1,940,747	(29,772)	1,569,885	(29,772)	(135,011)	1,545,493	1,405,102	-	(370,862)	(135,011)	3,486,240	1,434,874
Planning, Budget & Admin	Early Childhood Services	622,540	(44,713)	10,342	588,754	(585)	632,882	(585)	8,039	630,902	9,434	10,342	44,128	(2,303)	1,219,656	10,019
Vice Chancellor Student Affairs	African Student Programs	198,248	(813)	99,917	282,056	15,296	224,776	15,296	38,113	264,222	13,963	26,528	16,109	(61,804)	546,278	(1,333)
	Asian Pacific Student Programs	212,717	(15,326)	90,559	304,601	(16,651)	215,478	(16,651)	(562)	205,033	(6,768)	2,761	(1,325)	(91,121)	509,634	9,883
	AVC Health & Wellness ⁴	124,079	34,848	165,389	285,236	39,080	189,500	26,053	79,030	269,915	24,667	65,421	(8,795)	(86,360)	555,152	(14,413)
	AVC/Dean of Students	469,401	32,376	(11,791)	506,378	(16,392)	444,337	(3,364)	178,426	621,976	(2,577)	(25,064)	(35,740)	190,218	1,128,353	13,815
	CARE Advocate	-	(494)	165,116	174,042	(9,421)		(9,421)	164,450	164,433	(9,403)	-	(8,927)	(665)	338,475	18
	Chicano Student Programs	246,581	(7,828)	107,064	361,520	(15,703)	259,063	(15,703)	39,971	292,403	(9,072)	12,482	(7,875)	(67,094)	653,923	6,631
	Counseling & Psychological Svc	1,731,281	(134,005)	853,633	2,628,559	(177,650)	1,881,178	(177,650)	772,020	2,659,604	(184,056)	149,897	(43,645)	(81,613)	5,288,163	(6,405)
	Graduate Student Association	100,956	30,264	4,657	101,210	34,667	103,812	34,667	(21,847)	71,788	44,844	2,856	4,403	(26,504)	172,999	10,177
	Health & Wellness - Case Mgmt.	354,320	(12,366)	95,111	460,673	(23,608)	357,484	(23,608)	18,796	380,204	(27,532)	3,164	(11,242)	(76,315)	840,878	(3,925)
	KUCR	288,081	(22,218)	116,595	421,832	(39,374)	307,891	(39,374)	94,584	410,276	(47,176)	19,810	(17,156)	(22,011)	832,108	(7,802)
	LGBT Resource Center	204,949	(12,360)	135,773	346,945	(18,584)	245,279	(18,584)	79,367	305,384	678	40,330	(6,223)	(56,406)	652,329	19,261
	Middle Eastern Student Center	14,400	(1,621)	4,763	15,217	2,325	14,400	2,325	(7,057)	8,130	1,538	-	3,946	(11,821)	23,347	(787)
	Native American Student Pgm	168,278	18,454	43,145	191,564	38,313	179,336	38,313	13,190	201,992	28,848	11,058	19,859	(29,955)	393,555	(9,466)
	Student Affairs Admin ⁵	2,085,030	4,974,496	(2,843,216)	716,083	3,500,227	3,750,556	3,500,227	(2,983,470)	567,849	3,699,464	1,665,526	(1,474,269)	(140,253)	1,283,932	199,238
	Student Conduct Programs	378,178	1,522	200,110	590,151	(10,342)	398,804	(10,342)	186,402	570,821	4,044	20,626	(11,864)	(13,707)	1,160,972	14,385
	Student Disability Resource Center	754,377	53,473	367,970	1,185,461	(9,641)	791,872	(9,641)	367,922	1,155,463	(5,311)	37,495	(63,114)	(48)	2,340,924	4,331
	Student Health Services	1,575,372	(294,314)	659,572	2,212,494	(271,864)	1,645,811	(271,864)	362,507	2,004,734	(268,279)	70,439	22,450	(297,064)	4,217,228	3,584
	Student Life	665,237	(75,208)	248,435	921,508	(83,044)	688,014	(83,044)	140,888	733,301	12,556	22,777	(7,836)	(107,547)	1,654,809	95,600
	Student Mental Health (The WELL)	366,306	(11,739)	217,011	606,043	(34,465)	384,014	(34,465)	40,345	370,674	19,220	17,708	(22,726)	(176,666)	976,717	53,685
	Undocumented Student Programs								17,457	15,887	1,570	-	-	17,457	15,887	1,570
	VCSA Student Fees ^{6,7}	3,652,866	6,606,901	1,265,977	267,570	11,258,175	3,369,233	11,258,175	57,568	740,061	13,944,914	(283,633)	4,651,273	(1,208,410)	1,007,631	2,686,740
	Women's Resource Center	152,105	12,614	62,020	204,495	22,244	159,922	22,244	25,178	180,311	27,033	7,817	9,630	(36,842)	384,806	4,789
Totals^{3,7,8,9}		26,421,784	11,984,583	2,617,885	24,131,546	16,892,706	28,620,000	16,892,706	760,861	25,693,381	22,125,679	2,198,216	4,908,123	(1,857,024)	49,824,927	5,232,973

¹ Carryforward balances include vacation accruals liability.

² Correction pending - no SSFee funding allocated

³ FY19/20 Financial Aid cost transfer was not processed in FY19/20. The FY19/20 Financial Aid cost transfer posted in FY20/21.

⁴ Includes Case Management.

⁵ Includes Student Affairs organizational funds for benefits, etc.

⁶ Campus Control of Student Services Fees, includes operational and capital reserves, Student Mental Health & Non Student Mental Health funds, OMP Costs, assessments for referenda, and merit/range funding.

⁷ includes ~\$4.7M capital reserves, ~\$5.9M operational reserves.

⁸ Enrollment increases partially offset fixed cost increases. Reserves are maintained to cover the delta until the projected revenue increases are realized.

⁹ Due to COVID campus closure, hiring freezes and budget cuts departments were very conservative in spending and therefore the ending balances increase between FY19/20 and FY20/21.

Pursuant to Section IV of the University's [Student Services Fee Guidelines](#), campuses are asked to develop and post online annual Student Services Fee reports. The purpose of this document is to give campuses an opportunity to lend context to these annual reports. Please submit responses to the questions below, in addition to your annual report, to UCOP by December 1, 2021.

Narrative Feedback provided by: Militza Seehaver, Debra Meneely, and Kim McDade

- 1) Describe how 2020-21 Student Services Fee revenue was used on the campus. To what extent did SSF revenue uses diverge from original plans in the wake of the COVID-19 pandemic?

Student Services Fees cover a variety of student programs and services across the campus and include departments in Student Affairs, Enrollment Services, Information Technology, Undergraduate Education, Early Childhood Services, Graduate Division and International Student and Scholars.

Included in the annual report is the Year-Over-Year Comparison worksheet which shows each organization and department that receives Student Services Fees at UCR.

To what extent did SSF revenue uses diverge from original plans in the wake of the COVID-19 pandemic?

Due to the COVID-19 pandemic, in March 2020 the SSFAC process was halted as department needs had to be reevaluated in the wake of a virtual environment. Although departments had submitted requests to the committee for review and consideration, the move from in-person to virtual programming had an impact on all requests received. There were two items that appeared constantly on the majority of the requests and were not affected by a virtual environment. They were Payroll shared services fees and UCOP assessment costs. The committee as a whole decided that these two costs would be funded in place of programming costs which would result in the departments having the money available to fund programmatic needs. Although the committee may have reached this decision even if there was not a pandemic, in the wake of the pandemic, these were the two revenue uses the committee focused on in 2021. As a completely virtual environment was unprecedented and departments were navigating what the cost of programming in a virtual environment would be, the committee did not feel that the previously submitted requests were still applicable.

- 2) Describe your campus's consultation process with your local Student Fee Advisory Committee. Did this consultation process change in Spring 2021 as a result of COVID-19?

The Student Services Fee Advisory Committee is under the purview of the Vice Chancellor of Student Affairs. The Vice Chancellor oversees and engages with this student led committee in strategizing, prioritizing, and vetting requests for funding each fiscal year from those areas approved to request new funding. The committee is comprised of 13 voting members which include undergraduate students, graduate students, faculty, and staff. There are also two staff assigned to support the committee and serve as liaisons to the Vice Chancellor of Student Affairs attending all Student Services Fees meetings except for the sub-committee meetings.

Typically, a call for proposals is prepared at the end of fall quarter and requests are vetted via the committee during the winter/spring quarters. Departments are invited to present their proposals to the committee as a whole. Additionally, a subcommittee is formed and assigned to a functional area and conducts an in-depth review of each proposal. The committee conducts a vote to support budget augmentations within the available funding for that particular year. The committee then submits their recommendations to the Vice Chancellor for final approval and after approval by the Vice Chancellor departments are notified of the approved budget augmentations. For archiving purposes, final approved allocations are provided to the Chancellor. Additionally, our Vice Chancellor for Financial Planning and Budget and his staff attend at least one meeting to present a global financial picture to the committee.

Did this consultation process change in Spring 2021 as a result of COVID-19?

In Spring 2021, the committee realized that the programmatic estimates for FY21-22 would not be the same using a virtual platform. Therefore, it was decided that all programmatic requests should be re-evaluated at a later date when the committee had a better idea of the impact of the pandemic on programming. The only items the committee considered for a SSFAC Allocation was the UCOP assessment costs and the Payroll shared services fees. The intent was that if those two expenses were addressed, the departments would have the funding available to focus on programmatic needs in a virtual environment. Since the campus was undergoing a budget cut, the need to provide departments assistance was great, so the committee did not want to halt the process completely and felt that this allocation would be the best way to help departments.

2021 - 2022 Student Services Fee Advisory Committee
For 2022 - 2023 Budget Year
Planning Calendar

Sep 20	Beginning of Fall Quarter
Sept 23 (Week 0)	First Day of Instruction for Fall Quarter
Sept 27 (Week 1)	No Meeting
Oct 5 (Week 2)	SSFAC Meeting: SSFAC Administrative procedures Review <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Oct 12 (Week 3)	SSFAC Meeting: Vice-Chair Discussion (Nominations and Questions) <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Oct 19 (Week 4)	No Meeting
Oct 26 (Week 5)	SSFAC Meeting: Vice-Chair Interviews and Voting <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Nov 2 (Week 6)	No Meeting
Nov 9 (Week 7)	SSFAC Meeting: Bylaw review and update discussion <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Nov 16 (Week 8)	SSFAC Meeting: Budget call Letter Discussion TBD <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Nov 23-Dec 10 (Week 9)	Call Letter to SSF Budget Holders for 2021 – 2022 Program Plan and Un-meet Need Request
Dec 4 – Dec 10 (Finals)	No Meeting , Departments submit budget requests to VCSA Office
Dec 23 – Dec 31	Winter Break, No Meeting
Jan 03	Beginning of Winter Quarter
Jan 04 (Week 1)	First Day of Instruction for Winter Quarter
Meetings below are tentative and based on status of budget call	
Jan 11 (Week 2)	SSFAC Meeting: Budget Overview of Requests, Review Subcommittee Assignments, Discussion of standardized subcommittee questions to departments <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Jan 18 (Week 3)	No Meeting
Jan 25 (Week 4)	SSFAC Meeting: Dept. Heads for Subcommittee A present with Q&A. Dept. Heads come into meeting, give a presentation on requests, and answer questions prepared by the Subcommittee. Depts. All have 10 minutes to present and the Subcommittee will be charged with any follow up questions and inquires. <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Feb 01 (Week 5)	SSFAC Meeting: SSFAC Meeting: Dept. Heads for Subcommittee B present with Q&A. Dept. Heads come into meeting, give a presentation on requests, and answer questions prepared by the Subcommittee. Depts. All have 10 minutes to present and the Subcommittee will be charged with any follow up questions and inquires. <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Feb 08 (Week 6)	SSFAC Meeting: Dept. Heads for Subcommittee C present with Q&A. Dept. Heads give a presentation on requests, and answer questions prepared by the Subcommittee. Depts. All have 10 minutes to present and the Subcommittee will be charged with any follow up questions and inquires. <i>Meeting Location & Time: Zoom meeting 3-5PM</i>

2021 - 2022 Student Services Fee Advisory Committee
For 2022 - 2023 Budget Year
Planning Calendar

Feb 15 (Week 7)	SSFAC Meeting: Subcommittee A & B discussions and recommendations Subcommittee A & B report back on any follow up and discuss the line items and their recommendations <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Feb 22 (Week 8)	SSFAC Meeting: Subcommittee C discussions and recommendations Subcommittee C report back on any follow up and discuss the line items and their recommendations <i>Meeting Location & Time: Zoom meeting</i>
Mar 01 (Week 9)	SSFAC Meeting: Review all Subcommittee recommendations Discussion 1 Make Final Recommendations <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Mar 08 (Week10)	SSFAC Meeting: Review all Subcommittee recommendations Discussion 2 Make Final Recommendations <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Mar 12 – Mar 18 (Finals)	No Meeting
Mar 21 – Mar 25	Spring Break, No Meeting
Mar 23	Beginning of Spring Quarter
Mar 29 (Week 1)	First Day of Instruction for Spring Quarter
Apr 05-Apr 16	SSFAC Call for applications and review of applicants with ASUCR and GSA Presidents <ul style="list-style-type: none">• Mass emails will be sent for a call for SSFAC applications from the Undergraduate and Graduate Student Body• The Chair must contact ASUCR and GSA Presidents to discuss their recommendations to the committee for final vote
Apr 12 (Week 3)	SSFAC Meeting: SSFAC Application Process Update, Reaffirm returning committee members, CFAO Update <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Apr 19 (Week 4)	No Meeting
Apr 26 (Week 5)	SSFAC Meeting: Chair Election Discussion, SSFAC Application Update <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
May 03 (Week 6)	SSFAC Meeting: Finalize Nominations and Questions for Chair Election <i>Meeting Location & Time: Zoom meeting 3-5PM </i>
May 10 (Week 7)	SSFAC Meeting: Review Submitted Applications, Vote for New Committee Members, Discussion of Year-End Committee Report and Chair Election <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
May 17 (Week 8)	Letter to the Chancellor / Chancellor’s Designee with Final Recommendations & Bylaw Changes
May 24 (Week 9)	SSFAC Meeting: New Member Introductions, Year End Closing Remarks <i>Meeting Location & Time: TBD 3-5PM</i>