



2010-2011 Student Services Fee Advisory Committee Meeting  
 For 2011-2012 Budget  
 Date: 11/03/10  
 Time: 03:00 – 04:00pm  
 Location: HUB 379

Approved

Name	Association	Voting <sup>1</sup> Privilege	Attendance
<b>Coyne, Gary</b>	GSA	X	P
<b>Flores, Stephanie</b>	Ex-Officio, AP&B	-	P
<b>Jackson-Boothby, Adam</b>	GSA	X	A
<b>Keller, Pierre</b>	Faculty		
<b>Kim, Chris</b>	ASUCR	X	P
<b>Kim, Danny</b>	Ex-Officio-VCSA	-	P
<b>Lau, Tiffany</b>	ASUCR	X	A
<b>Lee, Stephen</b>	ASUCR	X	P
<b>Maduena, Alex</b>	ASUCR	X	P
<b>Park, Nick [Alternate]</b>	ASUCR	X	P
<b>Ren, Johnny</b>	ASUCR	X	L
<b>Saleh, Ali</b>	ASUCR	X	P
<b>Simmons, Dana</b>	Faculty	-	A
<b>Wright, Jennifer</b>	GSA	X	P
<b>Huang, Elizabeth</b>	Secretary	-	P
<b>Lillie, Sue</b>	Staff Support	-	P
<b>Guests</b>			

P-present A-absent L-late Exc.-excused

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<sup>1</sup> X indicates voting privilege

## Meeting Minutes

### 1) Welcome 3:06PM

### 2) Approve Agenda

<b>MOTION:</b>	Stephen Lee/Jennifer Wright
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- a) Moved to approve the agenda for 11/03/10 meeting
  - i) Vote: unanimous – motion carries

### 3) Approve Minutes from October 20, 2010

<b>MOTION:</b>	Gary Coyne/Alex Maduena
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- a) Moved to approve the minutes from 10/20/10 meeting
  - i) Vote: unanimous – motion carries

### 4) Training and Presentation by RP&B Stephanie Flores

- a) Passed out Training Materials
- b) Overview of UC Student Services & UCR Student Services Fees
  - i) UC Student Services fee: \$300/quarter
  - ii) UCR Student Services fee: \$6/quarter
  - iii) Fees are mandatory to all students in order to fund programs that students need/want but isn't necessarily covered by University Program Instructional Research/Public Service
  - iv) Fees apply during Summer Quarter as well but are based on the length of enrolled session
- c) Role of this committee: make annual recommendation to Chancellor on how to allocate funding/reduce budgets of departments that receive student services fee funds
- d) Budget process summary
  - i) Fall quarter
    - (a) Develop planning calendar
    - (b) Conduct this training conference
    - (c) Send out budget call letter (requests departments to send in budget packets, when these packets are due and what they should contain)
    - (d) New: have to send annual student services fee report to office of the president that lists where the money is budgeted in different departments and forecasts of future plans.
      - (i) Due to the Office of the President by December 1<sup>st</sup>.
      - (ii) Due to the UCR Chancellor by November 12<sup>th</sup> for reviewing.
      - (iii) This year's tables are ready and set to be given to Chancellor soon.
        - 1. Same tables, which show financial details of student services fee funds, will be given to this committee in January

- ii) Winter Quarter
  - (a) Budget submissions are due early in the quarter
  - (b) Around the same time, someone from Stephanie's office will come and talk about the UC System Budget – also go over details of tables that relate directly to UC Riverside
  - (c) Subcommittees will be formed
  - (d) Start meeting with departments to review requests and learn about their program(s); there are permanent and temporary funds this year so we will be hearing from all the departments
  - (e) Budget hearings will be conducted towards the end of the quarter
    - (i) Subcommittees will present their recommendations to the whole committee
    - (ii) Program directors may attend meetings as well, in order to answer any questions and be part of the discussion
- iii) Spring Quarter
  - (a) Committee looks at all the requests, the money available to hand out and decides who will receive allocations
  - (b) Danny explains preliminary recommendations
    - (i) Departments are informed by Vice Chancellor of Student Affairs Office when the committee makes their recommendations and are given the opportunity to appeal, which go through the division
  - (c) Stephanie continues her presentation: After the appeal process has occurred and final recommendations are ready, the Chair will write memo to the Chancellor, which Stephanie will take, along with spreadsheet detailing the requests and recommendations
  - (d) Stephanie will then go over, with her boss, these requests and recommendations from the campus' perspective/big picture
  - (e) Letter and spreadsheet will be sent to the Chancellor
  - (f) Vice Chancellor Bolar will go over details with the Chancellor or AVC
  - (g) Chancellor and AVC will then give final approval; if there is a disagreement, they will let the committee know why
  - (h) Final allocation letters will be sent to the different organizations
- ii) Danny describes budget request period
  - i) Between now and January (when committee gets final requests), departments will discuss requests with their supervisors because we need to be mindful of the needs of the divisions and the campus as a whole.
  - ii) Forward final requests to the committee, at which the subcommittees will get their assignments and carry on with their tasks
    - (a) This way, questionable items can be discovered early on and more progress can be made
  - iii) Campus finally has enough money/resources to hand out for new programs, expansions, etc and therefore, we will receive more requests than other years
- iii) Stephanie informs us that we have about \$1.5 million in funds to allocate with up to \$1 million that can be permanent

- iv) Submissions will have program plan inside with mission statements, organizational charts, descriptions, vision, long/short terms goals and concerns/challenges.
- v) There will also be a budget proposal – sample handed out by Stephanie.
  - i) Tables give financial picture of the department
    - (a) First page: permanent fund
      - (i) Most departments have several funds
      - (ii) Each page will have one fund on it and will say what positions are paid through that fund
      - (iii) Each department will have a couple of these pages
    - (b) Second page: budget summary
      - (i) Shows: All their individual pages will be condensed into this one page for us, providing us with the following info:
        1. Where their permanent funds are
        2. Whether there is an income fund; if so, what it is
        3. What they brought in last year
        4. What they're budgeted to bring in this year
        5. What they're estimated to bring in next year
    - (c) Third and fourth page: Copy of the budget request (gives details of what allocations can be made)
      - (i) First column of budget request is the priority column listing the most critical to least critical items to the department
        1. If this column has not been completed by the time you go meet with the department, discuss it with them and get an idea of their priorities
    - (d) Fifth page: List of common terminology used during budget process
      - (i) Fund accounting: each fund stands alone; money in one fund can not go to another
      - (ii) Permanent budget: renews on July 1<sup>st</sup> of every year and will be available to spend for the rest of the year
        1. Examples: staff positions/salaries, programmatic expenses, licensing fee for software
      - (iii) Temporary budget: money to spend for one year; if money is left over, it is carried over to temporary budget for the following but they will not receive more than that
        1. Examples: student pay, program test runs
      - (iv) Permanent allocation:
      - (v) Temporary allocation:
  - (e) Sixth and Seventh page: university accounting structure info
    - (i) Every department is broken down into activity levels – though some smaller departments are their own activity level
      1. Expenses are applied at the activity level
    - (ii) On the forms that will be given with the permanent budget, pieces of the FAU (Fund, Activity, Function) will be at the top and other pieces of the budget category (BCs) are at the bottom.
    - (iii) Budget categories help define major purpose of the fund, i.e. travel, salary, etc

- (iv) Funds are grouped, i.e. UC student services fee is 20000 and UCR student services fee is 200207
- (v) Functions are a way to categorize things further, most common we will see are 20 (the revenue) and 68 (the main one )
- (f) Eighth and ninth page: compensation/salary structure
  - (i) Full time employee is one who is appointed 100% of normal full time working hours; i.e. 1 FTE = 100% time for 12 months; .75 FTE = 100% time for 9 months
  - (ii) Formula:  $\text{Number of months}/12 \text{ months} \times \text{percent of time} = \text{FTE}$
  - (iii) Annual Salary:  $\text{Monthly salary} \times 12 \text{ months} \times \text{FTE}$
  - (iv) Employee benefits and employer contributions are fixed
    - 1. Every couple of years, the budget side of Stephanie's office looks at how much benefits are costing as a percentage of the salaries
      - a. i.e. those who make \$40,000 - \$70,000 have benefits that generally cost 28%, so if a position were to be filled that was 1 FTE with a salary of \$50,000, the benefits would be 28%
  - (v) Retirement contributions are new this year
    - 1. Employer piece is 4%
      - a. University is funding 2% permanently
      - b. The department had to cover the other 2%
      - c. We handed out 2% last month to cover contributions
      - d. University gave 1% in cash for this year
      - e. SSFAC needs to keep same equation going
      - f. Next year, retirement contribution is going up to 7%
        - i. Don't know how much the University is going to decide to fund and how much of it will be the responsibility of the department; we don't have a say
      - g. Danny brings up ramification in terms of the SSFAC
        - i. All salaries are budgeted into the departments for all positions and associated employee benefits are in a pool that is managed for the entire division. All the employee benefits/costs in past years have come out of this pool. There has been enough money to cover increases without needing outside help. This is no longer the case. If employee benefits go up in the next two years and the campus decides not to fund it, the current pool must absorb these changes. If the pool goes into deficit, the departments will have to pick up the deficits and may end up cutting programs. Should that happen, the departments will likely come to the SSFAC to ask for more funding to cover those programs.

- ii. This is not just on our campus or state, this is happening throughout the country as well – such as with Social Security.
  - h. Stephanie explains that if there are positions on reg fee right now that are being funded as temporary and they come back and want permanent funds for the positions, then it is okay because we will really be funding actuals.
  - i. Positions with steps (i.e. clerical/union) are eligible for two different types of salary increases. If an union worked in a new contract and the steps shifted, reg fee would have to fund the shifts of the steps. If there is merit funding available (possible for next year), reg fee would fund merits for them (called “range in merit”). The only salary adjustments for professional staff, managers, senior professionals, etc available are merit funding – based on performance.
  - j. Salary adjustments, merit increases, equity increases are campus decisions. We wouldn’t see them as requests but would need to pay based on whether the office of the president decides there are merits available or whether we’re trying to bring salaries up to revenue.
  - k. Reclassifications are funding that we get to decide whether we fund permanently or not. In the last two years, we’ve seen if someone is going from an AA2 to an AA3, they can request funding to elevate those positions. Benefits are associated with such increases.
- (g) Tenth and eleventh page: tips for analyzing budgets
- (i) Go through and understand the departments, programs and goals/mission.
  - (ii) Look at the requests (what they are and why) and make sure they are in line with goals, objectives and what students are interested in having.
  - (iii) Ask a lot of questions. (List of important questions provided in training manual)
  - (iv) Website has letters of allocation from last three years, so use it as a reference.
  - (v) Think about priorities and how much undergrad and graduate students can benefit from these increases.
- e) Danny explains that it is not a secret that we have \$1.5 million but it is important that departments prioritize. For this reason, the processes we go through are important, as well as finding out the details of the requests. Also, there is up to 1 million for permanent funds and \$500,000 for temporary. But if \$700,000 spent for permanent funds, then \$800,000 is available for temporary funds.
- f) Reminder: construction with Upper Mall & Veitch Developments will also be coming up as issues throughout the year.

- g) Stephanie informs us that with the \$300 per quarter fee that students have to pay, it brings us about \$17 million a year and about \$13 million has been permanently allocated.

**5) Administration Issues**

- a) Ali gives us some background information on Pierre Keller.
  - i) Great guy who is funny and very particular about grammar.
- b) Danny lets us know that we have two more staff and one more faculty: Dana Simmons.
- c) Susan confirms that the document collector on sharepoint is working well and also has everyone's VCSA net id, which she will send out. Preferably, password should be the same as your R'Space password.
- d) Weekend meeting in Berkeley
  - i) Ali and Gary can't go
  - ii) 4 schools will not be attending
  - iii) Chris Kim can go
    - i) Fly out of Ontario and into Oakland Friday night and take BART to Berkeley
  - iv) Susan will set up plane ticket
  - v) Need a pdf. file of bylaws for the meeting

<b>MOTION:</b>	Gary Coyne/Jennifer Wright
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- a) Moved to adjourn 11/03/10 meeting
  - i) Vote: unanimous – motion carries

**6) Adjourn 3:57 PM**