

Final Recommendations for Fiscal Year 2024-2025 & Committee Report

Prepared by SSFAC Chair Jose Humberto Alvarez
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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. We do 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 2023-2024 Undergraduate Cohort is \$1,230 annually or \$410 quarterly. The fee for Graduate students is \$1,254 annually or \$418 quarterly.

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 our VCSA support staff recommended allocating limited permanent funding as they accommodate themselves to the new Impact 23 financial system. Our committee's work is detailed by quarter below:

Fall Quarter 2023

During the fall quarter, SSFAC provided orientation to committee members, informing them of the budget call processes and context surrounding the Student Services Fee. We elected Chukwufunanya Ikechukwu as SSFAC Vice Chair and welcomed new undergraduate members, Grace Su and Andrew Wong. VCSA support members Luis Alvarez and Alice Chavez presented a new template narrative budget document, which they hoped would provide sufficient information and context from departmental budgets, which SSFAC oversees. The SSFAC committee started the year missing two committee members; by the end of the quarter, we reviewed and voted to accept undergraduate member Cameron Springer and graduate member Payton DePalma into the committee.

Winter Quarter 2024

During the winter quarter, we welcomed new student committee members Cameron Springer and Payton DePalma. SSFAC requested presentations from campus departments receiving Student Services Fee funds for the 2023-2024 fiscal year. We tasked these departments with completing our new budget narrative documents and providing the committee with context regarding their budget needs. We reviewed twenty-nine budgets and heard presentations from twenty-seven campus units. Following the precedent set by previous chairs, I assigned committee members to four separate subcommittees, and I chose four student members to serve as chairs for their respective subcommittees. Our VCSA support member Alice Chavez created a secure document for SSFAC committee members to store notes on the presentations we received from units. I tasked these subcommittees with writing down notes on their respective unit's presentations, preparing follow-up questions, and I asked each chair to assign responsibilities to their members, as necessary. This quarter we had difficulties with facilitating committee conversations under hybrid modality. I attended the UC Council of Student Fees (CSF) 2024 Winter meeting and reported on the UC Riverside committee status. I was informed by CSF committee members that they were concerned about UCR's hybrid modality, because all other UC Student Service Fee Advisory committees have since moved to completely in person. Additionally, I was previously Vice Chair, I recommended that SSFAC should have a social media Instagram page to help with recruiting new members and educate the UCR community about the student service fee. I was made aware at the Winter CSF meeting that almost every other UC campus had an Instagram page for their respective SFAC committee. Additionally, my committee wanted to promote our presence on social media so, after a conversation with UCR's Social Media manager, we started

our own Instagram page. Finally, I tasked each subcommittee with reviewing their budgets from their assigned units, and preparing follow up questions for them, which would communicate to them over email.

Spring Quarter 2024

During the spring quarter, I made the decision to move our committee meetings to being completely in person. Although the beginning of spring quarter started with a big change to only in-person meetings, committee conversations improved significantly, and we only failed to meet quorum once this quarter, compared with significant issues meeting quorum the previous year. The approval of our SSFAC Instagram led to working together to produce social media posts, alongside committee recommendations. I want to thank our committee member Grace Su, who assisted with creating some of our social media posts. This quarter UCR served as the host for the CSF 2024 Spring meeting, which we held at the UCR Alumni & Visitors Center. My committee assisted with recommendations on how to appropriately host this UC meeting, and I am extremely grateful to our campus partners at the Alumni Center and Citrus Grove, who assisted with exhibiting UCR excellence to our UC colleagues. Subcommittees reviewed their respective units' budgets and sent out follow up questions through email to department heads. We took those departmental responses into consideration, when determining subcommittee recommendations for budget allocation. This year's budget allocation was a much more difficult conversation because we received very large funding requests from our units. Although our committee wanted to fully fund the units and certain initiatives, this year's funds necessitated very difficult decisions, fortunately having meetings in person allowed for more nuanced conversations to take place. We sent out tailored responses to units about their approved funding however, I recommend that in the future, we notate the reasons why funding was not approved and notate it in the approved funding letter to departments. Our committee recommendations for the budget allocation will be included later in the document; for the most part, our committee prioritized funding programming, student employment, and professional development for students. Lastly, I am extremely grateful to the 2023-2024 SSFAC committee members for their assistance with responsibilities assigned to us by the University. Lastly, I would like to thank our committee member Phoebe, who was unable to attend some meetings, but as an alternative designed five social media posts in collaboration with numerous units on campus.

Final Recommendations for Fiscal Year 2024-2025

SSFAC FY 2024 - 2025 Allocations	Final Recommendation TEMP	Final Recommendation PERM
Grand Total of Recommended Allocations	<u>\$1,594,400</u>	<u>\$680,000</u>
African Student Programs	<u>\$49,000</u>	<u>\$0</u>
1. 828 Summer Bridge Program		
2. Student Staff Salaries		
2. SA benefits		
3. Professional Development Funds		
4. No Boundaries Alternative Break Spring		
5. Upgrading Technology & Office		
Asian Pacific Student Programs	<u>\$31,000</u>	<u>\$0</u>
1. AAPI Graduation		
2. Student Conference Travel		
3. Graduate Student Programming		
4. Printing/Reprographics and Media		
Chicano Student Programs	<u>\$122,500</u>	<u>\$0</u>
1. Student Assistants-8 Students Total (\$16/hr x19hrs x 40 weeks)		
1. Student Assistant Benefits @ 1/8% (FY24 Rate)		
1. GAEL-GAEL at 2.3% (FY24 Rate)		
2. Graduate Student Assistant (GSA)- (1 student \$21.08/hr w/16 hrs/40 weeks)		
2. GSA Benefits @1.8% (FY24 Rate)		
2. GAEL- at 2.3% (FY 24 Rate)		

3. Graduate Student Programming/Support- Student Travel/Programming		
Undocumented Student Programs	\$141,000	\$0
1. Butterfly Project		
Middle Eastern Student Center	\$109,000	\$0
1. UC SWANA Conference		
2. Middle Eastern Week		
3. MESC Gala		
4. Graduate & alumni student assistant salary- (570 hours for the year at \$20/hr)		
4. SA Benefits- Benefits @1.8% (FY24 Rate)		
Native American Student Programs	\$38,000	\$0
1. Student Salaries- \$16.00/hr X 12 hrs/wk X 48 weeks		
1. Benefits		
2. Native Graduation Banquet		
Dean of Students	\$41,000	\$0
1. Building Our Common Ground		
4. Speakers/Presenters and General Programming		
6. VCSA Student Affairs Awards		
AVC Health & Wellness	\$0	\$250,000
1. Mandatory Payroll Services Assessment		
1. Mandatory UCOP Assessment		
Student Conduct	\$29,000	\$0
1. Simplicity		
2. Copier Lease/Maintenance of Panic Alarms		
3. Mandated Travel		

4. Training Supplies		
5. Front Desk Student (\$18 per hr/19 hrs per wk/40 weeks)		
6, Front Desk Student Benefits- benefits @1.8%		
Student Affairs	\$317,000	\$430,000
1. UCOP Assessment Fees		\$150,000
2. Shared Service R33		\$250,000
3. Commencement 2023		
4. Commencement 2024	\$81,985	
5. SSFAC Student Stipend Augmentation and Salaries+ Student (12 months)		\$26,500
6. CBR for SSFAC Student Augmentation 1.8%		\$500
7. FY24 SSFAC Student Stipend Augmentation and salaries+ Student (12 months)		
8. FY24 CBR for SSFAC Student Augmentation 1.8%		
9. CSF Meeting	\$4,400	
10. SSFAC General Expenses		\$3,000
11. University Highlander Pep Band		
12. Spirit and Team		
13. Digital Media Specialist Position		
Student Life	\$108,000	\$0
1. Leadership and Service Programmatic Support		
2. Student Organizations Programmatic Support		
3. Spirit and Traditions Programmatic Support		
4. Team Scotty (Mascot) Student Employee Salaries		
5. Student Life Student Employee Salaries		

6. Student Employee Salaries – Leadership and Service Programs		
Campus Advocacy, Resources, & Education	\$127,000	\$0
1. Sexual Assault Primary Prevention for UG & Grad Students		
1. Student Employees		
1. Student Employee Benefits		
1. Student Leader Engagement & Peer Education Training		
2. Student Leader Professional Development		
1. Healing and Empowerment Services		
1. Emergency Basic Needs (transportation, clothing, selfcare kit, etc.)		
Case Management	\$33,000	\$0
1. Student Assistants		
Counseling & Psychological Services	\$58,500	\$0
1. Protocall Services		
The Well	\$147,000	\$0
1. Health Education and Health Promotion Programming		
2. Alcohol Online Education		
3. Student Staffing		
4. Mental Health Education/Suicide Prevention Outreach		
5. Peer Engagement		
6. Graduate Student Well-Being Liaison		
Graduate Student Association	\$9,400	\$0
1. Gradbash		

Career Services Center	\$132,000	\$0
Funding for Work-Study Program Graduate Assistant		
Graduate Student Benefits		
Funding for Learning Aligned Employment Program (LAEP) Graduate Assistant		
Graduate Student Benefits- 1.8%		
Funding for Hiring & Training Student Interns		
Student Assistant Benefits		
Funding for Technology to Scale Services and Serve as Infrastructure for Campus Collaboration		
AVC – DOS-Foster Youth Student Services	\$18,000	\$0
Rent/Lease for FYSS resource center		
Summer student internship		
Student Benefits – composite benefit rate of 1.8%		
Veterans Resource Center	\$84,000	\$0
Student Salaries		
Operations		
Programming		
Outreach and Marketing		
Professional Development		
<i>Total of Funding Perm</i>		\$680,000
<i>Total of Funding Temp</i>	\$1,594,400	
<i>Grand Total of All Funding</i>	\$2,274,400	

Future Considerations

I encourage future SSFAC leadership and staff to take into consideration the following recommendations, for the improvement of internal and external SSFAC processes.

Chair Recommendations

As Chair, I have really stressed that our task is important, so I assigned note takers for unit presentations, asked subcommittees to create follow up questions, and have asked committee members to write down meeting minutes when our secretary was not available. SSFAC should be a student led committee, I believe that we should ask our committee members to be more engaged with committee work so they can appreciate the work they provide and see the value in it; I appreciate the support that our VCSA support members provide, but I want to see the committee members assume more responsibility. Thus, I also wanted our committee to be involved in the student referendum process because our committee is not very busy in the fall, which is when we would be involved in the process, and this would standardize us with other SSFAC committees across the UC system. I still firmly believe SSFAC can and should be involved with the student referendum process, in advising referendum proposals about whether their necessary for the student population.

I recommend that if a student member should need to complete an alternative assignment that this should be spent tabling for recruitment, equivalent hours missed, at the Bell Tower or creating sufficient department testimonials to post on our Instagram, highlighting SSFAC committee's impact.

I also recommend that in the future SSFAC subcommittees should draft letters explaining our budgetary decisions to individual organizations. We should strive to demystify the funding and recommendation process to the university community, and previously organizations were never informed why their requests were not funded. This year, I really wanted to advocate for fully funding Undocumented Students Programs and Middle Eastern Student Center and we simply could not because our budget was very limited; these organizations should know that their budget requests were strong and future committees should inform organizations of the various factors that led to them receiving funding, whether partially or not at all. Increased transparency with organizations might lead to more fully fleshed out budget proposals and thus stronger requests.

My last recommendation and concern for the committee is our recruitment efforts. We do not receive enough SSFAC applications each year to adequately evaluate and recruit members. Usually, if we receive few applications, everyone who applied most likely receives a position. In the past our strongest recruitment efforts have been word of mouth from committee members telling a friend or colleague. I believe that committee member participation will increase for SSFAC if we are recruiting from a wide variety of students across campus. I believe a lot of students would be excited to serve on this committee if they knew it existed and the impact of the work we do.

Vice Chair Recommendations

As Vice Chair, I would recommend proposing a posting schedule for social media posts and aiming to post possibly at least 3 posts on Instagram per quarter. The Vice Chair should also create a master list of UCR newsletters, emails of department heads, to have a way of sending promotional materials to increase reach of SSFAC. The Vice Chair should also be present for a majority of SSFAC preparatory meetings, at the discretion of the Chair.

Committee Recommendations

The committee recommended that we pursue tabling for recruitment purposes next year. We should consider creating some swag merchandise to give out to students, this will help get our name out there.

Committee member Cameron Springer advocated heavily for funding of Highlander Link Event pass because, in his previous experience with clubs on campus, he believed that this software would truly save lots of volunteer hours on campus and improve events offered on campus. He strongly recommended that Student Life seek funding for this software again, in the future, but unfortunately, we couldn't prioritize funding it over other unmet needs this year. However, with our "block" funding approval, the department can re-budget their unmet needs and cover some of this need.

SSFAC Student Survey Report

2023-2024 SSFAC General Student Population Survey		
<i>Total Responses: 327</i>		
How did you hear about SSFAC?	%	N
Instagram	2%	7
Student Service Center	9%	30
Orientation	6%	19
Friend/Colleague	1%	3
Faculty/Department	4%	13
I do not know what SSFAC is	61%	198
Other (please specify): <i>(See comments)</i>	16%	53
Total	100%	323
What is your academic standing?		
Undergraduate	71%	229
Graduate	29%	94
Professional program	0%	1
Total	100%	324
Which Academic college are you a part of?		
CHASS College of Humanities, Arts, and Social Sciences	36%	115
CNAS College of Natural and Agricultural Sciences	28%	92
BCOE Bourns College of Engineering	18%	59
UCR School of Business	9%	30
UCR School of Medicine	1%	4
UCR School of Public Policy	1%	4
UCR School of Education	6%	19
Total	100%	323
Which student services, represented below, have you used this year? (Select all that apply)		
<i>Ethnic & Gender Student Programs</i>		
African Student Programs	3%	11
Asian Pacific Student Programs	4%	14
Chicano Student Programs	7%	21
LGBT Resource Center	7%	21
Middle Eastern Student Programs	3%	9
Native American Student Programs	1%	3
Women's Resource Center	8%	27
None of the above	2%	6
<i>Administration</i>		
AVC- Health and Wellness	4%	14
AVC- Dean of Students	1%	4
Student Conduct	0%	1
Student Life	12%	37
Information & Technology Solutions	13%	40
Student Affairs Administration	4%	14

None of the above	0%	0
Health and Wellness Services		
Campus Advocacy, Resource and Education (CARE)	5%	17
Student Disability Resource Center	9%	28
Case Management	3%	8
Counseling & Psychological Services	15%	48
Student Health Services	21%	68
The Well	14%	44
None of the above	0%	1
Student Services		
Graduate Student Association	14%	45
KUCR	3%	8
Early Childhood Services	0%	1
Academic Resource Center	18%	57
Career Services Center	14%	46
Financial Aid	39%	126
Office of Foster Youth Support Services	2%	7
University Advancement- Marketing and Communications	0%	1
Undocumented Student Programs	3%	9
Veteran's Resource Center	5%	15
None of the above	32%	103
Total Responses	--	319
Which student services, represented below, have you utilized the most this year?		
Ethnic & Gender Student Programs (ASP, APSP, CSP, and Etc.)	11%	35
Administration (Student Life, Information Technology Services, and Etc.)	17%	52
Health and Wellness (Student Health Services, The Well, Counseling & Psychological Services, and Etc.)	28%	86
Student Services (KUCR, GSA, Early Childhood Services, Academic Resource Center, and Etc.)	19%	59
None of the above	46%	140
Total Responses	--	307
Which student services represented below/above do you think are the most valuable to campus, personally to you?		
Ethnic & Gender Student Programs	25%	78
Administration (Ex. Student Life, Information Technology Services, etc.)	34%	106
Health and Wellness (Ex. Student Health Services, The Well, Counseling & Psychological Services, etc.)	48%	150
Student Services (Ex. KUCR, GSA, Early Childhood Services, Academic Resource Center, etc.)	38%	118
None of the above	26%	81
Total Responses	--	314
How have the student services that you use the most helped you? <i>[See comments]</i>		

SSFAC Student Survey Chair Comments

The entirety of the SSFAC student survey was not included, specifically student comments were omitted to be reviewed by the committee separately. The survey confirms that most students are not aware of SSFAC, which means we need to continue pushing our presence on campus. The survey is a bit skewed because most students utilize health services and financial aid, which are necessary towards their wellbeing on campus. I would like to note that units such as Veterans Resource Center and Foster Youth Services seem underutilized, but these services cater to much smaller populations on campus and are equally as important. I've had an opportunity to read the student survey comments, alongside the survey results; I would recommend that we keep prioritizing funding towards units on campus pertaining to health and wellness, because most students utilize those services daily, specifically The Well, who receives a lot of student traffic. We did get students who spoke specifically to the Ethnic and Gender programs, and Veteran Resource Center, because, even though they are not as frequently utilized, those units provide necessary safe environments for marginalized students. A flaw with our survey, which future SSFAC committees should consider, is the inclusion of units such as Financial Aid and Academic Resource Center which still receive SSFAC funding, from previous committees, but are no longer available to receive additional funding for unmet needs; their inability to receive new SSF funds is due to change in our organizational bylaws, which does not allow funding organizations that serve essential, academic, structural, and institutional functions of the university, we can only fund recreational and non-academic unmet needs. We still have budget oversight over these organizations, because they receive permanent funding, but having included them in the survey will only confuse students as to which organizations can still receive SSF funds. SSFAC committee doesn't benefit from understanding how much offices like financial aid get utilized, because it's such an essential service, to the daily operations of the university, that obviously it receives a lot of student traffic.

Bylaw Amendments

The following Bylaw Amendments were approved by the committee

Article III: Members

Sec. G: Remuneration of Student Members

1. The student members of the Committee may be compensated for their service with the exception of all Ex-Officio members which will be unpaid appointments.
2. Calculation and payment: Remuneration shall normally be computed on the basis of the participation requirements listed below. Committee members will receive a stipend at the end of each quarter of which they are actively participating in the committee. Similarly, the Vice Chair shall receive quarterly payments plus an additional \$3,000 stipend at the conclusion of the Academic year and upon completion of all Vice Chair duties. The Chair shall receive quarterly payments plus an additional \$6,000 stipend at the conclusion of the Academic year and upon conclusion of all Chair duties. All stipends shall be paid according to current University policy and processes, with every attempt made to pay committee members their stipends on a quarterly basis. All stipends shall be prorated for length of service, if applicable.

Participation Requirement: Members must attend at least 60% of all scheduled quarterly meetings in order to receive full payment as described

Article IV: OFFICERS

Sec. A: 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 Chair. Should no nominee meet this qualification, the Committee is then permitted to select a Chair with less service on the Committee.
2. **Selection:** See Appendix A: Election Procedure for Leadership Positions
3. **Term of Office:** Term of office shall commence July 1.
4. **Duties:**

n. Will meet, at least once, to review the SSFAC bylaws with the upcoming Chair elect and will write a letter detailing the initiatives they led as Chair, challenges the committee has faced, and future work left unresolved. This letter will be shared with the Chair elect, and will be stored electronically for future review by committee members.

Sec. B. Vice Chair

1. **Qualifications:** Any voting student member of the Committee shall be eligible to become Vice Chair.
2. **Selection:** See Appendix A: Election Procedure for Leadership Positions.
3. **Term of Office:** Term of office shall be the same as that specified for all members in Article III, Sec. C.
4. **Duties:**
 - e. Will be responsible for managing the SSFAC social media page which involves consistent posts, answering any student questions, and moderation as deemed necessary by the Chair and committee.

Looking Forward-Next Year

Every Spring, SSFAC holds an election for the office of Chair for the following year. On May 22nd, SSFAC elected one of our undergraduate student voting members, Chukwufunanya Ikechukwu, as Chair of the 2024-2025 SSFAC Committee.

The election for the office of Vice Chair will be held in the Fall of the 2024-2025 academic year, once the Committee begins their official work for the year. In addition to Chair elections, every Spring, SSFAC nominates and elects new Committee members to replace departing members. This year, the committee elected the following student members to join SSFAC for the 2024 - 2025 academic year:

- Paula Cucurella, Graduate Voting Member
- Hema Sai Gopi Chivukula, Graduate Voting Member
- Rishika Salvi, Undergraduate Alternative Member

Acknowledgements

SSFAC Officers

Jose Humberto Alvarez, Chair and Graduate Voting Member

Chukwufunanya (Funanya) Ikechukwu, Vice Chair and Undergraduate Voting Member

Student Members

Shih (Phoebe) Ching Lee, Undergraduate Voting Member

Grace Su, Undergraduate Voting Member

Ruhi Barman, ASUCR Internal Vice President

Andrew Wong, Undergraduate Alternative Member

David Nikom, Graduate Voting Member *

Payton DePalma, Graduate Alternative Member

Cameron Springer, Undergraduate Alternative Member

Faculty and Staff Members

Sally Tavizon, Voting Member

Scott Currie, Voting Member

Rong Hai, Voting Member *

*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

SSFAC Support Staff

Alice Chavez, VCSA Staff Support

Luis Alvarez, VCSA Staff Support

Sarai Sierra, VCSA Staff Support

Angela Chien, SSFAC Student Secretary

Ex-Officio Members

Ankita Ahluwalia, ASUCR President

Ivett Gabriella, GSA President

Luisa L. Levario, VCSA CFAO

I would like to personally thank this committee for the work we accomplished this year. We managed to transition to fully in person, which is essential for our important conversations. We had committee members Grace and Phoebe step up to support our social media efforts. I would also like to thank our other committee members for their attendance, questions, and insight. Our committee could not run efficiently without the support of Alice and Angela, who administrative support was crucial. I would like to thank Luis and Sarai for their financial expertise. Lastly, I would like to thank my vice chair Funanya for assisting me with every initiative that I led throughout the academic year.