APPROVED MINUTES OF STUDENT FEE ADVISORY COMMITTEE MEETING

2121 Murphy Hall

Thursday, January 30, 2014

**Attendees Present:**

Graduates: Alison Winje (Chair), Annie Blomberg, Randy Mai, Theresa Stewart

Undergraduates: Moneel Chand, Jazz Kiang, Janay Williams.

Administration: Maureen Wadleigh, Associate Director, CRA

Christine Wilson, Director, GSRC

Faculty: Kym Faull, Prof. in Residence

Ex-Officio: Rebecca Lee-Garcia, Academic Planning and Budget

Advisor: Marilyn Alkin

Guest: Monroe Gorden, Associate Vice Chancellor, Student Affairs Administration

Robert Naples, Associate Vice Chancellor Student Affairs Administration/Dean of Students

Absent: Nancy Greenstein, Jas Kirt

1. **Call to Order:**
* The meeting was called to order at 9:05 am.
1. **Approval of Agenda:**
* A motion was made to approve the agenda. The vote to approve the agenda was unanimous.
1. **Discussion of Minutes Format:**
* Minutes will be written in note format rather than in narrative format.

**Alison Winje** – asked that if anything in the draft minutes is unclear clarification should be sought during the review and correction process.

1. **IEI Discussion:**

**Rebecca Lee-Garcia –** Don’t have a written proposal for the committee but will have one for next week’s meeting. Less than 10% of courses do not charge an IEI fee. 80% of those courses are in Arts and Architecture, the rest are pretty much in Letters and Science. 28% are lecture courses, 25% are studio courses, 22% are Activities, 20% are seminars the majority of which are in Letters and Science. These courses average 2.5 credits per course.

**Annie Blomberg** – I don’t think there are students who are taking all studio courses.

**Randy Mai** –I want to know what the undergraduates feel.

**Moneel Chand** – I’m leaning toward yes, this is a small dollar amount which evens out in the end.

**Marilyn Alkin** – asked about the process of informing departments if the proposed IEI fee change is adopted.

**Rebecca** – will have to work with administrative departments such as the Registrar and Financial Aid to work out implementation before academic departments are informed. Glyn would like to get this done as fast as possible but that may not be until Fall quarter.

1. **CSF Meeting**

**Moneel** confirmed that he is going to the CSF meeting February 8-9.

**Theresa Stewart** said she also can go

**Alison** – Asked Moneel to give Theresa the information. It would be great if you could both go because you will both be continuing members.

1. **Unit Reviews**

**Alison** - next week should be the unit review discussion. Randy, Theresa, And Alison’s group should go next week. Kym’s group will go the following week.

On the original list of the units to be reviewed Professional Development Workshop and Career Workshop are listed as two different things under the grad division but I think they are the same thing. And we are missing Graduate Fellowships. My group will take Graduate Fellowships.

1. **EMG Visitors / presentations**

**Robert Naples Associate Vice-Chancellor Student Affairs Administration/Dean of Students**

Probably no area has seen the benefits of SFAC’s interest and involvement as much as Counseling and Psychological Services (CAPS). You deserve a lot of credit for recognizing that it’s an intense need on the campus, as it is everywhere.

Staffing increases over the last couple of years have allowed us to increase the number of individual counseling, group counseling and psychiatric visits.

Seeing increased service utilization. 3,800 individual students, grads and undergrads, 10% of the student body, this past fall which is a 24% increase over a year ago.

Number of visits in Fall of 2013 was 11,500, a 44% increase over two years ago. Significant increase over two years, much of it was the result of the support from SFAC.

Doubled our Wellness Skills Group doing skill building on emotional resiliency, stress tolerance, managing anxiety and depression.

Extended hours are in effect Monday-Thursdays 8am-8pm.

CAPS has 3 satellite centers at:

* + 1. LGBT Center - 3 days per week
		2. Acosta Center - Serves student athletes 2 days a week
		3. Presence in Powell library – including wellness, stress management and finals relief programs.

Other SFAC supported programs include:

* + Care Sexual Assault Certificate training.
	+ Suicide Prevention Gatekeeper training.
	+ Twice quarterly 8-hour intensive mental health first aid training for students, faculty and staff began last summer.

Some concerns we have:

Currently we have 4 psychologists and 1 psychiatrist that SFAC funded on a temporary basis. American Foundation for Suicide Prevention gave support for 2 psychologists and a clinical assistant for a 3 year temporary term. Concerned that the grants and the temporary contracts end in June so we will be losing those positions. Loosing those 6 psychologists would be a devastating setback for the program. We’re trying out to figure out the best way to address that.

We also have 5 ½ psychologists that SFAC funded through June 2015.

Temporary positions make it difficult to get the best because people want permanent positions. So it is an issue that’s going to have to be addressed.

We’d love to take a look at permanent funding and we know SFAC has limitations regarding what you’re able to do.

Goals:

* + Constantly working to reduce wait times and waitlist.
	+ Looking to improve our quality and our outcomes.
	+ Cranking out more data about what we’re doing because we’re accountable to a lot of entities.
	+ Begun looking at evidence-based on line group and tele-psychological options because not everyone can get to campus.
	+ Emphasizing bystander intervention skills, stalking and intimate partner violence, and peer-training.
	+ Sexual assault coming at us from a lot of different directions and we’re doing our best to stay on top of that issue.
	+ Will probably look at adding to the satellite sites.

Liz, the director of CAPS, would be happy to come and talk more.

**Kym Faull** - is the American Foundation for Suicide Prevention grant renewable?

**Robert** - No. My understanding is that it’s seed money and they expect you to pick up the funding at the end of the grant. We would like to fund the positions because they have been pretty effective.

**Kym** - So you’ll be coming to us to pick that up?

**Robert** - I’m not certain about that at this point. I just wanted to give you the framework of what we’re addressing.

**Kym** -When will you know how you’re going to handle that?

**Robert** - I don’t have an answer to that.

**Alison** - Is the problem of wait times caused by not enough of staff or not enough space?

**Robert** - Never seems to be enough psychologists, never seem to have enough space. Liz has looked at national averages of number of staff per student established by mental health associations and we’re nowhere near there. I doubt that anyone in the country is at the recommended level.

**Jazz Kiang** - What is CAPS’ outreach plan to address stigma about mental health in some communities?

**Robert** - Stigma has gotten better but it is still an issue in many communities. We try to talk about it when we can with communities which have growing populations on the campus but are still underserved. Would like to meet with more student organizations to talk about CAPS. A lot of times it’s a stigma with parents and families so at orientation I will talk with parents about CAPS and the normalcy around it. We go to classrooms and residence halls to do outreach. Very cognizant of the fact that some populations have a stigma around it and are constantly looking for ways to address that. Liz can show increase in numbers by ethnicity.

**Annie** - Do you collect data on student satisfaction with services?

**Robert** - I don’t have it, but yes.

**Monroe Gorden, Assistant Vice-Chancellor, Student Affairs Administration**.

Overview of departments:

Information Technology -2 ½ - 3 years ago we decided to consolidate our IT units within student affairs to become a lot more efficient and effective. We had had a lot of concern about staff trajectory and wanted IT staff to feel like they have a path for promotion to higher levels. You don’t have that when you have isolated IT units in different departments. We also wanted to take advantage of economies of scale in implementing certain initiatives within the division and the organization. It’s more difficult to do that department by department. We wanted to provide real world solutions to things that we saw on the horizon.

Student Affairs Information Technology - information technology arm does a lot more of the programming – e.g. websites, working with other divisions it also spearheaded the MYUCLA site.

Office Technology Center - OTC handles systems administration and desktop support. Consolidated our servers so we don’t have disparate servers within Student Affairs Looking at having a true core for desktop support- finding good people to do that can be a challenge.

SAIRO – Student Affairs Information and Research – The main hub of assessment in student affairs. Collection of satisfaction information starts through SAIRO. Works with Campus Labs, an external vendor, which helps us put together dashboards to collect and interpret information. We are very assessment heavy. The Vice-Chancellor wants to make sure that all our decisions are made based on valid numbers and assessment. This will allow us to make better decisions over all.

Dashew Center for International Students and Scholars. - One of the successful initiatives is I-Start which allows students coming to campus to get training on policy and legal issues before they arrive. This enables students to enjoy their time when they arrive rather than sitting in meetings learning regulations.

There is a challenge in having staff funded through temporary money. It was right to fund temporary positions because the services were needed. We’ve been successful in extending the period of time staff could be in contract positions. But we’ve got to think about how we are we are going to permanentize these staff. Not asking SFAC to solve challenge, but wanted you to know about it.

Office for Students with Disabilities. Source of a lot of pride for us. See over 5000 students per year. One of the areas with the sharpest increases in number of students being seen. Will continue to rise as the stigma around going to the office for assistance diminishes. Brand new director started in November. Slew of new initiatives to modernize and to continue our outreach to faculty and students. Lot of questions from faculty re: accommodating students. Started reaching out to faculty, going to department chairs to give general overview of what it means to accommodate students.

Looking to use technology to increase the ways in which were able to provide services to students e.g. laptops and I-Pads to help students who need to take notes in class. We’ve had difficulty getting note takers esp. in certain areas like in engineering, even though it’s better at UCLA than other places. Need to leverage technology to ensure we can deliver timely notes.

Students Information Technology developed system to give real-time data on who is coming into the office, and why, what the trends are, where we can find synergies. OSD is one of the first offices to use the system.

Career Center – Came to SFAC a year ago and gave presentation. This is an exciting time with new partnerships. Received money to assess grad student services trying to bolster those services. Hired in two people with temporary funding to focus on the workshops, conferences career fairs and other services for grads. Will report out later about meeting with Business Science Center in the Medical School and the graduate division about how those talks have gone. Coming out of funding form last year we created a collaborative between Grad Division, Student Affairs, Business Science Center, and Alumni representatives to talk about competencies for grad student career services.

Registrar’s Office, ADA 504 Compliance Office and Loan Service and Collections are other divisions of Student Affairs but they are not SFAC-funded.

Vice-Chancellor is supportive of SFAC and wants your opinion as we move forward on these initiatives.

**Christine** - What is the prescribed amount of time for temporary contracts?

**Monroe** – Human Resources policy is 4 year. We’ve extended that for another 4 years. We are 3 years in right now so we have 5 years left.

**Christine** – This is important for us to know because if governor gets his way and fees don’t go up we’re not going to have anything but temporary money for another three years at least.

**Alison** - Where do you hope the Dashew center goes in the future as we’re bringing in more international students?

**Monroe** - One of biggest priorities is normalizing the experience of international students across campus. Dashew center is conducting workshops to give information about international students so staff can ask “what does this mean for our area?”

**Alison** - What is Dashew’s relationship with CAPS?.

**Monroe** - Very strong relationship. CAPS has orientation session with the international students when they arrive. CAPS confers with Dashew staff to find out what the needs are of international students.

Discussion:

**Kym** - Regarding the issue of temporary funding, would a stop-gap measure be to recommend money for more than one year so they can say to job candidates they have multiple years’ worth of funding?

**Christine** - Historically we didn’t fund positions out of temporary funds but found ourselves in the position of having temporary dollars and a host of needs so we decided to fund temporary positions for two years. We were breaking new ground already with that. Can we extend it? We have projections that take us out four years and we know the situation probably is not going to change and it may be worth looking at. Probably have to talk it over with the budget office, look at the allocations and the remaining temporary money.

**Kym** - If we keep getting temporary funding every year, why can’t we convert it to permanent?

**Rebecca** - In five years you run out of permanent money because it will have been used to cover benefits shortfalls. Benefits costs will continue to increase.

**Christine** - But if we project out the temporary money we are spending, and continue to fund what is temporarily funded we pretty much deplete that money in about 4 years we but do not go into deficit.

**Rebecca** – You’re asking if this SFAC can commit future SFAC’s to funding positions?

**Christine** -Yes it does bring up the issue of taking away the voice of future SFACs but there is this issue of planning and hiring the best people.

**Kym** - That’s a very valid concern

**Allison** - I think we should continue this discussion with the numbers in front of us before we send out for the call letter or make any recommendations.

**Marilyn** – Rebecca can you have that data for us for the meeting in three weeks?

**Rebecca** – I can update the forecast.

**Allison** - We will do unit reviews the next two weeks, and then send out response to the units and then 7th, 8th , 9th week we’ll be drafting temporary call letter if we decide to do that.

A motion to adjourn was made and seconded. The motion passed unanimously. Meeting adjourned at 10:12