University of California San Francisco
CHANCELLOR’S STUDENT SERVICES FEE (SSF) ADVISORY COMMITTEE
Meeting Minutes
March 2, 2011

Members Present: Kyriacos Koupparis (co-chair), Marnie Noel, Debbie Ruelas, Alyssa Abraham, Taylor Landon, Sam Pitak, Michael Levesque, Ifeyinwa Asiodu, Abby Burns, Gabe Quitoriano, Jenny Cohen

Faculty Present: Mark Rollins (co-chair)

Ex-Officio Members Present: Tracey Gearlds, Eric Koenig, Lisa Raskulinec

Staff Present: Karen Hamblett, Michael Villanueva

Absent: Joseph Castro, Becky Kaplan

Call to Order: Mark Rollins called the meeting to order at 5:45 pm.

Gabe Quitoriano presented for ASUCSF. Key points: GSA and ASUCSF are collaborating more organizationally and financially for events. ASUCSF is requesting $15,000 ideally on a permanent basis but temporary for 2 years would be okay. The alternative if SSF doesn’t allocate funds to them would be to go to a referendum to raise the fee. This is not optimal for the students and ASUCSF would be required to give 25% of the fee to the schools as is policy and then they lose control of how the money is spent for students. ASUCSF has been using their reserves for a couple years and now foresees needing additional funds. The reserves have been decreasing because of the fairly new policy that RCO’s can request funds on a monthly versus biannually (recent history) or on an annual basis (past history). The idea was to give more opportunity for RCO’s to request funds. The other reason for reserve depletion is the increased cost of goods and services.

Kyriacos asked if there were opportunities for GSA and ASUCSF to collaborate on event for cost savings. Alyssa and Mark both asked if they tracked who attended the events because many times students from both organizations attend. Gabe said that they would be open to collaborating more with GSA and that yes they do track very carefully who attend the events not only to see who attends but also to decide which events are most popular. Alyssa asked what other alternatives there were for RCO’s if they didn’t receive funding for their events from ASUCSF. Gabe said he lets them know if he is aware of other alternatives when he can. In addition, it makes it more difficult and time consuming for the RCO’s if they have to fundraise for events.

Jenny asked if there was a possibility of changing the RCO policy for requesting money for events would be changed back to biannually as a way of saving money. Gabe mentioned that previous SSF Committee’s asked that ASUCSF change their policy to what is currently is in order to increase the utilization and use what was then a large reserve. Eric echoed this concept and added that RCO’s are at an all time high right now and that the spending efficiency with the monthly process is 98%+ whereas before money that had been requested at the beginning of the year per policy wouldn’t be spent and would roll back into the pot increasing the reserve. He also noted that the balance at the end of this year would be more like $15-$20k instead of the projected $5-6k.

Sam suggested that maybe temporary money might be an option for them until they figure out how to balance the request process with money available and have a opportunity to see if they can collaborate more with GSA.

Outdoor Programs and Recreational Sports
Gail Mametsuka gave an overview of Outdoor Programs first and noted they were requesting $2,000 to update kitchen camping equipment which would be made available to students for free and maintained by Outdoor Programs. Jenny asked if a portable toilet was part of the funding request. No, that was taken out of the total and only kitchen type equipment would be purchased.

Recreational Sports is requesting to have the $10,850 they were temporarily allocated be made permanent in order to secure the wellness events for students. Mark asked how the events were being publicized and if the students on the committee were aware of them. They are being publicized via the wellness portal, Synapse, through student social chairs and representative and the PLUS announcements (committee agreed this was the
best method) - much less printing of posters around campus now. Jenny asked if they could use more social media marketing and Gail responded that they use Constant Comment, Twitter and Face Book currently. Mark asked how they recruit participants for the advisory group. Gail said they do it at the beginning of the year.

Kyriacos asked how they solicited feedback from students about what programs they wanted. Students requested more 1-day hikes and asked that the camping trips be over holiday weekends so they could go.

Mark asked what would happen if they didn’t receive the $10,850. Gail said then they wouldn’t be able to offer the same programs to students that the Be Smart About Safety supports for staff.

Kyriacos asked about the $80k in support for Mission Bay access and Gail responded that past SSF committees allocated the money so students would have to Baaker. They are limiting the number of community member who can gain access to the fitness centers because they want to make sure there is adequate space for students and anticipate a bump as new buildings are added to the Mission Bay campus.

REVIEW OF OTHER PROPOSALS
Debbie reviewed Child and Elder Care’s proposal and noted that it’s very expensive for students to put their children in child care at UCSF. Tracey noted that is because it’s fully costed since there is little subsidy. $7,500 in scholarship money is matched by Campus Life Services and provides scholarships for (9) nine student families. Debbie’s biggest question that Karen will e-mail to the unit is “If the $7,500 scholarship money weren’t available would there be other alternatives for the students who this is already a stretch for and how much of a difference it actually makes for them financially”?

Sam reviewed Council of Student Fees and noted that the funds are used to pay for membership fee to the council ($700) and for travel expenses for the representative. Ifeyinwa asked if there was another source for the travel funds. Both Marnie and Kyriacos stated that they tended to travel on the cheap already.

Sam also reviewed GSA and noted that the funds were spent primarily on the biggest event, Career Day, and travel funds and operations. Alyssa asked why there was such a large reserve $55k. Karen will e-mail the question of “Is there a way ASUCSF and GSA can collaborate more and share costs”? How do they plan to spend down their reserves and increase student utilization”? “How would they handle a temporary budget cut”?

Sam reviewed Learning Resource Services and noticed that Nursing and Medical students tended to use the services the most. Question was posed if there was a need on a temporary basis for SSF fund resources for additional staff to meet the request needs of student. Eric stated that they were already putting together a 3-year proposal to meet the growing demand for services from the students for disability and learning resource services. The proposal would add a full-time learning specialist and a full time disability specialist using non-SSF funds.

Marnie reviewed Synapse and asked Eric for clarification about the administrative staff changes that were summarized in the narrative of the report. Eric explained that the Office of Student Life consolidated administrative services years ago to provide more efficient service to the units under OSL and the RCO’s. With this last round of budget cuts they needed to cut 15%. Their solution was to eliminate the administrative position (through a retirement) in Synapse which already had a reduction in workload due to the change in the nature of the way Synapse does business and shift the other administrative work to the staff in OSL along with the necessary funding. After much discussion the committee decided they would like to have Synapse come in to have a dialogue about the questions the committee had which are:

1. Is there a possibility of going to an on-line only newspaper and what is the plan for future?
2. How are you determining if you are meeting student needs and covering their interests?
3. If the paper is supposed to be for the students – by the students then why is there so much managing/overhead cost compared to what the student writers are paid?
4. What are your plans to use your reserve?

Abby reviewed Art and Event’s proposal. Her main question was about how they solicit student input and feedback about movies and event desires. How are they planning to deal with the 2011-12 permanent budget cut? Sam mentioned that in the past they used to come to ASUCSF meetings to solicit input and feedback but Gabe said they haven’t done that this year. Karen e-mail questions.
**Kyriacos** asked if it was possible in general to allocate temporary reductions to units and **Eric** said yes one-time funding or reductions are good to bridge tough times.

**Voting:** The committee voted to have Karen e-mail follow-up questions to Art and Event's, Child and Elder Care and GSA and to schedule Synapse to come in to meet with the committee.

**Adjournment:** The meeting was adjourned at 8:10 PM.