

Student Fee Advisory Committee

October 22, 2012

Meeting Minutes

Present: Justin Chung, Traci Ishigo, Jason Lee, Johnson Liu, Myron Lozano, Meerae Park, Melody Wang, Elizabeth Pace, Robert Gomez, Vishal Patel

Absent: Andrea Gaspar, Patrice Kiiru, Naaz Mirreghabie

Staff: Karen Mizumoto

- 1) Meeting called to order.
- 2) Minutes from October 22, 2012 meeting approved.
- 3) 2012 Budget Questionnaire and Survey Revisions
 - a) The subcommittee met on Wednesday, October 31, to review the budget questionnaire and survey templates; Justin will provide a list of revisions to Karen to make changes to the template files.
 - b) Suggested changes include adding a table for staffing, FTE and annual salary costs by staff position, asking for more clarification and detail on the major program costs, other fund sources available to the unit, including other student fees, more information on student demographics and data on student services provided (i.e., # of student service hours). For departments who do not track student service statistics in this way, such as some of the academic student support areas, provide more general information about the students served and whatever other statistical information they may have, and provide information on the type of services provided.
 - c) The committee needs to establish and document procedures for reviewing the budget questionnaires and surveys.
 - d) The committee will determine the timeline for submissions of the surveys (tentative date will be after the completion of fall quarter finals).
 - e) The submissions will be distributed to committee members based on functions; the summaries provided to the committee as a whole should include numerical analyses and graphs. Justin and Meerae may be able to develop some formats for the displays.
- 4) Student Services Fee Budgeting Tutorial
 - a) Justin provided an overview of the Student Services Fee budgeting process and how SSF funds are managed on the campus.

- i) SFACs at other UC campuses have different levels of input regarding the SSF fund allocations. Some SFAC had ability to make extensive recommendations and input down to FTE level. Also, any changes made to SSF appropriations must go through the SFAC for review and then the SFAC makes recommendations made to EVCPs/Vice Chancellors.
- ii) At UCI, the SSF appropriation process is more decentralized.
- iii) Karen clarified that the majority of SSF allocated are accumulations of budget augmentations units have received over many years, as opposed to 'zero-based budgeting.' SSF are considered part of the campus's 'core funds' and most of the appropriations are permanent budget allocations that become part of the departments' base budgets. Permanent base budget funds are reestablished each year unless there are permanent reductions to the base budgets. Budget appropriations can then be augmented either with permanent funds, including funding for merits, ranges and other salary actions or other permanent needs, or on a current-year basis for ongoing funding commitments or for new one-time commitments. The augmentations can be made from central campus funds (in the case of merits/range adjustments, and in some cases benefits), or from the departmental control points reserves and/or from Chancellors/EVCP reserves.
- iv) For SFAC recommendations beyond the general, the committee will need to consider the overall budgets and which are impacted by budget cuts.
- v) The committee may ask Student Affairs and other organizations with large amounts of SSF fund to provide an annual report with major changes to SSF appropriations.
- vi) The committee should ask Student Affairs to send representative to speak to the committee about the Student Affairs budgeting process (about 1 hour). Karen will contact Student Affairs to set up the presentation.
- vii) The committee should also ask Intercollegiate Athletics to send a representative (i.e., the financial officer) to meet with the committee.

5) Meeting adjourned.