

MEETING NOTES

Council on Student Affairs and Fees (COSAF) Meeting

May 5, 2017

Memorial Union, DeCarli Room

11:30 am – 1:00 pm

I. Call to order – Briar Tanner

II. Health Fee Oversight Committee update – Jessica Sandoval

- Meeting was held a few weeks ago.
- No-Show Fee was not voted on. Waiting to have more information on how the fees will be spent. Will meet again in the future to discuss.
- Co-pay increase. Voted to increase the fee. They are not increasing for primary care.
- Cory Vu: Still working the details out on use of the no-show fee. Part of it will go toward administration. Lab fees will raise from \$15 to \$25. For students on SHIP, will only raise \$2.
- Q. (Laura) Where does Mental Health services fall into this increase? A. (Cory) There are no co-pays, no cost for counseling services now or in the future.
- Q. (Samantha) Is the Health Fee Oversight Committee limited to the campus? A. (Jessica) No, it's different. The Health Fee is something everyone pays when coming onto campus. SHIP is the insurance program which is optional to purchase.

III. Student Health Insurance Program (SHIP) meeting update – Nathan Sy

- Meeting occurred a month ago.
- The ideas brought forward at the last meeting were approved.
- ER co-pay is getting reduced from \$200 to \$150
- Cost of diagnostics to see if eligible for Disability Services - lowered from \$600 to \$200
- Premium will be 2.5% less for next year
- Birth control. Currently the allotment is 30 days which is low. The committee is supporting that there would be a change to 90 days, hopefully a full year.

IV. CEI - AB5 40 and Community Resource Center allocation – John Campbell

- The primary focus of CEI originally was the Student Community Center, to build that facility. Then a number of programs were brought into that facility. High impact.
- In recent years, we were mandated by the state to open an AB-540 center. It was placed in the Student Community Center. Was very successful
- AB 540 is currently funded by Student Services Fees and an allocation from UCOP. However, when AB 540 started, there were no funds to support it.
- Request came to CURB to use CEI reserves to fund AB 540 for 3 years, which was about \$200,00/year.
- We pledged that after 3 years, we would pull those funds out of CEI and start absorbing that in our Student Services Fee.
- We are at that deadline at this point. The Division needs to extend the agreement for one more year. This is due to projections of Student Service Fees came in lower than anticipated.
- I am here with you today to review this with you and answer any questions.
- There is also a 2nd one: At the same time that was occurring, Student Affairs created the Community Resource Center Central Services, housed by Dr. Sheri Atkinson

- So these two bodies were trying to move out of CEI reserves and into the Student Service Fee, permanent funds on an annual basis. But because of the change in our projected allocations, we weren't nimble enough to make that change and successfully not have to go out and cut or reduce the valued services under the Student Services Fee.
- Our forecast is showing that we can make the change to Student Services fee in the 2018-19 year.
- We are looking for support to delay the 3 year agreement for one more year
- Q. (Laurie Carney) What are the costs to run AB 540? A. (John) A little over \$550,000/year. 50% of that comes from UCOP. Q. (Laurie) What is the money used for in the Resource Center? A. (John) It is primarily staffing, but also operational costs.
- (Jason) Is there any discussion from the council on this?
- Q. (Jessica) Is there any reassurance that you will be ready to take this on in the 2018-19 school year? A.(John) The fact that I'm standing in front of the council today, is the reassurance.
- The Council agrees to support the request for the additional year with the understanding that the funding will be absorbed in the Student Services Fee in 2018-2019 and forward.

V. CEI Template Review – Unitrans – Anthony Palmere

- *See completed template*
- CEI is dedicated to capital expenses: 47 buses, 7 are vintage double-deckers, 40 are standard.
- In general, we want to replace buses every 12 years. An average of 4 buses need to be replaced every year. \$550,000 each. Usually, we are able to get federal grants to cover 80% of the cost. The remainder of the cost comes from the students through CEI.
- If we were able to acquire more than 80% from federal grants, we are able to build up our reserves. However, reserves can be used quickly if federal funding is decreased in future years.
- Review of operational costs – *see Fact Sheet and Bar Graph in handouts*
- There will be a ballot in 2018 for a fee to start in 2019: Will assist with operating costs. However, this is not related to CEI.
- Q. (Madeline) Is there a discussion about charging Grad students for the use of Unitrans? A. (Anthony) Yes, this will be part of the discussion in putting together the ballot. Also a possibility of no cost for the entire campus to use, including staff. Still being structured.
- Q. (Aaron Zheng) Why did the cost of facility expenses increase so much from 2016-16 to 2016-17? A. (Anthony) Went toward some vehicle lifts and 4 new buses were needed.

VI. CEI Template Review – Coffee House – Darin Schluep

- *See completed template*
- The Coffee House is a campus institution. We serve approximately 8500 students/day. Employ over 350 students. Have been on campus for nearly 50 years.
- In 2009-10 Coffee House went through a large expansion/renovation. CEI funds are used to maintain the facility, innovate and grow.
- Last year we replaced our Point of Sale system - moved to a more secure system. Purchased a new set of ovens. COHO expansion project came from this fund. It expanded kitchen space, office space, storage, new prep areas. Has allowed us to expand our grab and go line.

- Also selling grab and go items in the new Convenience Store.
- We have a 20 year equipment replacement plan.
- If CPI is not passed, it will limit our ability to move forward in serving our students.
- Future projects: reconstructing a service platform to increase efficiency, piloting a pizza delivery service to dorms, expand the dining area.
- Q. (Madeline) Has the issue of the pizza ovens next to the refrigerators been resolved? A. (Darin) No, we have not had the funds, but plan to reconstruct this area soon.
- Q. (Briar) Where did the money for the COHO Expansion come from? A. (Darin) From CEI. Total cost was approx. 1.1 million.
- (Laurie) Wanted to clarify that capital expenses are not subject to CPI. So for Unitrans, they are not eligible for CPI adjustments. The Coffee House is partially eligible, depending on what the funds are used for.

VII. CEI Template Review – Student Health & Counseling Services – Cory Vu

- *Review of Impact Statement 2015-16 handout*
- *Review of Source of Funds handout. Revenue for 2016-17 was projected at \$29 million*
- *Review of Financial Report and Budget 2016-17 handout*
- *Review of completed template*
- Q. (Briar) What does carry forward fund mean on the Financial Report? A. (Cory) Same as reserves.
- Q. (Samantha) The Mental Health fee increased to hire more counselors. Have we hired an increased amount of counselors as opposed to last year? A. (Cory) Yes, we have hired 9.5 FTE positions and have 2 more to hire next year. That will be a total of 12, which was our commitment. (Samantha) There was a previous issue of the building needing more space, but there hasn't been an expansion. (Cory) We have grown to increase our staff. The increase in fee is not being used for more space.
- Q. (Madeline) The issue of turnover rate with counselors due to pay. How are we managing that? A. (Cory) Yes, we are focusing on this issue. This year we have done so much better – We have just one person that resigned. Our turnover has decreased dramatically. We are working to increase diversity and staff moral. (Julienne DeGeyter) The salary scale is a challenge for us. Is out of our hands. Decisions are made at the Office of the President Level. (Cory) Next year we may have a challenge if staff joins a bargaining unit – it is in discussion right now. Would create a large increase in staff cost.
- (Laurie) Reminder that the Student Health Center allocation of CEI has parts that are subject to CPI increase and parts that are not. (*see Financial Report and Budget 16-17 Report handout*)

Further Council Discussions:

Briar: The Annual Report & Bylaws discussion will be moved to next meeting. However, we do want to go over some of the items we are proposing:

- New layout for the 2016-17 report. Moving to a template style that will stay consistent for future reporting. Allows more clarity and details of our work.
- (Madeline) Bylaw changes: Member composition, from 2 to 1 faculty member due to attendance, and increase staff from 1 to 2.
- (Jason) Will add clarification around which students vote for which initiatives. Jason will be drawing up the actual language.
- (Briar) SASI vote clarification. CPI will be automatically adjusted but we still have oversight on departmental use of the funds.

- (Laura) Suggest since we don't have the same type of recommendation power for the SASI fee that it doesn't take up so much in the agenda. (Jason) Yes, we agree and plan on that. (Laura) If we are changing the language around CEI voting, include the same for GSA and LEEAP. (Jason) Yes.
- (Samantha) Is there a possibility to change to a digital format of packets to save paper? (Jason) We could maybe have each member indicate if they would like their packet printed or not. (Jessica) Ask for an RSVP to meetings so we only print the quantity we need. (Jason) Yes, will discuss this issue with our next year co-chairs.
- (Laura) Section V in the Bylaws, adjust the frequency of pay for members.

Jason: We will be sending the Annual Report and Bylaw adjustments to everyone before the next meeting to review, so that we can ratify them on May 19.

- Q. (Steven) At the next meeting, will we be discussing the CEI presentations in person or on our comment form? (Briar) In person. The next meeting is dedicated to discuss CEI, Vote and Bylaw changes. Your feedback is very valuable.

Meeting adjourned: 12:58 pm