

Student Fee Advisory Committee

December 2, 2022

Meeting Minutes

Present: Jun Jang, Sharad Mehrotra, Parleen Brar, Shruti Gundu, Francesca Fong, Lee Bardwell, Kasey Ning, Reginald Gardner, Taeoni Norgaar, Angela Yun, Adeli Duron, Anahi Acosta, Jonathan Li, Joshua Ma

Committee Staff: Karen Mizumoto and Patti Cooper

Guest: Katherine Gallardo, Assistant Vice Chancellor, Budget Office

- 1) Approval of 11/18/22 minutes.
- 2) Assistant Vice Chancellor Katherine Gallardo's presentation
 - a) Overview of finances for campus & context for use of student fee as part of the overall financials for the campus
 - b) Various SFAC roles & expectations
 - c) Different fees: look to SFAC for recommendations
- a) Overview of campus finances
 - i) Overall campus financial picture: general campus activities are mostly comprised of academic units and support units (~1/3 of campus activities) + COHS (~1/3) + teaching hospitals (Orange/UCIMC and Irvine = a little more than 1/3).
 - ii) Campus revenue chart:
 - (1) Blips on chart – COVID-19 impacts to auxiliary units (Housing, Parking no/reduced revenue) offset by increases to investments (financial mkt performance). The campus is kind of back to where we are after opening up operations.
 - (2) Bottom two sections, student tuition + fees + state appropriations = core operating resources supporting instruction and research. Tuition and fee funds are a lot flatter than the rest of the campus sources; most tuition and fees have been relatively flat for the last decade, except for 2018 and up until this year. In July 2021, the Regents approved a tuition stability plan effective for 2022-23, that makes a commitment to set of undergraduate student cohorts to pay the same amount UC systemwide tuition and fees for up to six years). Underlying rate structure will allow for consistent financial planning for students and well as for the campus. All of operations budgets have been getting flat resulting in some budget deficits. Once the tuition stability plan is fully implemented, budgets should be more stabilized.
 - (3) Most campuses are dealing with a structural deficits. The Provost has provided communications to the campus regarding budget stability measures impacting all campus programs except for student services. *[this does not seem consistent with Adeli's comments about Student Affairs budget cuts]*

- (4) Student fees are a portion of the yellow block (includes all student fees driven by Regents approval). SFAC has impact on how certain fees (not tuition) are approved and/or deployed.
- b) SFAC roles and expectations
- i) Overall responsibility of SFAC
- (1) Provides recommendations on Student Services Fee, Course Materials & Services Fee, Campus-Based Fees/student referendum.
 - (2) important advisory role to inform campus leadership, particularly Provost who is very interested in SFAC's perspective on major student fee issues and how to best deploy student resources to support most critical needs of students and how best to use these resources.
- c) Different fees that SFAC provides recommendations on:
- i) Student Services Fees (SSF)
- (1) SSF funds – committee sends out calls for operating reports and budget proposals.
 - (a) Call for operating report - annual report from units with permanent SSF; reporting on how SSF funds are being used.
 - (b) Call for budget proposals - most significant impact on campus operations.
 - (i) Review top priorities of student services units.
 - (ii) SFAC provides what they consider are top funding priorities and how additional SSF can best be deployed.
 - (iii) At the end, the Provost expects a prioritized list of how best to deploy new SSF funds.
 - (2) Katherine provided a graph on how SSF are currently deployed; includes historical allocations.
 - (a) As new rules are being applied, new SSF funds only go to extra-curricular activities (outside of delivery of instruction) for extra services provided to students. For instance. Athletics no longer gets new SSF (other than for permanent staff salary adjustments).
 - (b) Most funds are deployed to areas of Students Affairs; 8% goes to financial aid & scholarships (mandated). KG provided further detail on funds deployed to SA; majority to SMH and counseling; portion of SFF funds explicitly set aside for SMH.
 - (3) How to deploy new permanent SSF
 - (a) For 2022-23, the committee will have \$250k in new SSF funds + \$26,787 in unallocated permanent funds from previous years for ~\$276k. SFAC can decide how much of these total funds can be base funds and how much can be in temporary allocations.
 - (4) New permanent funds for activities continues from year to year. Campus funds permanent staffing increases for merits and range adjustments for career positions, but not for student or non-career positions (e.g., Peer Academic Advisor wage funds are fixed; if these need to be increased over time, OVPTL would need to come back to SFAC with an additional request).
- ii) Course Materials and Services Fees (CMSF)
- (1) Proposals will come to SFAC for review and recommendations.

- (2) Due to Budget Office 3rd week of December.
 - (3) SFAC reviews proposed increases to existing fees or new fees.
 - (4) CMSF are specific to course or type of course. Includes eTech fee associated with any undergraduate lecture course units on campus.
 - (5) Ultimately go to Provost & Chancellor for final approvals and shared back with this group.
- iii) Student Fee Referendum/Campus-Based Fees: 3rd type are fee that SFAC reviews are those that will go through the student referendum process. SFAC reviews proposed referendum language.
 - (1) At least one proposed referendum currently in progress.
 - (2) For any referendum language, there is consultation with campus counsel and UCOP.
 - (3) Have not seen a new Campus-Based Fee approved in the last few years; also, required quorum for the student vote has not been reached.
- d) KG provided current tuition and fee amounts for undergraduates and graduates.
- e) Q&A
 - i) Adeli: Student Affairs permanent cuts: Student Affairs areas may be requesting funding that has been permanently cut this year. Funding from other sources means % of SSF fund cut was higher because some other funds cannot be cut. The SFAC may be seeing a lot of requests that were funded previously but were cut this year.
KG: Cuts applied to campus; Student Services areas are not being hit harder than other campus units (not disproportionately cut).
 - ii) Adeli: There are no increases provided for student positions; a lot of student positions were funded [through the SFAC budget request process] last year to bring the wages up to minimum wage.
KG: Most employment impacted by inflationary factors, not just minimum wage.
- 3) Review of operating report call
 - a) Email call – revisions
 - i) Committee will vote on due date since the call is being sent out later than it was last year.
 - ii) Change the date of forum to January 13th from 2-4pm; optional for members of the committee (only Jun, Johnathan & Karen will be required to be at forum).
 - iii) Vote on forum date: Yes – 6; No – 1; Abstain - 2
 - iv) Move deadline for operating reports to 1/27/23.
 - (1) Vote on operating report deadline: Yes – 6; No – 1; Abstain - 2
 - v) No other changes In the email.
 - vi) Motion to approve operating call email with changes: no objections; motion passed.
 - b) Operating program report template revisions
 - i) Provides committee with a holistic report on what the units are using SSF and how the units service students.
 - ii) Reevaluate more extensive changes after receiving the questionnaires back during the spring quarter along with other changes for future committee operations.
 - iii) Include a box under each question to differentiate what is a question and what is an answer.

- (1) No objections, boxes will be added to each answerable question.
- iv) Motion to approve questionnaire with changes: no objections; motion passed.
- c) Financial template revisions
 - i) This information is for reporting purposes as well as to provide background for new budget requests.
 - ii) All dates/fiscal year references will be updated.
 - iii) No other changes.
 - iv) Motion to approve financial template with date changes: no objections; motion passed.
- 4) Review of budget proposals call
 - a) Email call - revisions
 - i) Update dates and fiscal year references.
 - ii) Change due date 2/27/23.
 - iii) Change forum date to 1/13/23 from 2-4pm,
 - iv) Motion to approve; no objections; motion passed.
 - b) Budget proposal template review:
 - i) Add answer boxes under each question.
 - ii) Leave maximum number of words up to units.
 - iii) Combine question 1 and question 9.
 - c) Budget proposal guidelines review
 - i) Add word "funds."
 - ii) Add bullet points under allocation priorities to provide more specific priorities such as Student FTE.
 - iii) No particular order of priorities; use bullets instead of numbers.
 - iv) Add equity and achievement to committee categories; in addition to the five listed there was a sixth recommendation category added last year.
 - v) Add language that the funding requests are intended for both undergraduates and graduates (attachment 2, second bullet point).
 - vi) Jun and Johnathan will send revisions to Karen by 12/5/22; calls will be sent out by 12/7/22.
 - vii) Motion to approve budget proposal template and guidelines: no objections; motion passed.
- 5) Updated SFAC general timeline
 - a) Budget Requests due 2/27/23.
 - b) 3/17/23 - start budget proposal review.
 - i) Last year received 13. Expecting more this year.
 - c) 3/3/23 and 3/10/23 CMSF review. Karen to compile information for each unit send to committee for review.
- 6) Other business
 - a) Stipends and DFA onboarding
 - i) Jennifer Cabrera from DFA HR is in the process of on boarding all new committee members. If Jennifer has any questions, she will contact each member individually.

- ii) Attendance record and stipends approval will be sent to VC Ortiz after today's meeting.
- iii) Stipends will likely be distributed towards the end of December for biweekly payroll (too late to meet tomorrow's deadline); and on January 2, 2023 for monthly payroll.

7) Meeting adjourned.