

Final Recommendations for Fiscal Year 2022-2023 & Committee Report

Prepared by Chair Jared Smith
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NOTE

All contents of this report have been researched, reviewed, and compiled by the Student Services Fee Advisory Committee. Portions of this report rely upon the work of previous Committees and their officers. All recommendations are independently proposed to the Chancellor, Chancellor's Designee, and the University of California, Riverside. Pursuant to our oversight role, the Committee does not itself allocate funds but instead submits recommendations to the Vice Chancellor of Student Affairs for review and allocation.

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. In the year prior, SSFAC was unable to engage in a traditional budget request cycle due to the ongoing coronavirus pandemic. To that end, this year SSFAC requested financial presentations from **all** campus units and departments receiving SSF funds to get a clearer picture of how student fee funds are being used. These presentations included those from units and departments which are ineligible to request new SSF funds. This effort by the committee went above and beyond the formal requirements of their charge, and I commend them for their desire to have as complete an understanding of the campus community's needs as possible when making allocation recommendations.

This year, SSFAC reviewed financial presentations from 30 unique UC Riverside units or departments and reviewed unmet need requests from 13 different campus units. SSFAC recommended to fund each unit with partial or full funding for their requested unmet needs, holding some funding for the next cycle when we anticipate an increased need due to the full return of on-campus events. This forecast is based in part on information gathered during review of presentations showing lower need at present but higher projected need next fiscal year. In all recommendations, SSFAC sought to balance the needs of students alongside fair application of the guiding Regent Policy #3101.

Several years ago, 2018-2019 SSFAC Chair Jonathan Li wrote in his end of year report about sizable permanent SSF funds still being used by units outside of ORG 25, the organizational group for student services. In some cases, these uses of SSF funds were judged to be contrary to either the letter or spirit of Policy #3101. This led Chair Li to recommend the defunding of these units from SSF funds while acknowledging the resources required for such an undertaking.

This year as Chair I have continued Chair Li's important work to track the use of these SSF funds and work with campus administration to return these funds to student services. This overlaps with my mission as Chair to ensure that funding recently cut from student services funding streams in excess of campus-wide budget cuts be returned to student services as well. Financial Planning & Administration has recently announced a plan to backfill these cut funds back to units as swappable funds become available. I have also secured verbal commitment from campus administration that they are actively seeking fund-swap opportunities for units that are no longer ORG 25 or aligned with Policy #3101. I hope future SSFAC Officers continue this important work, which demonstrates the importance and power of student involvement and oversight in general.

Background

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, outlined in UC Regents Policy 3101: The University of California Student Tuition and Fee Policy. SSFAC is additionally charged with assisting the Chancellor and their Designee with reviewing funding requests for unmet needs and general review of the SSF funds as outlined in the Guidelines for Implementing the Student Services Fee Portion of the University of California Student Fee Policy, as well as annual review of SSFAC Bylaws.

The Student Services Fee (SSF) was first established in 1981 under the "University Registration Fee." This fee was utilized specifically to "support services and programs that directly benefit students and that are complementary to, but not a part of, the core instructional program." Presently, the system-wide UC SSF is \$376 quarterly, or \$1,128 annually. The campus-specific UCR SSF is currently \$6 per quarter or \$18 per year.¹ These fees are separate and distinct from the Highlander Empowerment Student Services Referendum funds (HESSR) which are solely for use for undergraduate student services.

¹ UCR Office of the Registrar, https://studentdocs.ucr.edu/registrar/UCR_Registrar_Fees_Tuition_Spring-2021.pdf

FINAL RECOMMENDATIONS FOR FISCAL YEAR 2022-2023

| SSFAC Recommendations for Chancellor’s Designee Approval | |
|--|-----------------------------|
| SSFAC FY 2022-2023 Allocations | Final Recommendation |
| Grand Total of Recommended Allocations | \$870,963 |
| African Student Programs | \$5,000 |
| Printing, Reprographics, Media | \$5,000 |
| Asian Pacific Student Programs | \$30,000 |
| AAPI Heritage Month, Campus-wide programming | \$15,000 |
| Performance Agreements (Speaker fees) | \$10,000 |
| Travel expenses for students attending conferences | \$3,000 |
| Printing, Reprographics, Media | \$2,000 |
| Chicano Student Program | \$79,041 |
| Student employees | \$38,220 |
| Student employee benefits | \$879 |
| Graduate student | \$17,539 |
| Graduate student benefits | \$403 |
| Graduate Student Assistant support | \$10,000 |
| Computer lab equipment | \$7,000 |
| Updated furniture for student space | \$5,000 |
| Undocumented Student Center | \$68,200 |
| Butterfly Project Programmatic Support (\$5,000 permanent funding) | \$40,000 |
| Road to Grad School Programmatic Support | \$4,400 |
| Diversity and Inclusion Programmatic Support | \$11,000 |
| Undocumented Circle Programmatic Support | \$7,800 |
| Middle Eastern Student Center | \$11,662 |
| Student Employee | \$11,400 |
| Student Employee Benefits | \$262 |

| | |
|--|------------------|
| Dean of Students | \$60,875 |
| Student Employees - Common Ground Workshop | \$26,400 |
| Student Employee Benefits | \$607 |
| Common Ground Retreat | \$12,500 |
| Student Employees - Dean of Students Office Student Staff | \$16,000 |
| Student Employee Benefits | \$368 |
| Speakers/presenters | \$5,000 |
| Student Conduct | \$18,278 |
| SCAIP Portion of Renewal of Symplicity Advocate Case Management Database | \$1,890 |
| Copier Lease/Maintenance/Alarms | \$3,926 |
| Committee Training Supplies, Academic Integrity Seminar Supplies | \$800 |
| Student Employees | \$11,400 |
| Student Employee Benefits | \$262 |
| Travel for Mandated Training/Compliance | \$1000 |
| Student Life | \$91,139 |
| Computing - Annual Student Organization Online Support System (Highlander Link) – permanent funding. | \$24,738 |
| Student Organizations Programmatic Support | \$12,000 |
| Spirit and Traditions Programmatic Support | \$12,000 |
| Leadership and Service Programmatic Support | \$10,000 |
| Student Employees - Mascot | \$6,000 |
| Student Employee Benefit | \$138 |
| Student Employees | \$25,673 |
| Student Employee Benefits | \$590 |
| Campus Advocacy, Resources, & Education (CARE) | \$107,669 |
| Sexual Violence Primary Prevention for Undergraduate and Graduate Students | \$55,000 |
| Student Employees | \$37,800 |
| Student Employee Benefits | \$869 |
| Student Leader Engagement & Peer Education Training | \$8,000 |

| | |
|---|------------------|
| Empowerment & Healing Yoga as Healing Program for Grad and Undergrad Students | \$6,000 |
| The Well | \$114,731 |
| Health Education and Health Promotion Programming | \$30,000 |
| Student Health Behavior Assessments and Online Education | \$50,000 |
| Student Employees | \$14,400 |
| Student Employee Benefits | \$331 |
| Suicide Prevention/Mental Health Education and Outreach | \$20,000 |
| Student Disability Resource Center (SDRC) | \$26,210 |
| Accessible Technology Software, Licenses & Equipment | \$10,500 |
| Student Success Programs | \$3,710 |
| Disability Awareness Programming | \$7,000 |
| Outreach, Marketing | \$5,000 |
| Foster Youth Student Service | \$41,566 |
| Student Employees | \$2,560 |
| Student Employee Benefits | \$59 |
| Voices and Visions | \$6,500 |
| Outreach Services | \$1,500 |
| General Programming | \$7,500 |
| Summer Internship Program | \$9,600 |
| Student Internship Employee Benefits | \$221 |
| OFYSS Student Assistants | \$13,320 |
| Student Employee Benefits | \$306 |
| Career Services Center | \$96,035 |
| Graduate Student Assistant | \$16,000 |
| Graduate Student Assistant Benefits | \$368 |
| Career Center Management Software Expenses | \$50,000 |
| 2022 UCR Summer Bridge Internship Experience | \$29,000 |
| UCR Summer Bridge Internship Experience Benefits | \$667 |

Update on Previous Appropriation of UC and UCR Student Services Fee

SSFAC has long appropriated SSF to campus units and departments that were formerly part of Organization 25 – Student Affairs (“ORG 25”). Due to restructuring of campus organizations in Student Affairs that has occurred over a period of years, there are some units/departments that continue to receive permanent SSF funds with the caveat that they are ineligible to request additional SSF funding.

Following from the Committee’s charge, and following the guidance of the Council on Student Fees, SSFAC has endeavored to use Policy 3101 as a guiding policy throughout the allocation recommendation process this year and in years past. The guidelines for Policy 3101 outline acceptable and unacceptable uses of SSF based on whether the service in question is related to the core mission of the university and the degree to which the service is available to all students on campus.

Previously, Chair Li and Vice Chair Kuri noted that several units/departments at UCR receive permanent SSF funds despite not aligning with Policy 3101. In their report, Chair Li and Vice Chair Kuri suggest divesting these units from SSF funding streams, although they recognize the sizable effort required for this. This year as Chair, I have worked to better understand the scope of funding that should be returned to Student Services (ORG 25) and encourage forming a long-term plan to draw down SSF funds usage by these units. Below is a chart indicating the amount of SSF funds (‘Fund 20000’) currently permanently allocated to these units. Administration has expressed a strong commitment to resolving this funding concern. The approach outlined is to gradually ‘fund swap’ 20000 funds with appropriate funding sources. Since this requires the funding stream to effectively be replaced, it will take time to do so without incurring significant disruptions to university services.

| FY2021-22 July 1 (BUD) PERM Budget Summary | | | |
|--|--------------------------------------|-------------------|-------------|
| ORG Number | Org Name | Fund 20000 | % of Total |
| ORG19 | Auxiliary Services | 640,922 | 2.21% |
| ORG21 | Info. Technology Solutions | 3,051,796 | 10.52% |
| ORG22 | Graduate Division | 342,000 | 1.18% |
| ORG23 | Control Functions A01480 Budget Cuts | 2,411,400 | 8.31% |
| ORG25 | Vice Chancellor Student Affairs | 15,064,374 | 51.93% |
| ORG26 | Vice Chancellor - Univ Adv | 865,302 | 2.98% |
| ORG32 | International Affairs | 491,416 | 1.69% |
| ORG33 | Enrollment Services | 4,705,708 | 16.22% |
| ORG36 | Undergraduate Education | 1,434,874 | 4.95% |
| Total | | 29,007,792 | 100% |

| | | | |
|---------------|--|-------------------|---------------|
| Org 25 Detail | VCSA Student Fees (Campus Control & Reserve Account) | 3,502,815 | 12.08% |
| Org 25 Detail | A01608 VCSA Control Central | 3,570,282 | 12.31% |
| Org 25 Detail | VCSA funds allocated to departments | 7,991,277 | 27.55% |
| | Total | 15,064,374 | 51.93% |

Update on Budget Cut Reallocation

In the above figure, the highlighted line for ‘ORG23 – Budget Cuts’ represents funds cut from UCR’s core funds (which include SSF) due to the campus-wide cuts stemming from disruptions caused by the pandemic. Since many units only had ‘core funds’ in the form of SSF (20000 funds), this was what was available to cut. Financial Planning (FP&A) set the cut 20000 funds aside into the account listed as ORG23.

This year I expressed that the cut 20000 funds be returned to Student Services. Financial Planning (FP&A) informed me that they are planning to use fund-swapping with 19000 funds to replace the 20000 funding stream for these units. There will be no reduction in funding for these units, only a change in the funding source for part of their budgets. The goal is to have this fund swap completed next fiscal year. The uncertainty about when these fund swaps will occur is partially a function of uncertainty about State funding for the UC system. Below is FP&A’s proposal for their budget cut fund swap:

| Org or Department | Swap Detail | | | |
|----------------------------------|-----------------------|---------------------|---------------------|---------------------|
| | 19900 | 19912 | 19942 | 20000 |
| Early Childhood Services | \$ (175,000) | \$ - | \$ - | \$ 175,000 |
| ITS | \$ (907,877) | \$ - | \$ - | \$ 907,877 |
| UA-Student Affairs Mrkting | \$ (113,385) | | \$ (63,747) | \$ 177,132 |
| UA-Communications | \$ (14,249) | \$ - | \$ (141,151) | \$ 155,400 |
| UA-Event Mgmt & Protocol | \$ (435,819) | \$ - | \$ - | \$ 435,819 |
| UA-Advancement Finance &Admin | | \$ - | | \$ - |
| Grad Division | \$ (270,000) | | | \$ 270,000 |
| VCSA-African Student Pgms | | \$ (2,000) | | \$ 2,000 |
| VCSA-AVC Health & Wellness | \$ (44,652) | | | \$ 44,652 |
| VCSA-Chicano Student Pgms | | \$ (2,000) | | \$ 2,000 |
| VCSA-KUCR | | | | \$ - |
| VCSA-Middle Eastern Student Ctr | | \$ (53,776) | | \$ 53,776 |
| VCSA-Native American Student Pgm | | \$ (53,912) | | \$ 53,912 |
| VCSA-Student Conduct Pgms | | | | \$ - |
| VCSA-Undocumented Student Pgms | | \$ (67,832) | | \$ 67,832 |
| VCSA-Women's Resource Ctr | | \$ (59,034) | | \$ 59,034 |
| VCSA-Student Affairs Admin | | \$ (145,092) | | \$ 145,092 |
| VCSA FY22 Commitment | | | | \$ 40,000 |
| Grand Total by Fund | \$ (1,960,982) | \$ (383,646) | \$ (204,898) | \$ 2,589,526 |

Future Reviews and Considerations

Since these are long-term goals of SSFAC, I encourage future SSFAC Officers and Committee members to take an active interest in ensuring the funding lines discussed above are corrected so that UCR can best be aligned with Policy 3101, and to keep their eyes to the future as the UC System continues to develop and evolve.

SSF and Cohort Tuition

The University of California Board of Regents (“Regents”) recently voted to approve a systemwide plan for stepped tuition increases tied to student cohort known as the cohort tuition model. This model is set to take effect in Fall 2022. The Council on Student Fees (CSF) has voiced concerns about the way in which cohort tuition may impact student service fees and how SSF will be handled moving forward under the new model. This is an ongoing concern and one that future SSFAC members should consider as tuition increases.

Changing Student Needs

Another area of potential work in the future for SSFAC is to consult the student body widely regarding how their view and use of specific student services has shifted in the wake of the pandemic. As more units prepare predominantly in-person on-campus events, it will be useful to know how the student body views the current student service support and whether there are emerging areas of interest and concern that should be especially considered for funding.

SSFAC Bylaw Amendments for FY 2022-2023

SSFAC is governed by a set of Bylaws and amendments to these bylaws that have been enacted over time by different iterations of the committee. The Bylaws themselves suggest that the Committee review the Bylaws for potential changes or additions annually. The Bylaws dictate the mission of the Committee, its composition, regulations for Committee Officers and their election/removal, as well as an outline of the process used for evaluating unmet need requests.

Some of the changes SSFAC has made this year to the Bylaws reflect wording clarifications to avoid misunderstandings that have occurred in the past or may occur in the future due to ambiguity as well as more substantive changes to assist the Committee. SSFAC has approved these changes to the Bylaws for review by the Vice Chancellor of Student Affairs (VCSA). These bylaw changes are:

- **Articles I and II:** No changes.
- **Article III, Section A & Section D**
 - Reword Sec. A “Members” section to avoid confusion when nominating and electing new members. Sec A. states the committee composition is 16 persons, 3 of whom are ex- officio members. Current wording has resulted in multiple instances of accidentally electing too many new members. Sec A. #2 rephrased to “Six (6) undergraduates (or five (5) if chair is undergraduate) which includes a standing appointment reserved for ASUCR’s Vice President of Campus Internal Affairs, as well as two alternate undergraduate members.” Sec A. #3 rephrased to “Three (3) graduate members (two if Chair is a graduate) which includes (1) alternate graduate member;”.
 - Reword “Alternates” section to clarify wording and include clarification as alternates do not assume voting position. Article III, Alternates, #2 rephrased to: “In the event of a regular member’s incapacity to fulfill his/her duties, an alternate from the same selection body may be elevated to voting member status upon recommendation of the selecting body, consultation by the Chancellor or Chancellor’s designee with the Student Services Fee Advisory Committee, and final approval by the Chancellor or Chancellor’s Designee.”
 - Reword Sec. D: “Committee members may be removed for failure to carry out responsibilities as outlined in the Bylaws. Removal of a committee member must be initiated by the Committee via formal motion and roll-call vote and requires consultation with the selecting body, as well as approval by the Chancellor or Chancellor’s Designee.”
- **Article IV: Section A**
 - Reword Sec. A Chair to reference Appendix A: Election Procedure for Leadership Positions. Reword Sec. A #1 to: “Qualifications: Only a student member of the committee with at least two consecutive quarters of service on the Committee shall be eligible to become Chair. Should no nominee meet this qualification, the

Committee is then permitted to select a chair with no prior service on the Committee.” Reword Sec. A #4 - M to: “Serve as, or appoint, the SSFAC representative that will **provide ex-officio reports to ASUCR and GSAUCR leadership** as deemed necessary by the Chair or by general consensus of the Committee.”

- **Article V: Section D**
 - Reword “Quorum” section to clarify whether alternate must be elevated for quorum to be fulfilled or if alternate may be non-voting member. Reword Sec. D to: “Quorum: Quorum for both regular and special meetings shall consist of either six voting members, or five voting members and one **non-voting** alternate. **For the purposes of quorum, the one alternate need not be elevated to voting status.**”
- **Article VI: Section C**
 - Rewording VOTING section to clarify the position on proxy voting. Sec. C #2 should read: “Proxy voting shall not be allowed. **Alternate members are non-voting and must be elevated according to Article III of the Bylaws in order to vote.**”
- **Articles VII-XI:** No proposed changes.
- **Appendix A:**
 - Adding wording on contingency of no nominee accepting nomination or no nominee being elected by the committee. Edit General to add #3 that reads: “**In the event that no nominated member accepts the nomination, or that no nominated member is elected by the committee by vote in the Spring Quarter, the Committee may vote to elect an Interim Chair to serve up to Week 5 of Fall Quarter by which time a Special Chair Election must be held alongside the Vice Chair election. The Interim Chair will preside over the Special Chair Election. If the Interim Chair is a candidate in the Special Chair Election, then the Committee shall appoint a student voting member to preside over the election. The Interim Chair must be a voting member of the committee but need not be a student member.**”

Looking Forward – Next Year

Every Spring, SSFAC holds an election for the office of Chair for the next year. On May 17th, SSFAC interviewed member Yulissa Navarro and she was elected to the office of Chair of the 2022-2023 SSFAC. The election for the office of Vice Chair is held in the Fall of the academic year once the Committee begins their official work for the academic year.

In addition to Chair elections, every Spring SSFAC nominates and elects new Committee members to replace departing members. This year, SSFAC elected the following six student members:

- Chukwufunanya “Funanya” Ikechukwu, Undergraduate Voting Member
- Ye Sol “Ava” Ham, Undergraduate Nonvoting Member
- Shih Ching Lee, Undergraduate Nonvoting Member
- David Nikom, Graduate Voting Member
- Jose Humberto Alvarez, Graduate Voting Member
- Madona Masoud, Graduate Nonvoting Member

As UCR and other campuses begin the long process of returning to face to face instruction and in-person activities in a world changed (and changing) by Covid, SSFAC must be mindful of the oversight role the Committee plays and the strong influence they have in recommending funding for student services across campus.

Acknowledgments

SSFAC Officers

Jared Smith, Chair and Graduate Voting Member

Michael Seley, Vice Chair and Graduate Voting Member

Student Members

Salvador Jr. Olguin, Undergraduate Voting Member

Yulissa Navarro, Undergraduate Voting Member

Arshneel Kaur, Undergraduate Voting Member, ASUCR VPIA

Orlando Cabalo, Undergraduate Voting Member*

Milly Analco, Undergraduate Nonvoting Member

Victor Garcia, Undergraduate Nonvoting Member

Habiba Naqvi, Graduate Nonvoting Member

Amaretta Azevedo, Graduate Nonvoting Member*

Faculty & Staff Members

Rong Hai, Faculty Voting Member

Michalis Faloutsos, Faculty Voting Member

Essam Ulhaq, Staff Voting Member

Sally Tavizon, Staff Voting Member

Sabrina Schuster, Staff Voting Member*

Ex-Officio Members

William Wang, Ex-Officio, ASUCR President

Valeria Dominguez, Ex-Officio, GSA President

Kim McDade, Ex-Officio, VCSA

Luisa Levario, Ex-Officio, VCSA

SSFAC Staff Support

Militza Seehaver, VCSA Staff Support

Daisy Rivera, VCSA Student Secretary

Angela Chien, VCSA Student Secretary

This year, SSFAC engaged in an extensive review of all units receiving SSF funds. Members reviewed budget documents and narrative ahead of frequent, weekly presentations that dominated the Committee's work in the Winter quarter. I would like to highlight the significant dedication and labor of the Committee and its staff this year in going above and beyond to ensure they had a clear understanding of SSF funds as well as the needs of units requesting funding. These students, faculty, and staff spent hours each week on their Committee business and the inspiration of their dedication is something I will carry forward with me in the future.

*Some members were unable to serve the entirety of the year despite actively contributing to SSFAC business. We are thankful for their service work on behalf of SSFAC and VCSA.