



Student Service Fee Advisory Committee
Friday, January 30, 2015; 4:00 to 6:00 PM
HUB Room 268
Meeting Minutes

Name	Association	Voting Privilege¹	Attendance
Alexander Taliaferro	ASUCR	X	P
Jon Cassell	ASUCR	X	A
Fernando Echeverria	ASUCR	X	A
Sean Fahmian	ASUCR	X	P
Nafi Karim	ASUCR	X	A
Iris Jiang	ASUCR	X	P
Wen-Yu Chou	ASUCR Alternate	-	P
Jordan Meltzer	ASUCR Alternate	-	P
Suraj Wadhvani	ASUCR Alternate	-	P
David Chavez	GSA	X	P
Terrance Stewart	GSA	X	P
Jason Rothman	GSA	X	A
Ted Mock	Faculty	X	P
Luis Alvarez	Staff	X	P
Cindy Flannery	Staff	X	P
Susana Salazar	Ex-Officio RP&B	-	P
Cathy Eckman	Ex-Officio VCSA	-	P
Diana Echeverria	Secretary	-	P
Sue Lillie	Staff Support	-	P
Romanie Arterberry	GUEST	-	P
Lisa Yu	GUEST	-	P
Joe Virata	GUEST	-	P
Laura Riley	GUEST	-	P
VC Sandoval	GUEST	-	P
Dean Childers	GUEST	-	P
Kennett Lai	GUEST	-	P
Janet Lucas	GUEST	-	P
Robert Smith	GUEST	-	P
Sean Cason	GUEST	-	P

P: Present A: Absent L: Late E: Excused

¹ X indicates voting privilege

1) Call to Order: **4:06 PM**

2) Approval of Agenda

Motion to Approve Agenda by Ted Mock, Second by Sean Fahmian.

Vote: 7 in favor, 0 opposed, 0 abstain.

Agenda Approved Unanimously.

3) Approval of Minutes for 1/09/2015

Motion to Approve Minutes by Sean Fahmian, Second by Luis Alvarez.

Vote: 6 in favor, 0 opposed, 1 abstain.

Minutes Approved.

4) 4:15PM Women's Resource Center – Romaine Arterberry

Romaine Arterberry: Students come to our office whether it is because they are stressed, sexual harassment, sexual assault, domestic violence, unplanned pregnancy and anything in between.

- Our office front desk is staffed by two students.
- We have a student internship program.
- Last year we established an informal lactation station.
- We work with students who balance parenting and school.
- We have established a support group called Scotty Cubs and Parents.
- There are education workshops from financial aid and the Academic Resource Center.
- We brought in Riverside County Assistance to talk about assistance that is available for students who are single parents in Riverside.
- We have the only volunteer campus safety escort system in the UC system. The Chancellor's Task Force on Safety last year funded us with an 8-seat cart to be able to take people to and from farther locations. Last year we escorted over 3,000 students.
- We established a survivor's support group where students can meet other survivors of assault.
- Priority 1 request is the \$10,843 which we are requesting to continue to have our student workers who cover the front desk. If we didn't have student assistance for the front desk, we would shut off our office.
- Priority 2 is the fingerprinting for the Campus Safety Escort Service which is required for the safety and protection of people being escorted. That is about \$70 per person. We have upwards of 50 volunteers a year. It is important we equip volunteers with working equipment. One radio is \$1800 and the battery for it is \$25. Current radios can be monitored by UCR police department.
- General Supplies \$4,350 -That escort service would be shut down if they did not have the proper equipment for their safety and for the safety of people they are escorting.
- \$2900 is for required for training for student volunteers so we can cover more of the campus.
- \$500 is for Scotty Cubs and Parents where we provide coloring books and snacks for children.
- \$5,000 for gift cards for our Campus Safety Escort volunteers. We give \$25 gift card for the campus book store as a sign of appreciation for our volunteers.

- There is a \$7862 request for our student parent assistance.
- \$3000 for speakers who have expertise in the areas we feel our students need to be educated on.
- There are two \$1000 items, one for room fees and one for media equipment so that we can set up for speakers.
- The last is the \$2000 for the collaborate programming with the other departments.

Suraj Wadhvani: How will the incremental change in funding positively affect the WRC?

Romaine Arterberry: If we don't have proper funding we will have to make decisions of what we need to eliminate. With the way things are now, we will continue to do the level of programming that has become expected of us.

Terrance Stewart: How many student received gift cards last year?

Romaine Arterberry: We had 67 gift cards. We offered \$25 for escorts and \$35 for dispatchers.

Ted Mock: Can you reiterate the cost of student assistance?

Romaine Arterberry: I have two student workers. Students can do 19 hours a week but their hours don't overlap. The cost would be \$10,483; it is a higher number because the minimum wage was increased.

Ted Mock: You have speaker fees, room rentals and media costs as separate line items. Aren't they all necessary?

Romaine Arterberry: It depends on the event. If I have an event in Hub 302, I would need a bigger projector; I may need a standing microphone or podium. The larger speaker programs would need more media use but if it's a smaller event we could use our own equipment.

Ted Mock: You can't fund speaker fees without these additional costs. It seems that should all be in one line item.

Joe Virata: Yes, they support the same thing.

Ted Mock: Why are these necessary?

Joe Virata: The student union building is funded by student fees and it's the venue most of our departments will use. Departments are charged while student orgs are not.

Romaine Arterberry: Speakers require an honorarium. We want to bring many different speakers.

Alex Taliaferro: How many students go through the safe peer program training?

Lisa Yu: The year before it was about 20 students. This time it could have been at least 25. We were given a set fee for an X amount of students.

Sean Fahmian: The set fee is 25 per person?

Lisa Yu: That includes all the other costs that are part of the program itself.

Alex Taliaferro: What are included in the cost of the program?

Lisa Yu: Promotional items, resources such as a resource page, and t-shirts.

Ted Mock: You have \$2000 for room rental and have revenue from ticket sales.

Romaine Arterberry: For the Vagina Monologues, we don't make money from that. To use it, we have to donate 10% back to V-day. The money we make goes back into the production of performance the following year.

5) Student Special Services – Laura Riley

Laura Riley: I am the interim director for student special services. We have 4 functional areas: services for students with disabilities, veteran services, voter registration and ROTC referrals. We serve students with permanent and temporary disabilities. This includes physical, psychological, neurological, learning disabilities, chronic health, among others. This year we had 851 students who were registered for either accommodations as students with disabilities or for veterans' benefits. Our staff is made up of 11.5 FTE and 10.5 are supported by the Student Services Fees. Our priorities are to obtain staff and resources and ensure students have access to benefits. We ensure we are providing outreach and training.

- We facilitate academic and nonacademic accommodations. Within our office we have the academic service center. It coordinates readers, note takers, interpreters and testing facilities.
- We offer alternate media.
- We offer access and mobility support.
- We have wheelchairs crutches, canes which we loan out. We coordinate furniture in our office for students who need modified furniture.
- We try to do some education and training programs.
- We coordinate scholarship programs.
- We coordinate federal and state educational benefits for veterans and dependents.
- We educate students regarding federal and state regulations and regarding benefits so they can maximize use of their benefits.
- We coordinate the Veteran Support Team.
- We advise students on academic and non-academic resources.
- We provide reminders for elections and registration.
- Our requests this year include the Veteran Service Coordinator.
- The second request is the Alternate Media Specialist. Without this specialist, students with disabilities wouldn't have access to coursework for certain classes.
- There are annual licenses like Microsoft licenses.
- The clockwork annual license, this is our database.
- The adaptive software allows for students to take exams.
- Smart pen program and note takers are new initiatives. This has been a successful method for students with disabilities.
- Note Takers -We had a volunteer note taking program but it hasn't been successful. Schools that are paying note takers are having more success.

Terrance Stewart: How many students do these pens help?

Laura Riley: We have been selective. The more we have, the more we can give out. We check them out to them and they return them.

Terrance Stewart: Could this an alternative to note takers?

Laura Riley: It wouldn't take away the need for note takers. Not all students can take their own notes, even with a smart pen.

Suraj Wadhvani: Why is the largest amount the lowest priority?

Laura Riley: We need to have the positions filled. We need to have a basic office functions.

Terrance Stewart: You stated you wanted a graduate student to control the smart pens.

Laura Riley: That person doesn't have to be a graduate student we need someone who is tech savvy and who can work well with students with disabilities.

5) VC Sandoval Presentation

Vice Chancellor Sandoval: Thinking about this year as a transitional year, it is clear to me that we have to peel back the layers on our programs. One of the responsibilities that I have is to step back and look at budgets and demonstrate where the need is. What my fundamental request of you is to use the balance of this process to start discussion on needs. The legacy of this committee is to leave a good sense of direction and prioritization. In the meantime, we don't want to disrupt current services. I'm proposing is more of a status quo. I have provided a spreadsheet for the recommendation of what I think you should fund. It mirrors exactly what you did last year with some exceptions. Probably the most notable is Student Life where I did a reduction of \$15,000. There's another reduction in computer software. I think you can provide a platform to help next year's committee in their decision making process.

[Handout passed out]

6) Grad Division –Dean Childers & Kennett Lai

Dean Childers: The best way to grow our graduate numbers is to keep the students we recruit and make sure they succeed. The attrition rate is 50% across the nation. For the UCs, it is around 40%. We have instituted a first year mentorship program. The attrition rate for those who go through this program is about 4%. It's extraordinarily successful. The typical PhD fellowship is about \$30,000 but if we have nearly a 50 attrition rate, for everyone who graduates we are spending \$60,000 for each student. If they don't graduate because they don't have the resources to succeed, it's money being thrown out. Our graduate writing center is run through the graduate division. We run about 2,000 students a year through it and our graduate student population is about 2700 so it has a far reaching effect. We have implemented a program that helps students write grants. When I became Dean, we averaged about one NSFGRFP a year. Since we had this grant writing program, we have had 68 of these funded and brought in \$10 million in external funds. I want to look at the cost and then the return. We're getting extraordinarily returns and we find it is very successful. We think it is necessary that we make sure that our graduate students have the opportunity to succeed.

Ted Mock: Why is that your third and fourth priority?

Kenneth Lai: We need to have staff, so our priority is to get our consultants in.

Dean Childers: Our first priority is the core of our staff. Our writing center, those are for consultants. They are not full time and are usually working 3-5 hours a week.

Terrance Stewart: How did they program turn out last summer?

Dean Childers: We had 70 students who did jump start. We anticipate we will get 20 or so.

Terrance Stewart: The summer costs, a ten week session, costs more than the whole year. Is it worth paying twice as much for 10 weeks?

Dean Childers: You're paying for more time. In the summer, our consultants work 20 hours a week for ten weeks. The full year, those are filling in. That's why it is higher.

Ted Mock: Are the priorities proportional?

Dean Childers: We would have to make selective cuts. If we got 75% we wouldn't fund everything 75%.

Terrance Stewart: How many masters student are there versus PhD students? How are you reaching out to masters' student?

Dean Childers: The writing center is open to all graduate students. We are very high PhD students relative to masters. We are about 78% PhD for our total population. We are not funded enough to reach down to masters students.

Terrance Stewart: The PhDs have the TA program you have created them.

Dean Childers: We do not run or allocate TA-ships. We train the TAs but we do not allocate TA money nor appoint them. We take over the training from the departments. We had 900 graduate students come in and three years ago we had 650 graduate students. We are growing quickly. We do not have the space or personal to make it available to every PhD student who wants it. Our mentorship can't be extended to masters students without the funding to meet the need.

Terrance Stewart: Masters students pay student service fees as well.

Dean Childers: We do not have our mentorship program to Masters students but they are open to other programs.

7) Athletics –Janet Lucas

Janet Lucas: When you compare our operating budget to our peers in a big west conference that do not sponsor football, we are about \$2 million less. We tried to find a balance of what has been historically funding versus needs. We asked for meals for our student athletes that are required to be on campus when school is closed. It is only about 40% of what the needs are when you compare it to our peers. The next item is the certification coordinator position in the registrar's office. This position is in essence a compliance audit that was determined for something that is needed on our campus. It is a required position. The agreement with the Chancellor's office is that 50% would be funded and we would need to go to this group every year to request the other 50%. I ask you to look at supporting team travel in some way. The other item commonly funded is for drug testing. This \$6,947 allows us to test up to 170 times.

Alex Taliaferro: Can you go into detail to the drug testing services?

Janet Lucas: *[Handout passed out]* The test acts as an reinforcement. It's typically done about 2 times a quarter. We can perform up to 170 tests. We really want people to know it's an active drug testing program.

Ted Mock: Can you talk more about the \$50,000 for the meal program?

Janet Lucas: We were given \$50,000 for the last year. The request for 15-16 is \$55,000 because the demand is going up. It is based on ten dollars a day, that has stayed the same but the demand is different.

Sean Fahmian: What's the relationship between the funding of Student Services Fees and athletic program?

Janet Lucas: Student athletes get better through the intercollegiate opportunities. When we start to cut back, it starts to impact what students bring to practice. They may not travel and have competitions to go to so they wouldn't be challenged. Over the past six

months, when we look at our administrative and support services, we have had about an 80% turnover.

Sean Fahmian: They require you to request the other 50% for the position from us specifically?

Janet Lucas: That's part of the letter of the agreement from the chancellor at the time.

8) SA Tech Services –Robert Smith

Robert Smith: SA technology service supports many programs. We have 5 requests totaling \$438,000.

- We support things like the R'card. In total we support about 120 software/applications.
- First request is for Student Health Services. There is no permanently funded IT staff and we appreciate your past support of this position.
- The second request is Student Life and this is support of the applications related to that. It is critical to student success and academic life. We know through analytics that it contributed to positive outcomes for students.
- The next request is for website staff. We support 70 websites.
- The fourth thing is the Career Center. It connects our students with job opportunities. A lot of its vision is technological. The technology to do that is significant but it really is changing the game for the UCR student.
- Our fifth request is student elections. It's a part-time activity that doesn't equate to full staff position. We provide the updating for the websites. We review the results and publish them. We support everything from ballot initiatives to referendums to candidates.

Terrance Stewart: What is the difference between number 2 and number 3?

Robert Smith: There's an application called Simplicity that provides the functionality to register clubs and organizations. The first one on Student Life is everything to do with that application and the data interfaces. The second one is the websites that make the programmatic information available. The third request is for the Dean of Students websites, the Financial Aid website etc.

Terrance Stewart: Neither of them can do number 5 with the elections?

Robert Smith: The same kind of person can do that. We are only making the request for the amount of work taken to do that. It is the same type of skill.

Alex Taliaferro: How many hours does the \$17,000 figure represent or the pay scale?

Robert Smith: It is 65 dollars an hour.

Sean Fahmian: You are requesting someone who is in charge for of the tech support and grouping of applications?

Robert Smith: Yes, there are four people to support those specific functions.

Alex Taliaferro: That's about 271 hours for elections. Would you say this is accurate?

Robert Smith: Yes, we derived that number from looking at past election cycles.

9) Sub B comments

Sean Fahmian: One thing to look out for is how are we evaluating these departments? Are we looking at how many students they benefit? How do we identify what the success is? I think if we can all think about this once we start doing the actual recommendations so we can have an efficient process.

10) Chair comments

11) Administrative issues

11) Adjourn **6:17 PM**

Motion to adjourn by Terrance Stewart, Second by Cindy Flannery.
Adjournment Approved Unanimously.