University of California San Francisco  
CHANCELLOR’S REGISTRATION FEE ADVISORY COMMITTEE  
Meeting Minutes  
April 5, 2010

Members Present:  Marnie Noel (co-chair), Becky Kaplan, Debbie Ruelas, Alyssa Abraham, Dustin Lee, Sam Pitak, Alana Lerner, Abby Burns, Ahnika Kline, Nick Brandehoff,

Faculty Present:

Ex-Officio Members Present:  Joseph Castro, Tracey Gearlds, Eric Koenig

Staff Present:  Karen Hamblett, Michael Villanueva

Absent:  Mark Rollins (co-chair), Taylor Landon, Kyriacos Koupparia

Call to Order:  Co-Chair Marnie Noel called the meeting to order at 5:45 pm.

Library Presentation (24/7 Study Room construction of bathrooms) – Karen Butter and Gail Persily presented their case for requesting a revised amount of **$25,000 in temporary funds** instead of $50,000 for back-stop money to build bathrooms in the Hearst Reading Room so it could be used as a 24/7 study room for students. The room can accommodate 130 student and would require per building code 4 bathrooms (2 men & 2 women is what they are planning for now). Currently the room is open for extended hours but there is a concern for students’ safety since right now they would have to go out and try to find bathrooms that are open after hours. They’ve already addressed putting in a new exterior door that isn’t so heavy, installed a panic alarm in the study room and have begun construction documents for the bathrooms so they can put them out for bid to get a firmer project cost.

Ideally, Karen would like the same contractors who are working on the 2nd floor to do this work as well so we can achieve some cost savings that way. If that can happen the goal is to do the work over the summer and have the room ready and open for fall quarter. If this isn’t possible the goal is to have the room open by Spring 2011.

Campus Police would like to have a space with a phone and computer station in the Heart Reading Room so they can have a consistent presence. As an alternative security can do periodic walk-throughs and check students’ ids. Karen is concerned as well for how long the exterior door remains open once someone enters the space. Anyone could slip in after a student if not watched carefully.

Karen has solicited alumni for donations and has had success with the Hearst Foundation. The Hearst Foundation funding is why the request to the Committee has been reduced. Student Academic Affairs has contributed funds for this project as well.

Nick pointed out that students can’t go to the Mission Bay 24/7 space because the shuttle stops running there late at night. Abby asked why we need to have the police right there. Alyssa thinks having them there would deter any potential danger within the space. Eric suggested that maybe a work study student with a security shirt may be an option ultimately worth considering. Ahnika suggested maybe a closer review of the code may be in order to make sure 4 bathrooms are actually needed. Joe and Eric both stated that UCSF has CPFM staff knowledgeable about the code and feels it’s probably correct. It’s not the contractor that is saying how many bathrooms must go into the space.

Center for Gender Equity (Rape Aggression Defense (RAD) program support) – Mijiza Sanchez presented details about what the program is and how it is taught at here with trained UCSF instructors. Campus Police has 4 officers that train as well. A large part of the cost of the class is the overtime for police officers. Campus Police budgets for this and has paid it in the past but during this budget cutting time, they can no longer approve
overtime as readily. Currently, The Center is limited in the number classes they can offer by the availability of and the ability to pay overtime for the trainers. Mijiza, says that usually 25% of each class is students and there is a waiting list of 50-60 each time. The cost for students is $15 for the 12 hour class which is taught over 3 weekdays 4 hours each day or over a weekend 6 hours each day. The Center would like to offer 2 free classes, 1 in the fall and 1 in the winter, to students only. They are requesting $2,500 in temporary funds to cover the cost of overtime for the officers, room rental, materials and water.

Tracey offered up free space at Milberry Union for weekend class if Mijiza wants to use it.

Ahnika asked what the barrier to adding more classes is. Mijiza says it's paying the police officer overtime and their availability. Ideally, she would like to train more trainers so the availability issue could be resolved. Could the students still be charged a fee that could go towards paying the OT and the $2,500 could subsidize what the students pay if student only classes were offered, that way more classes could be offered than if it were free and fully subsidized by the reg fee money. Abby asked if these classes were replacing current classes and Mijiza said no, these would be additional classes. Alana asked if priority was given to students who registered for the mixed classes (students, faculty and staff attendees) and Mijiza said no, it was on a first come first served basis with a wait list. Sam suggested sticking with a small fee and have them collect usage data for the following year.

Graduate Student Association (GSA) – Ahnika Kline gave a brief overview of what GSA does and highlighted some of their success for this year. When she mentioned that one of their goals this year was to acquire space office space or a desk at Mission Bay, Joe offered space to her and to ASUCSF in the new MB Student Resource Center. Another goal GSA has for the year is to reach out to more graduate programs such as nursing.

Eric discussed the equity/reclassification increase issue with the group. Departments are usually responsible for funding these types of increases and there is not automatic budget augmentation like there is for merit increases. The majority of our reg fee funded units have other funding sources they can use for this purpose, so this hasn’t been an issue in the past. Since we have some units and/or salaries who are 100% reg fee funded, they have no other alternative funding source to use for equity or reclassification purposes. In addition, in past years when budgets weren’t so lean and the reg fee fund had more money, these situations were not brought to the committee with the idea that the committee shouldn’t have to involve itself with personnel matters as outlined in the Committee Guidelines. Now we have a very tight budget and a need for a reclassification. The idea was to set aside a pot of money approved by the committee to pay for these increases ($30,000 was the initial suggestion) that would be allocated until depleted once an HR action was approved. Since this amount is almost half of what remains that can be permanently allocated for the 2010-11 year Michael suggested setting aside a smaller amount, but enough to cover the initial need for this year, then over the next couple years grow the reserve. There was discussion that this money would only be available for units who have no other funding source than reg fee. No decision was made at this time. The issue will be discussed again as part of the larger discussion about what to fund for the 2010-11 year.

Joe gave everyone an update about his request to have reg fee benefits and UCRP costs covered by general funds. The Chancellor is on board with the concept and agreed for the upcoming year 2010-11 but did not want to commit to this as a practice into the future without more certainty about UCSF’s budget from the state and in general. Copies of the letter were distributed. Joe requested that students let the Chancellor know how much they appreciate her support if they see her (at the luncheon). He will ask again next year as well. Please refer to the letter for details. This frees up the benefit money allocated on the temporary side for planning for 2010-11 but should still be reserved on the permanent side since the reg fee fund may need to pay these benefits in future years. The fund analysis will be updated to reflect these changes for the next meeting.

During the next meeting Shane Snowdon will present from LGBT Center then we will review the fund analysis and begin discussion about allocations for the 2010-11 year.

Voting: none at this meeting

Adjournment: The meeting was adjourned at 7:40 PM.