STUDENT FEE ADVISORY COMMITTEE MEETING

A-239 Murphy Hall

Wednesday, October 22, 2014

**Attendees Present:**

Graduates: Theresa Stewart (Chair), Erik Peña, Nicole Robinson

Undergraduates: Moneel Chand, Alexia Gonzalez, Janay Williams, Angela Yip

Administration: Christine Wilson, Director, GSRC

Maureen Wadleigh, Associate Director, CRA

Nancy Greenstein, Director of Police Community Services

Rebecca Lee-Garcia, Academic Planning and Budget (Ex-Officio)

Faculty: Thomas Vondriska, Associate Professor

Advisor: Marilyn Alkin

**Absent**: Michael Soh

**Call to Order:**

The meeting was called to order at 4:08 p.m.

1. **Approval of Agenda**
	* 1. A motion was made by ***Nancy Greenstein*** to approve the 10/22/2014 agenda and seconded by ***Alexia Gonzalez***. This vote was unanimous.
2. **Review of Handouts**
	* + 1. Budget handouts
			2. CSF documents
			3. Development on Unit Review process
		1. No motion necessary
3. **Review of Minutes**
	* 1. A motion was made by ***Nicole Robinson*** to approve the 10/15/2014 minutes as amended and seconded by ***Nancy Greenstein***. Nine members voted to approve. ***Theresa Stewart*** abstained to vote because she was absent.
4. **Budget Presentation**
	* 1. ***Rebecca Lee-Garcia*** explained that these APB creates budget reports every year and sends them to the Office of the President and they also get posted on the SFAC website.
			1. Campus Hierarchy- Student Affairs has 5 divisions, 5 subdivisions, and 29 departments. Although the Organization chart has changed, it doesn’t affect the budget piece.
			2. Permanent & Temporary Funding Definitions
				1. The fiscal year is from July 1 to June 30. We are currently in the fiscal year of 2014-15.
				2. Permanent funding is the amount of funding given on a reoccurring basis.
				3. Temporary funds is a one-time funding.

What is the difference between temporary continuing versus permanent funding? For example, paying for a person on temp funds on a continuing basis

They must request it again the next year and cannot assume they will already receive the funding. Ex: SFAC pays for an Assistant Director but if it is temporary continuing, what happens when it doesn't continue. To make it permanent, it would come out of SFAC's bucket.

* + - 1. Student Services Fee
				1. $972 is collected each year from all undergraduate and graduate students

There was a fee increase from $900 to $972 in 2011-12 which provided additional funding

Does not foresee an increase of enrollment or fee increase this year

* + - * 1. $972 multiplied by “Number of students” subtract "Return to Aid (Financial Aid)" equals “Total Student Service Fee Revenue”

On July 1

Permanent budget is dispersed to Units

The leftover goes to SFAC temporary funding bucket

On August

Based on SFAC recommendations and those approved by Chancellor, the temporary funding dispersed to Units

* + - 1. Benefits & Salary Increases
				1. UCRP is the retirement plan which has been increasing.
				2. Benefits expenses have been increasing

2014-15= 14.72%

2016-17 estimated about 15%

* + - * 1. All departments increased 3%  (cost of living expense increase) in permanent budget

How this affects SFAC

Every 2 years, SFAC votes on whether to recommend to cover any benefit expense shortfalls and COLA increase

SFAC will need to vote on this issue this year

* + - * 1. Covering benefit shortfalls

2 Scenarios

If SFAC recommends covering benefit rate for departments out of the permanent funding, this reduces SFAC’s permanent funding that could go towards other programs.

If departments cover the benefit shortfalls, it reduces departments permanent funding that the departments can put towards programming.

Some departments (such as Recreation) have sales and service to generate more money but some departments (such as BRC) solely rely on 20000 funds (Student Services Fees funds) for staffing and operational needs.

* + - 1. Forecast
				1. If we continue to fund the temporary and benefits shortfall, and cost of living increase, ***Rebecca Lee-Garcia*** will show what it will look like in the forecast.

***Rebecca Lee-Garcia*** plans to have the Forecast by next week.

* + - 1. Reading Financial Reports
				1. Trend Reports show all departments’ with permanent budgets

Shows the past 6 years, how they spent in revenue, salaries, benefits, surplus/deficit, and ending balance in their account on June 30.

* + - * 1. Variance Report

Shows the last 3 years, departments’ permanent budget, approved/temporary budget, and what they actually received. This report is good for details.

* + - * 1. Provided a handout showing what departments received from Student Services Fee Funding 2013-14. Does not include mental health budgets.
				2. Provided a handout for 2014-15 SFAC budget

This SFAC will make recommendations for 2015-16 and 2016-17.

Estimated ending balance is 12.6 million dollars. Must take into account how much to reserve for next year's SFAC.

1. **Unit Review/Funding Request**
	* 1. ***Janay Williams*** led the discussion.
			1. Part A- Unit Review has 8 questions. Question 4 is not solidified. All Units would do this every year.
			2. Part B- Only for Units that are requesting funding. Total of 7 questions.
				1. Based on the discussion from Question 7 in the Funding Request questions, it was discussed that all units will fill out Unit Review once. Then units will need to complete a Funding request questions for each request.
		2. Questions in the Unit Overview and Evaluation and Assessment
			1. Question 2- ***Maureen Wadleigh*** asked if regarding the Org Chart information on FTE is helpful in the Unit Review. ***Thomas Vondriska*** suggested asking what percent of your department’s budget is out of SFAC (Student Services Fee) permanent and temporary funding added as Part A and B in Question 2.
			2. Question 2- ***Maureen Wadleigh*** asked whether SFAC will be funding new positions. ***Nancy Greenstein*** reminded that last year, this question was restricted to student positions. SFAC will vote on whether or not to fund new positions in the future.
			3. Question 4 needed to be discussed by the group. *Describe how your unit ensures that students are aware of the available services and programs provided by your unit.*
				1. ***Maureen Wadleigh*** liked asking direct questions of how do you market these programs and services to students
				2. ***Christine Wilson*** - Suggests asking what student demographics are attending and where do you need more outreach
				3. There was a discussion regarding this question on whether we are asking if students are aware of the service or are they using these programs/services
				4. It was decided to change the question to:

“Describe in detail the mechanisms used to publicize your services directly to students.”

* + - 1. Question 8 was changed to “What is the role of students in the design and implementation of your services?”
		1. Questions in the Funding Request section
			1. Question 7, ***Maureen Wadleigh*** asked if the question should incorporated in Question 1. ***Rebecca Lee-Garcia*** stated that if a Unit had multiple requests, each individual request would be described in Question 1 and Question 7 would be a consistent the total cost.
				1. See Section V.i.2.a. for outcome
			2. Question 6 was moved back to the Unit Review questions.
		2. Moving forward
			1. SFAC’s internal deadline to solidify these questions and cover letter is Week 7.
			2. ***Janay Williams*** said SFAC needs to come up with a new name instead of "Call Letter," "Unit Review."
			3. ***Janay Williams*** will have the subcommittee to meet for the “Call Letter” to explain criteria, how the process has changed, limitations, priorities, timeline, etc…
1. **Website Info**
	* 1. Please submit your biography and picture to KC Bui for the website.
2. **Student Compensation Sign Up**
	* 1. Follow up with Nadene MacDonald.
3. **CSF by Laws**
	* 1. ***Moneel Chand*** led the discussion.
			1. Article 2: Amended to cover student services fee and campus based issues
			2. Article 3: Included campus based fees and removed tuition
			3. Article 5: Listed the amount of CSF meetings per year and amended to have 4 meetings a year (as summer was now a solidified meeting).
				1. There is a conflict of interest on UCLA’s campus for Article 2 and 3. SFAC does not have input on campus-based fees. There was a recommendation to abstain from Article 2 and 3 and approve Article 5. ***Christine Wilson*** made a motion that UCLA SFAC representatives should make a statement at the CSF meeting that we honor the student government's ability to put forward referendums and do not seek to have a role in approving student initiatives. ***Nicole Robinson*** seconded it. Vote was unanimous.
				2. ***Moneel Chand*** moves that the representatives abstain from Article 2 and 3 and vote to approve Article 5. ***Alexia Gonzalez*** seconds. Vote was unanimous.
4. **Announcements**
	* 1. ***Nancy Greenstein*** announced that the Compensation subcommittee with be meeting tomorrow (Thursday) at 10am and all are welcome to join***.***
5. **Adjournment**
	* 1. Motion was made by ***Alexia Gonzalez*** and seconded by ***Erik Peña*** to adjourn the meeting. This vote was unanimous.
		2. Meeting was adjourned at 5:51pm.