



FINAL RECOMMENDATIONS FOR FISCAL YEAR 2025 & 2026 COMMITTEE REPORT

Prepared By

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Foreword

All content in this report is researched and reviewed by the Student Services Fee Advisory committee, composed of staff, faculty, undergraduate, and graduate students. The detailed recommendations are submitted to the Chancellor, Chancellor's Designee, and the University of California Riverside. The Student Services Fee Advisory Committee (SSFAC) views itself as the stewards of the Student Services Fee Fund. SSFAC is not directly responsible for allocating funds to the departments. SSFAC does not give recommendations on what sort of requests campus organizations should put forth to us. SSFAC provides recommendations to guide campus leadership for final allocation decisions, based on our committee members' understanding of student needs and priorities.

Background

The Student Services Fee Advisory Committee (SSFAC) is tasked with providing recommendations on the use of Student Services Fee (SSF) as outlined in the [UC Regents Policy 3101: The University of California Student Tuition and Fee Policy \(“UC Regents Policy 3101”\)](#). These recommendations aid the Chancellor and the Chancellor Designee when reviewing and analyzing department’s funding requests and overall usage of 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 established in 1981 and previously known as “University Registration Fee.” This fee was utilized to “support services and programs directly benefit students and that are complementary to, but not a part of, the core instructional program”. At the UC system wide level, this fee varies by cohort. The fee for the 2025-2026 Undergraduate Cohort is \$1,290 annually.

Executive Summary

Fall Quarter 2024

For this quarter, Phoebe Lee, was voted to become vice chair of SSFAC for this academic year. Two new graduate members: Tatenda Mukuruva and Chandana Anand Rangappa were welcomed into the committee, which filled up previous vacancies. A social media checklist was introduced, to allow general committee members to sign up for social media and general outreach tasks. Social media is important, because it provides an avenue of communication of what SSFAC does to the rest of our student body. The social media checklist was created to help make a list of possible social media ideas that could be done to improve SSFAC's social media presence. This also helped the committee members with brainstorming ideas for possible social media posts. The budget call letter for departments was reviewed and sent out for department presentations to begin in winter quarter. The budget call is a letter sent to all departments under the SSFAC umbrella. This budget call letter is a series of spreadsheets that department heads fill out which details their needs and desired budget requests.

Winter Quarter 2025

For winter quarter, departments that accepted the budget call, came in to present about their department's role as well as their need as detailed in the budget call letter. Four subcommittees (A – Ethnic & Gender Student Programs, B – Administration, C – Health and Wellness, D – Student Services) were formed and elected their own respective subcommittee chairs, who were tasked with presenting their subcommittee's decisions with the rest of the committee. The responsibilities of the subcommittee was to ask questions to their respective departments to become informed so that they can diligently make a decision.

Spring Quarter 2025

For this quarter, we finished up department presentations, and began the final committee's deliberations. This year, the committee had received a major budget cut in anticipation of major changes to UCR's budget landscape. This led to drastic cuts in programmatic funding and student salary funding. In previous years, student salaries and internships were able to be funded in full. In order to maintain fairness cuts were implemented across the board. Student Outreach programs were funded at 25% of the original request. Student Programs were funded at 40% of the original request. Student Salaries were funded at 75% of the original requests. Professional Development for Staff was not funded. There was a 50% cut for the Symplicity program and a 50% cut for GradBash. For graduation programs, \$75 was allocated for the expected head count at these graduation programs. The main goal of these allocations was to maximize the amount the committee could allocate, while maintaining fairness for all of our departments. Programs that focused on student engagement and recognizing students were prioritized. Student salaries were also a main focus to directly support students who are a part of the department that serve our diverse student population.

Final Recommendations

The final recommendations for this year are listed below. Please note that there are cuts to the allocation funding from last fiscal year, to reflect the cuts projected due to cuts in *state* funding.

SSFAC FY2024-2025 Final Recommendations	
SSFAC Fiscal Year 2024-2025 Final Recommendation for FY2025-20206	Final Recommendation-Temp
	\$800,000
African Student Programs	
828 Summer Bridge Program	\$ 5,000.00
Student Staff Salaries	\$ 7,500.00
SA Benefits	\$ 2,250.00
No Boundaries Alternative Break Spring	\$ 6,000.00
Black Graduation Celebration	\$ 11,250.00
<i>African Student Programs Total</i>	\$32,000
Asian Pacific Student Programs	
AAPI Graduation	\$ 4,575.00
Student Conference Travel	\$ 1,500.00
Graduate Student Programming	\$ 1,200.00
<i>Asian Pacific Student Programs Total</i>	\$7,275
Chicano Student Programs	
Student Assistant (S/A)	\$ 80,028.00
SA Benefits	\$ 1,680.75
GAEL	\$ 1,440.75
Graduate Student Assistant (GSA)	\$ 13,110.00
GSA Benefits	\$ 275.25
GAEL	\$ 236.25
Graduate Student Programming	\$ 7,500.00
Raza Graduation Ceremony	\$ 24,750.00
K-16 Outreach	\$ 3,750.00
<i>Chicano Student Programs Total</i>	\$132,771
Middle Eastern Student Center	
SWANA Conference	\$ 28,800.00
Middle Eastern Week	\$ 11,200.00
MESC Gala	\$ 12,375.00
Graduate & Alumni Programming	\$ 1,800.00
<i>Middle Eastern Student Center Total</i>	\$54,175

Native American Student Programs	
Student Salaries	\$ 42,768.00
Benefits	\$ 1,710.75
Native Graduation Banquet	\$ 1,500.00
<i>Native American Student Programs Total</i>	\$45,979
Dean of Students	
Building Our Common Ground	\$ 12,000.00
Speakers/Presenters and General Programming	\$ 3,000.00
VCSA Student Affairs Awards	\$ 2,000.00
<i>Dean of Students Total</i>	\$17,000
Student Conduct	
Symplicity	\$ 945.00
Training Supplies	\$ 320.00
Front Desk Student	\$ 10,260.00
Front Desk Student Benefits	\$ 410.25
<i>Student Conduct Total</i>	\$11,935
Student Affairs	
VCSA HR Office Operational Assistant S&B	\$ 18,750.00
VCSA Finance Office Assistant S&B	\$0
DIAL Position	\$ 15,000.00
Music Licenses	\$ 9,200.00
<i>Student Affairs Total</i>	\$42,950
Student Life	
Leadership and Service Programmatic Support	\$ 12,000.00
Student Organizations Programmatic Support	\$ 8,000.00
Spirit and Traditions Programmatic Support	\$ 8,000.00
Team Scotty (Mascot) Student Employee Salaries	\$ 6,000.00
Student Life Student Employee Salaries	\$ 30,000.00
Student Employee Salaries - Leadership and Service Programs	\$ 15,000.00
<i>Student Life Total</i>	\$79,000
Campus Advocacy, Resources & Education	
Sexual Assault Primary Prevention for UG and Grad Students	\$ 27,500.00
Student Employees (3 students @ 17 per hour * 36 hours * 14 weeks) = \$25,704 (2 Students @18 per hour * 36 hours * 14 weeks) = \$18144	\$ 32,886.00
Student Employee Benefits - 2% CBR	\$ 657.72
Student Leader Engagement & Peer Education Training	\$ 3,200.00
Emergency Basic Needs (transportation, clothing, selfcare kit, ect.)	\$ 1,400.00

Healing and Empowerment Services	\$ 4,000.00
Campus Advocacy, Resources & Education Total	\$69,644
Case Management	
Case Management Office - CM Student Assistants	\$ 25,995.75
Case Management Total	\$25,996
Counseling & Psychological Services	
Protocall Services	\$ 35,660.50
Student Employees- Outreach, Education and Social Media focused	\$ 25,875.00
Case Management Total	\$61,536
The Well	
Health Education and Health Promotion Programming	\$ 12,800.00
Alcohol Online Education	\$ 12,000.00
Student Staffing	\$ 43,800.00
Mental Health Education/Suicide Prevention Outreach	\$ 6,000.00
Graduate Student Well-Being Liaison	\$ 6,750.00
Peer Engagement	\$ 2,000.00
Online Assessment	\$ 600.00
The Well Total	\$83,950
Graduate Student Association	
Gradbash	\$ 5,000.00
Case Management Total	\$5,000
KUCR	
EZ Up Tent	\$ 2,800.00
KUCR Total	\$2,800
Career Center	
Funding for Work-Study Program Coordinator	\$ 65,000.00
Graduate Student Assistant	
Graduate Student Benefits	
Funding for Internship Coordinator (Graduate Student Assistant)	
Graduate Student Benefits	
Hiring and Professionalizing Student Assistants	
Student Assistant Benefits	
Funding to Scale our Services Through Technology * Recommended by External Review Report, 1/3/24	\$ 17,240.00
Career Center Total	\$82,240
Veteran's Resource Center	
Student Staff	\$ 33,750.00

Technology	\$ 4,000.00
Programming funds for events	\$ 8,000.00
<i>Veteran's Resource Center Total</i>	\$45,750

Update on Previous Appropriation of UC and UCR Student Services Fee

There were some items of contention with some budget requests. One item in particular was the Alcohol Education Online Program. This program is mandated by the state, so it is not recommended for full funding from SSFAC. I believe that this should not be funded at all moving forward. This is in order to be consistent with UCOP guidelines pertaining to avoiding funding mandatory programs. This is also to free up some more funding for other requests that are more aligned with the guidelines prescribed by the [UCOP policy 3101](#).

Update on Future Guidelines for UCR Student Services Fee Usage

For future Student Services Fee (SSF) usage, there should only be temporary funds to be allocated. With the volatile state of potential state and federal funding cuts, there is no way to ensure that the SSF allocation will stay consistent, especially with rising financial pressures. Events and programs that have consistent engagement with the student population, should look towards finding a more permanent source of funding, to ensure their continuation. Another point to consider is to avoid funding permanent structures and mandatory programs. This is to stay in accordance with UCOP guidelines, but also to avoid situations where highly utilized programs are not dependent on fluctuating funding. SSF usage could be better served to fund one time events. This way of funding could provide support for fledgling programs, and gauge success and demand, that could be used to campaign for more alternative sources of permanent funding.

Chair Recommendations

My first recommendation is to avoid funding mandatory programs offered by the state. This funding takes away funding for programs that clearly align with CSF policies. Programs such as the Alcohol Online Education are ordered by the state, so I believe that this should not receive any SSF funding. This year, the budget request was partially funded, but my recommendation would be to avoid funding this specific request.

Another item that I believe that should not be funded is the Protocall Services. This is an emergency service that operates 24/7 but still relies on temporary funding from SSFAC. Ideally, this service should be funded through permanent sources. Due to extreme budget cuts, unfortunately, this service received a sharp decrease in SSFAC funding. This may have some negative effects on when those protocol services may be offered.

Another recommendation is to encourage department collaboration when possible. Graduation banquets made a big portion of the department's request. Ideally, graduation banquets could be a more collaborative endeavor. Department heads have already mentioned that they already do some collaboration, but the hope is to increase this collaboration to decrease the cost burden and to decrease the amount needed from SSFAC allocations.

One improvement that I also recommend is tabling during the first weeks of Fall, Winter, and Spring quarter, to create more exposure around SSFAC on campus. I was able to table for three weeks during winter quarter 2025. Even though few people stopped by the table, I was able to provide one-on-one education on the existence of the SSF fee and what it goes towards funding and what it funds. I believe that future chairs should collaborate with another member of the committee, to table for at least Weeks 0, 1, and 2. More education on SSFAC's role on campus, will help the committee to recruit qualified members that are passionate about equitable distribution of SSF funds. This will also help students to be educated on how the SSF is being utilized.

I also recommend that there should be an increase in social media posting. Due to advocacy from the previous two chairs before me (Yulissa Navarro, Jose Alvarez), SSFAC now has a fully functioning instagram page. However, there has been an inconsistency in posting social media posts in the Fall and Winter quarters. My hope is that SSFAC keeps on leveraging social media as a tool for education and communication with the student body. I recommend that the new vice chair should take on the task of going through and updating the website. Adding a more clear explanation of what SSFAC can and can not fund would be a step in the right direction, to providing clarity on what is allowed to be funded under UCOP guidelines. This will in turn help to expand our online presence.

Another recommendation that I have is maintaining in-person meetings. This has allowed for tasks to be completed in a much more timely manner. This has also allowed for increased

engagement from our members, when in previous years, this was a chronic issue. Future meetings should be in-person and only allow hybrid meetings for department presenters.

Vice Chair Recommendations

Something that I envision for the future of SSFAC is developing stronger relationships with funded departments by attending events, or having more Instagram partnerships where they can shout out the events they used SSFAC funding for. This will allow us to increase our social media engagement with departments on campus. As a stand alone committee, there is not much we can post about to increase social media engagement, but partnering with departments would be helpful. Departments are already posting on their social media and they can add in the caption a recognition to SSFAC and invite us to collaborate on Instagram so that we can get more publicity and engagement, as well as grow the exposure of the committee on campus.

For the Vice Chair position, in order to make the role strong, I would recommend the Vice-Chair, Co-Leads a few meetings. It would allow more engagement for the Vice-Chair and increase leadership and responsibility roles of the position.

A success that I saw from this year was how the committee interacted more. Of the 3 years that I have been in SSFAC, I think this year, the committee collaborated the most on discussing budget cuts and all of the prep work that came with allocating the money. I believe that is a step in a positive direction for the work that SSFAC is tasked with doing.

Committee Recommendations

Committee member recommendations focused on improving how SSFAC can synthesize information for members to ensure that all information is communicated effectively. All committee members also recommended that the fiscal year's specific budget allocation be shared with the committee before department presentations. This is to allow for less surprises on the amount that is available to allocate when come time to do committee deliberations. Knowing the amount to award beforehand, will assist in better planning as presentations are heard and decisions are being made.

One Staff Member recommended that SSFAC should provide training for departments on how to fill out the budget call letters. She recommends that this service could be done through an AI program to make it clear for department heads on how to fill it out and to lessen the workload. It was also recommended to include what SSFAC funding allocation were received from previous fiscal years to be able to compare year over year.

Another Staff Member provided some additional recommendations for department heads who did not request any additional funding, but are eligible for SSFAC funding. A Committee Member recommended that they should submit more documentation on why they did not request funding. The Committee Member complimented the improvements of the budget call letter, such as the side by side of the unmet needs,funded last year, saying that it was a major improvement from the previous years.

One Faculty member asked that departments fill out the number of people that they serve more in depth. This is to better quantify the impact of certain services and to quantify the impact of these programs. It was also recommended that presentations are shortened by spending less time on explaining what each department does and focusing more on explaining how they would like to utilize the funds.

It was also recommended by the Committee that the departments include any survey results, which we already suggest the departments do. Additionally, it was recommended departments include some personal testimonials to enhance their presentation and needs.

SSFAC Student Survey Report

This year's survey received nearly a thousand more responses than in previous years, reflecting a significant increase in student engagement. This growth can be attributed to expanded outreach efforts, including the use of the campus newsletter system, HUB advertising, and strategic posts on the SSFAC Instagram account.

The survey included both quantitative and short answer responses. To maintain respondent confidentiality, short answer responses will not be included in this report.

Based on the survey results, students expressed a strong desire for increased funding for core services such as Basic Needs, CAPS, ITS, and the Ethnic & Gender Programs. While some of these core services fall outside of SSFAC's direct funding authority, the committee can prioritize support for related programs that demonstrate strong levels of student engagement and impact.

SSFAC General Student Population Survey 2025

Total Respondents (N) = 1,289

	%	N
How did you hear about SSFAC (Student Services Fee Advisory Committee)?		
Instagram	12%	155
Student Service Center	11%	135
Orientation	5%	58
Friend/Colleague	4%	55
Faculty/Department	6%	74
I do not know what SSFAC is	46%	586
Other (please specify):	17%	219
<i>Total</i>	<i>100%</i>	<i>1,282</i>
Are you an undergraduate or graduate?		
Undergraduate	75%	959
Graduate	24%	307
Other	1%	14
<i>Total</i>	<i>100%</i>	<i>1,280</i>
What year are you graduating?		
2025	21%	271
2026	25%	318
2027	19%	247
2028	21%	266
Other	14%	184
<i>Total</i>	<i>100%</i>	<i>1,286</i>
Which academic college are you a part of? (Can choose more than one).		
Marlan and Rosemary Bourns College of Engineering	20%	253
College of Humanities, Arts, and Social Sciences	38%	489
College of Natural and Agricultural Sciences	26%	329
School of Education	5%	66
School of Business	11%	147
School of Medicine	2%	26
School of Public Policy	2%	27
<i>Total Responses</i>	<i>--</i>	<i>1,282</i>
Which of the following represented below, have you used this year? (Select all that apply)		
<i>Ethnic & Gender Student Programs</i>		
African Student Programs	4%	57
Asian Pacific Student Programs	10%	130
Chicano Student Programs	15%	194
LGBT Resource Center	11%	139
Middle Eastern Student Programs	5%	60
Native American Student Programs	3%	34
Women's Resource Center	27%	347
None of the above	26%	339
<i>Administration</i>		
AVC- Health and Wellness	8%	99
AVC- Dean of Students	2%	26
Student Conduct	3%	41

Student Life	26%	331
Information & Technology Solutions	17%	213
Student Affairs Administration	5%	65
None of the above	27%	347
Health and Wellness Services		
Campus Advocacy, Resource and Education (CARE)	13%	168
Student Disability Resource Center	8%	101
Case Management	3%	37
Counseling & Psychological Services	14%	185
Student Health Services	28%	365
The Well	29%	374
None of the above	22%	279
Student Services		
Graduate Student Association	15%	191
KUCR	4%	55
Early Childhood Services	1%	12
Academic Resource Center	23%	299
Career Services Center	16%	210
Financial Aid	43%	550
Office of Foster Youth Support Services	1%	17
University Advancement- Marketing and Communications	1%	13
Undocumented Student Programs	4%	49
Veteran's Resource Center	4%	52
None of the above	26%	334
Total Responses	--	1,281

In your opinion, which student services, represented below/above, do you think are the most valuable to campus?

Ethnic & Gender Student Programs (Ex. ASP, APSP, NASP, CSP, etc.)	38%	480
Administration (Ex. Student Life, Information Technology Services, etc.)	44%	563
Health and Wellness (Ex. Student Health Services, The Well, Counseling & Psychological Services, etc.)	70%	882
Student Services (KUCR, GSA, Early Childhood Services, Academic Resource Center, and Etc.)	54%	682
None of the above	7%	86
Total Responses	--	1,269

Bylaw Amendments

These are the approved changes to the bylaws by our committee. These changes were done to better reflect how the subcommittee presentations are done and to provide more clarity and specificity of the roles and responsibilities of the Vice Chair.

Article IV: OFFICERS

Sec. B: Vice Chair

1. Qualifications: Only a student member of the Committee with at least two consecutive quarters of service on the Committee shall be eligible to become Vice Chair. Should no nominee meet this qualification, the Committee is then permitted to select a student member as Vice Chair with less service on the Committee.

Article IV: OFFICERS

Sec. B: Vice Chair

4.
 - e. Manage the SSFAC social media page(s), which involves consistent posts, answering any student questions, and moderation as deemed necessary by the Chair and Committee. The Vice Chair should post at a **minimum** of 3 social media posts per quarter across relevant social media channels. This requirement can also be made up with alternative assignments by the Chair.

Article VII: SUBCOMMITTEES

Sec. A: Budget Subcommittees

4. Subcommittees shall **present a report (which can be, but is not limited to, written or verbal)** for each program reviewed with the Committee addressing, at minimum, the mandates specified in Subsection 3 above.

Looking Forward-Next Year

Andrew Wong, a long time member of the SSFAC committee, was voted into the chair position of SSFAC. This chair election took place on May 05, 2025.

Vice Chair elections will take place during Fall Quarter 2025.

New members were voted into the committee for the year of 2025-2026. Ananya Goyal was voted in as an undergraduate voting alternate member. Shlok Garg and Amrit Johal were voted in as undergraduate non-voting alternate member

Acknowledgements

SSFAC Officers

Chukwufunanya (Funanya) Ikechukwu, President, Undergraduate Voting Member

Shih (Phoebe) Ching Lee, Vice President, Undergraduate Voting Member

Student Members

Grace Su, Undergraduate Voting Member

Andrew Wong, Undergraduate Voting Member

Rishika Salvi, Undergraduate Non-Voting Member

Paula Cucurella, Graduate Voting Member

Tatenda Nicole Mukruva, Graduate Voting Member

Faculty and Staff Members

Sally Tavizon, Voting Member

Sarah Dillion, Voting Member

Scott Currie, Voting Member

Coleen Macnamara, Voting Member

SSFAC Support Staff

Alice Alcantara, VCSA Staff Support

Luis Alvarez, VCSA Staff Support

Angela Chien, SSFAC Student Secretary

Emily Lee, SSFAC Student Secretary

Ex-Officio Members

Abby Choy, ASUCR President

Jordan Steinhauser, GSA President

Luisa L. Levario, VCSA CFAO

I want to sincerely thank all the SSFAC committee members for all of your hard work and dedication this year. This was one of our first years with more consistent in-person attendance, and it truly made a difference in our collaboration and decision-making process.

Our social media presence has grown significantly as well. We saw an increase in Instagram followers, launched a Linktree to streamline access to our resources, and even began tabling to raise awareness about SSFAC's role on campus. These efforts have played a key role in enhancing SSFAC's visibility and engagement with the broader student body.

I'd like to give special thanks to Rishika, Paula, Chandana, and our Vice Chair, Phoebe, for their contributions to the SSFAC Instagram page. Your creativity and consistency were instrumental in growing our online presence.

Thank you to Alice, Angela, and Emily for your behind-the-scenes work to ensure that the committee runs smoothly—it does not go unnoticed. Special thanks again to Phoebe for her leadership and initiative, particularly with our social media outreach.

Finally, I want to extend my appreciation to every member of SSFAC for your thoughtful participation throughout the year. Your contributions have led to more engaged deliberations and a stronger, more visible campus committee overall.