University of California San Francisco  
CHANCELLOR’S STUDENT SERVICES FEE (SSF) ADVISORY COMMITTEE  
Meeting Minutes  
March 23, 2012

**Members Present:** Josh Biddle (co-chair), Dennis Ankrah, Christine Bui, Rebecca Kaplan, Jason Tien, Brooke Gardner, Austin Nation, Diana Viscarra, Lawrence Lin, Tom Dunehew,  

**Faculty Present:** Don Kishi (co-chair)  

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

**Staff Present:** Michael Villanueva, Karen Hamblett  

**Absent:** Kulginder Sran, Doug Jacobs  

**Don** called the meeting to order at 5:35 pm and thanked everyone for coming early, especially on a Friday.  

Approval of the meeting minutes from March 13, 2012 were initiated by **Christine** and seconded by **Becky** with all nine approving the minutes.  

**Becky** moved to approve the March 15, 2012 meeting minutes and **Christine** seconded the motion. Nine approved the minutes.  

**Josh** informed the committee that earlier in the week he, Don, Tracey, Eric, Michael and Karen met to discuss the state of the fund and how the Committee can best proceed. **Josh and Don** then summarized the issues and recommended an approach for action by the committee for this year.  

### Issues and Situation  
- There is a projected deficit in the permanent budget in FY 2012-13 of $144,000 assuming there is no Student Service Fee increase  
- He acknowledged the committee’s concern about this fact and their desire to act and not pass along the problem to the next year’s committee since we have a temporary cushion to deal with it in the short term  
- In addition the committee doesn’t want to send the Chancellor a budget recommendation with a projected deficit  
- This year’s committee had a late start to the planning process, a compressed schedule when the committee did begin to meet, is ending earlier in the year, new faculty and student co-chairs and only 2 “veteran” committee members  
- This year’s committee hasn’t been able to conduct a thorough review of the SSF funded units nor have they had the time to deliberate requests and current funding levels  
- Recommending cuts affects jobs in the SSF funded units and premature cuts without proper vetting could prove to be destabilizing for the units  
- Need to have student services at UCSF that attract and retain the best and brightest students

### Recommended Process for the Committee  
- Make no recommendations to the Chancellor for changes to the permanent budget for FY 2012-13  
- Table discussion of across the board cuts due to lack of understanding of the impact on different services since some units have alternative sources of funds while others do not.  
- Make no recommendations to approve permanent funding requests from units for FY 2012-2013 – after discussion and review, only fund these requests on a temporary basis  
- Review and discuss temporary requests for funding

### Discussion  
**Jason** reiterated his reluctance to turn a budget in to the Chancellor that isn’t balanced. The State and Regents continually refuse to confront budget problems and the problem trickles down to the level of this Committee. He added that we don’t have enough information about revenues to make decisions and won’t know until the Regents meet in May. **Don** agreed about not knowing the status of potential fee increases that would produce more revenue. Then added that he doesn’t feel like he has a sense of comfort with the services SSF funded units provide and the review process to make these tough decisions. A more seasoned Committee would have
a better decision making foundation. It would be better for next year’s Committee to have more time to study the proposals and deliberate.

The Committee discussed that the review process may need to be updated to include a greater commitment of Committee member’s time and dedication. Maybe next year a stipend could be offered. Becky noted that next year all units should come in to give their presentation. Christine added that maybe sub groups could take 2-3 proposals and review them in detail. Units could even send their presentation slides to the committee ahead of time so they can review them and formulate questions for the units. Then when the units come in the time could be used for more Q & A.

The Committee approved the current permanent budget to remain the same with nine approvals, no one opposing and 1 abstention.

ASUCSF – Josh reiterated that the $15,000 non-salary temporary request was to tide ASUCSF over until they proposed a referendum in 2012-13. He reminded the Committee that last year ASUCSF requested $15,000 and was given $8,000 so they cut their own budget the remaining $8,000 to cover the difference. ASUCSF was reluctant to push for a referendum last year when they had just cut services to students. Dennis noted that ASUCSF event had better than ever participation this year from all students, not just ASUCSF students. It was suggested maybe only $8,000 be approved again this year with encouragement to pursue the referendum in 2012-13. Lawrence was opposed to even giving $8,000 since the same thing happened last year and what’s to stop it from becoming an ongoing problem. Jason suggested giving $8,000 to ASUCSF with the stipulation it be used for interprofessional events only and the other $8,000 be split between ASUCSF and GSA to encourage more collaboration. Becky added that it wasn’t about the money but the principle.

The Committee voted to approve $8,000 temporarily for ASUCSF with eight in favor, two opposed and one abstaining.

LGBT Resource Center – Brooke noted that Shane provides a valuable service but her services don’t really focus very much on students. Becky added that the schools utilize her as a resource frequently but no one pays for her time developing curriculum.

The Committee feels LGBT services should be an enterprise-wide cost as opposed to a SSF fund cost, even if Shane does provide some services to students. This message will be relayed to the Chancellor but as an interim measure the Committee approves temporary funding with nine in favor and two abstaining.

Mission Bay Resource Center – Austin and Becky feel Pam provides valuable services to students at Mission Bay. Becky added there has been a notable difference since before the resource center was there compared to now. Brooke agreed and added the Student Academic Affairs has put money forth in an effort into having a resource center for students at Mission Bay so it’s important for the SSF Committee to show their support as well.

The Committee voted in favor of temporarily funding the Mission Bay Student Resource Center again this year with ten in favor, no one opposing and one abstention.

Diversity and Outreach - Again the Committee feels they provide a valuable service to the campus as a whole, including students but doesn’t feel the SSF fund should pay for it. Rather it should be an enterprise-wide funded service. There is a level of discomfort with providing Student Service Fees to a Vice Chancellor of Diversity and Outreach. It was noted that services provided by Diversity and Outreach seem to be very Parnassus centric and the Committee would like to see them to serve a broader audience. Underrepresented students need more of their support. Both Austin and Dennis said they felt if the services were for students then the SSF fund should support in some way. The Committee wasn’t able to determine all of Diversity and Outreach’s funding sources since a full proposal wasn’t submitted this year. Next year they would like to see the fully completed budget pages with all funding sources shown. Potentially the schools could put forth some funding for their services as well.

The Committee voted to approve $15,000 in temporary non-salary funding for Diversity and Outreach with nine in favor, none opposing and two abstaining.
Family Services – The Committee would like to see data on childcare showing utilization and needs (maybe another survey needs to be conducted) and a more thorough analysis and plan development to restructure the service so that it is accessible and affordable to all of UCSF’s faculty, students, and staff.

Items to be included in the Recommendation Letter to the Chancellor
Specifically for units:
- Provide a graphic projection of the financial state of the fund over the next 2-5 years so units can see the situation clearly
- Issue directive on the need for collaboration across units and reducing redundancy in programming
- Issue directive to increase the use of alternative sources of funding and seek or create potential revenue generation opportunities
- Identify ways to reduce expenses
- Need to survey students to see what services are most valuable to them and report to committee next year
- Provide a clear message to units that requests for existing and new funding from SSF will be based in part on the review of the above efforts by next year’s Committee
- Notification that without some budget reductions and/or additional support for SSF funded benefit and salary cost increases SSF funded services will need to anticipate reduction in funding from SSF starting in the 2013-14 fiscal year

In general to the Chancellor:
- Committee is reluctant to submit a budget recommendation that isn’t balanced
- Salary and benefit cost increases over the next few years will exceed the net new revenue from modest increase to the student service fee
- Committee recognizes that high quality student services are part of the package that enables UCSF to recruit and retain the best and brightest students. Maybe the campus should bear more of the cost since the SSF fund is so relatively small.
- Committee will propose a more rigorous review process for next year to deal responsibly with impending budget cuts for SSF funded units. Additional funding should be added to the committee expense line item to allow for more meetings and possibly paying the student members a stipend in recognition of the increased time commitment

Voting:
1. The Committee approved the current permanent budget to remain the same with ten approvals, no one opposing and one abstention.
2. The Committee voted to approve $8,000 temporarily for ASUCSF with eight in favor, two opposed and one abstaining.
3. The Committee feels LGBT services should be an enterprise-wide cost as opposed to a SSF fund cost, even if Shane does provide some services to students. This message will be relayed to the Chancellor but as an interim measure the Committee approves $30,100 temporary funding for salary, benefit and non-salary costs with nine in favor and two abstaining.
4. The Committee voted in favor of temporarily funding the Mission Bay Student Resource Center with $39,600 for salary, benefit and non-salary costs again this year with ten in favor, no one opposing and one abstention.
5. The Committee voted to approve $15,000 in temporary non-salary funding for Diversity and Outreach with nine in favor, none opposing and two abstaining.
6. The Committee agreed to approve Office of Career and Professional Development’s request for $28,000 to temporarily cover the salary cost of a 40% Student Affairs Officer with no benefits for next year for the 2013-14 fiscal year. The second year of requested funding will need to be approved by next year’s committee. This was agreed upon in the previous meeting.
7. The Committee agreed to approve Student Health and Counseling’s request for $76,543 for a 70% dietician (includes benefits) and related non-salary costs of $3,680 on a temporary basis. The Committee strongly encourages SHC to collaborate with Wellness in finding a way to provide dietetic services to students in a more collaborative and cost effective manner. This was agreed upon in the previous meeting.
8. In the previous meeting The Committee agreed to approve Student Wellness's request for $10,850 in temporary funding of non-salary costs.

Adjournment: The meeting was adjourned at 7:50 PM.