

University of California San Francisco
CHANCELLOR'S STUDENT SERVICES FEE ADVISORY COMMITTEE

Meeting Minutes
November 29, 2023

Members Present: Woodger Faugas (Chair), Tram Pham, Abha Patkar, Veronica Bundang, Catherine Gonzales, Mags Hines

Faculty Present:

Ex-Officio Members Present: Alece Alderson

Staff Present: Jennifer Rosko, Matthew Tout, Kathy Bates-Woodward,

Absent: Theresa Jaramillo (faculty chair), Richard Ngo, Olivia Shearin, Diana Ponce, Emina Seremet (note meeting was recorded)

1. **Welcome & Introduction:** Woody opened the meeting with introductory comments and agenda overview. Each attendee introduced themselves and their affiliation.
2. **Committee Orientation (Jennifer):** Jennifer presented an overview of the committee including the mission, charge, recent history, and committee membership. Every UC campus has an advisory committee, per UC Policy, and this group meets annually to review the units who receive student services fees on campus. She also mentioned that there is limited funding, so new services will not be able to be funded, but this committee can provide feedback or recommendations to groups that do receive funding to reinforce what is going well or improve services. Students should bring back feedback from themselves of the communities they represent.

This year's proposals from the units will be shared in advance of the next meeting in the Sharepoint folder. The units are provided a proposal template for consistency in this Committee's review. Proposals are due the first week in January, for review prior to the January 29th meetings. Any unit proposing a change to their budget will be asked to attend the next meeting to present their proposal. Additionally, the Committee may ask other units to attend should they want to have them address any questions. At the end of the meeting(s) recommendations will be summarized in the Chancellor's recommendation letter.

Jennifer reviewed the schedule of meetings - 2 meetings are scheduled for presentations and review, and a 3rd to be held only if necessary.

3. **Fund Analysis (Matthew):** Matthew presented his spreadsheet summary of the SSF revenue and allocations over time from 2015-16 through 2022-2023 actuals and 2023-24 through 2024-25 projections. Student fee revenue components include the per student fee amounts and enrollment figures, less Cal-Vet fee waivers (student who receive a full fee waiver).

There is also a systemwide mandate for a portion of the funding to be awarded to student financial aid, known as Return-To-Aid (RTA). As fees increase, the portion to RTA has seen a steady escalation. The Chancellor also provides a subsidy of \$646k annually. As of 2022-23

campuswide pooled cost increase applied to Chancellor's Fund support which increased 3.0% for FY22-23, 4.0% for FY23-24 and is projected at 3.5% for FY24-25.

Expenses represent the funding allocated to each unit. Matthew also described the systemwide requirement that 50% of increases in SSF revenue, after RTA, be allocated to student mental health services. Net revenue less budgeted allocations yield a net ending reserve, which represents a balanced budget. This year, like last year, the units are expecting that there is no room to request for allocation increases. Family Services allocation increase however represents a temporary allocation tied to a three-year contract with Bright Horizons, through 2024-25. Matthew reiterated the opportunity for the committee to focus on the services provided as opposed to the budget components.

Q: Woody – You mentioned the ending reserves as a % of total expenses has been stable. However, the reserves seem to fluctuate. Could you shed some light on that?

A: Focus for any individual year, if you look at the net increase/decrease, the revenue projections side there will always be some level of unpredictability based on enrollment. Our enrollment has been relatively flat. In the current year, the projections yield a net decrease in reserves. Important to retain some level of reserves to allow for revenue fluctuations. 4-5% range is an appropriate reserve. Recurring allocations remain flat. The majority cover personnel costs. Units will have to make up the gap in from other funding sources. Revenue variability around revenue/exact enrollment, and expense variability primarily due to mandatory allocation increases.

Q: Woody: Cal-Vet fee - how come that comes in as a negative enrollment number?

A: Cal-vet waivers come in as an offset as these students receive a full offset to their fees, so it is a reduction to the gross enrollment.

Q: Woody: Budget lacks capacity, so when we hear from the bigger contributors, like SHCS, what questions should we ask? They are facing scarcity.

A: Committee can still provide recommendations for units who have unmet needs. Focus on the services.

Q: Woody: When it's not balance, it's showing in the reserve amount?

A: Planning process is based on projections of enrollment, so budget is balanced but not net \$0.

Matthew concluded that the summary view will be saved to the Sharepoint folder. Members may review and feel free to email any questions. Numbers in ProForma 2024-25 projections will be updated if the proposals include requests for updates.

- 4. Review of Proposals (Jennifer):** The committee's documents are kept in a SharePoint folder. Unit proposals will be submitted using a PowerPoint template, which includes narrative (such as services, utilization, and data sections (metrics), and their budgets/allocation requests. There is also a slide for units to describe pandemic related issues, such as movement to hybrid services. Between now and the first meeting, student members are encouraged to consult with other students for feedback regarding student services.

Upcoming Meetings

- Monday, January 29, 5:15-8 p.m.
 - Review Proposals/Presentations
 - Family Services and Student Health & Counseling will present their proposals
- Tuesday, January 30, 5:15-8 p.m.
 - Review of Proposals/Presentations/Committee Recommendations
 - The committee can request other units to present
- Monday, February 12, 5:15-8 p.m. *if needed*
 - Committee Recommendations *if needed*