University of California San Francisco
CHANCELLOR’S REGISTRATION FEE ADVISORY COMMITTEE
Meeting Minutes
April 21, 2009

Members Present: John Fecondo (co-chair), Julie Hunkapiller, Taylor Landon, Elliot Gorelick, Lisa Watson, Jenny Cohen, Nick Brandehoff, Alana Lerner

Faculty Present: Mark Rollins (co-chair)

Ex-Officio Members Present: Eric Koenig, Joe Castro,

Staff Present: Karen Hamblett, Michael Villanueva

Absent: Stella Hsu, Kyriacos Koupparis, Son Huynh

Call to Order: Co-Chair John Fecondo called the meeting to order at 5:40 pm.

Key discussion points:

Mark Rollins (MR) asked if we knew for certain that the 4.2% student registration fee increase had been approved by the Regents yet?

Karen Hamblett (KH) replied that they were being discussed at the May 5-7 Regents meeting. Joe Castro (JC) and Michael Villanueva (MV) confirmed this and added that it was very likely that the increase would be approved since there was no proposed state buy-out.

Julie Hunkapiller (JH) asked if the Committee decided to fund the requested staff positions on a permanent basis, was it possible to fund the benefits from temporary funds? This way The Committee can show support for the added positions, but not definitively change the precedent of having Reg Fee permanently fund benefits – only recognizing the tough budget times we are in right now.

MV said this would be possible to do as an exception to policy – it’s not the standard way of operating.

It was also agreed that if The Committee ended up taking this approach, then enough money would be reserved in the permanent funds to cover the cost but it just wouldn’t be committed this year. Karen's note: Is this correct?? Looks good to me (Eric)

MR made a motion to approve the meeting minutes from the following meetings:

- November 25, 2008
- February 5, 2009
- February 24, 2009
- March 17, 2009
- April 7, 2009

John Fecondo (JF) seconded the motion. Unanimous approval to accept the meeting minutes.

Jenny Cohen (Jen C) asked if there was a way to add stipulations or requests for the following year when money is allocated. It was decided to add a couple sentences in the recommendation letter to address this. That way the next year’s committee and the units have a clear record of what this year’s committee discussed and requested from the units.

There was a letter written to the Chancellor from MR and JF dated April 17, 2009 expressing concern about the increased and new benefit costs for employees covered by registration fees being permanently covered from the student registration fees. Practice has been to cover these costs from general funds so the services to the students funded by Registration Fees could continue to grow when the fee is increased. Since it is still unclear whether or not the Registration Fee Fund will assume new responsibility for benefits costs, the Committee decided to propose two scenarios for making final recommendations to the Chancellor, with and without benefits expenses.

Arts and Entertainment (AE) permanent request for $3,571 for Mission Bay support was approved on a temporary basis with the stipulation that the unit would continue to improve their methods of finding out what students really want in the way of programming and movies, publicizing events and that they would have more comprehensive utilization statistics next year.
Fitness and Recreation (FR) permanent request for $10,850 to fund wellness programs was funded at $7,812. The Committee agreed to accept FR’s proposal to buy back 140 pedometers at a cost of $3,038 to make up the remaining funds. The Committee would like FR to provide more utilization statistics next year, especially about intramural sports, the pedometer program and the wellness programs such as the kitchen demos, etc.

Student Health Services (SHS) temporary request to carry forward approximately $32,000 was approved. Their request for $12,335 of temporary funds for the Heart Math and Wellness Retreat was discussed. The Committee felt it was prudent to get more statistics and proven effectiveness before approving the cost of all the laptops. They agreed to temporarily fund $2,000 for laptops, $1,200 for back-fill time for 2 providers and $1,600 for training fees for a total of $4,800 for the Heart Math Program. The Committee is also supportive of a retreat for all wellness providers and agreed to temporarily fund $1,120 for the room and supplies. Due to restrictions being placed on organizations across the campus to cut food costs from meetings The Committee decided not to fund this part of the request. The total temporary allocation for the wellness retreat is $1,120.

Child and Elder Care Services requested permanent funding of $2,500 for camp scholarships for UCSF student families. The Committee agrees with this request.

The above recommendations are the same for both recommendation scenarios. The option is how to fund the staff requests for the Office of Career and Professional Development (OCPD). In either scenario The Committee would recommend fully funding the Program Director of Health Sciences Career Development. The salary cost for this is $30,629 to cover the remaining portion of her salary (full salary is $63,000). An additional benefit cost for the additional FTE is estimated to be $8,576.

A. Scenario where Reg Fee doesn’t have to fund benefit increases and benefits for additional FTE added in 09/10 – The Committee would fully fund the requested Analyst II position at a cost of $64,700.

B. Scenario where Reg Fee is paying for benefit cost increases and benefits for newly added FTE in 09/10 – The Committee would fund half of the Analyst II and associated benefit costs for $32,350 in salary and an estimated $9,058 in fringe benefits.

Motion to approve both funding recommendation scenarios depending on the response from the Chancellor was made by MR and seconded by Taylor Landon (TL). Unanimous approval was given by the rest of The Committee.

Discussion about how the new process went - key points:

1. Starting earlier was a good thing
2. seemed more efficient to not have everyone present although seems like in alternate years you could have a multitude of presenters
3. Final decision meeting should always be planned over two meetings so people have time to reflect upon the decisions – ideally no more than one week apart for continuity
4. Should emphasize attendance importance when recruiting new members
5. Have an established schedule in advance so students can plan around exams and boards

MR has graciously agreed to co-chair again next year!

Adjournment: The meeting was adjourned at 7:23 PM.