

## COUNCIL ON STUDENT AFFAIRS AND FEES (COSAF) MEETING

January 12, 2018  
11:30 am – 1:00 pm  
MU Garrison Room

### Meeting Notes

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1. **Call to Order** 11:35 am, Aaron Zheng, Co-Chair
2. **Campus Expansion Initiative (CEI) Overview**

- Aaron Z. See COSAF website for **Campus Expansion Initiative (CEI) Orientation** *handout*: [cosaf.ucdavis.edu/meeting-resources](http://cosaf.ucdavis.edu/meeting-resources)
- Jason Lorgan. This is the largest of the campus based fees that we oversee. In 2002, the campus was going through significant growing pains. Most state funding was coming in for classrooms and labs, not necessarily for these type of items. Some facilities/operations were not ready for the number of students. This situation is what started CEI.
- Jessica Sandoval. Review of the **CEI Template** to be completed by each recipient of CEI funds. See COSAF website for **Sample CEI Template - BLANK** *handout*: [cosaf.ucdavis.edu/meeting-resources](http://cosaf.ucdavis.edu/meeting-resources)
- Presentations begin next week.
- Take notes on the templates while listening to presentations.
- Sheila Bird. The completed templates will sent out to the council 1 week before next meeting, to allow time for review.

Jason-

- Reminder that during the Spring quarter, we will review the Bylaws and make any recommendations for updates at that time and there will be a council vote.

3. **CEI Budget Overview By Department**, *Luci Schmidl, Student Affairs Budget Manager*

- See COSAF website for **CEI Fees-Financial Actuals 2016-17** and **CEI Fees-Financial Actuals 2016-17 Chart**: [cosaf.ucdavis.edu/meeting-resources](http://cosaf.ucdavis.edu/meeting-resources)

**Q.** Aaron Z. How does the funding mechanism work?

**A.** Luci. 2017-18 year starts July 1, 2017. At that time we have a projected enrollment which is pretty close, so that is what we use. We give them this appropriation at the beginning of the year, then they can start planning their budget. The fees come in throughout the year which we track and make any adjustments at the end of the year.

**Q.** Aaron Z. Is that adjustment at the end of the year significantly different?

**A.** Luci. It has not been the case in the last few years.

Luci. The CPI for 2017 is 3.2%, so this is what we will be using to project for 2018-2019 school year.

4. **Lunch Break**

## 5. Student Services Fee Overview and Procedures

- Aaron Z. See COSAF website for **Allowable/Non-Allowable Costs** under the Student Services Fee: [cosaf.ucdavis.edu/meeting-resources](https://cosaf.ucdavis.edu/meeting-resources)
- Under the Non-Allowable costs, it states that the primary focus should not be on these programs, but it does not exclude them.
- Jessica. As of now Cory is helping to get us more information we need to provide oversight. But we are not going to send out templates to all units on the report. Instead, each of you will complete a survey to choose the top 10.
- Aaron Gomez. Demo on Qualtrics survey to narrow the list down to 10 departments.
- Jason. This council has a great process in place to review the Campus Based Fees, but the Student Services Fee process is being developed. Recently, the VC of Student Affairs for all 10 UC campuses have participated in a survey to share data on how everyone is overseeing the SSF. It was discovered that other campuses do oversee the entire SSF, but it requires them to meet every week. COSAF currently does not have enough time in the schedule to hear all department presentations. So, this will be a Bylaw edit recommendation at the end of the year, to change meetings to weekly and may start using sub committees.
- Luci. These departments may also have other fund sources, aside from the SSF.
- Jessica. The Qualtrics survey will be sent out next week. I suggest to google the departments on the list to learn more about what they do.
- Dr. Hilt. It would be helpful to know what departments were selected last year.
- Aaron Z. The process was very different last year. Everything was more bundled together, not individually, so we did not select specific departments to present. This year will be different, but there is no prior year to pull information from.

## 6. Mental Health Initiative Update

- Jessica. There is no longer going to be a Mental Health Initiative referendum and Cory Vu will talk more about that.
- Cory Vu. Before the Winter Break, Sheri Atkinson, Greg Ortiz and I met with Samantha Chiang regarding her fund needs for the Mental Health Conference. It was decided that the funding could actually come from the No Show Fee, which was implemented by the Student Health & Counseling Services last Fall. Therefore, a referendum is not needed. The No Show Fee may not pay for all of the conference, but it should pay a large part of it. This is will help to give them some stable funding. This is the plan, if approved.
- (Q) Aaron Z. Do you have an idea of how much they are asking?
- (A) Cory. Last year they asked for approximately \$20,000 and the conference is growing, so we will talk to them more about what their needs are now.
- (Q) Jessica. Is the No-Show Fee going to be the primary funding for this conference?
- (A) Cory. Yes, I am hoping that it will be the primary funding, so that it is more stable.
- (Q) Zac Bouchard. What was the No-Show Fee last year?
- (A) Cory. There wasn't one yet, this is the first year.
- (Q) Aislinn Dresel. Is the \$20,000 just for the operating cost, or is it being used for the cost of the students to attend the conference?
- (A) Greg Ortiz. The funding will allow for anyone to attend the conference at no cost. Pays for facilities, rentals, food, t-shirts, speakers – everything.
- (Q) Aislinn. Is the No Show Fee for not showing up the entire day, or cancelling?
- (A) Cory. The student will have up to 24 hours to cancel. No charge for cancelling.
- Jessica. There is a process for excused absences. They will work with you.

## 7. Health Fee Oversight Committee Meeting Update

- Justin Kaplan. Introductory meeting in December.
  - 16 voting members
  - Sent out 77,000 Safe Sex products
  - 8,400 Successful booklets
  - 72% of expenses are for staff (\$22 million)
  - Up to 11% appointments don't show up. No Show Fee is \$25. Potential of \$90,000 in revenue from this fee.
- Cory. The Health Fee is \$144/year. HFOC is considering creation of a student advisory committee to advise about the current services that are provided by SHCS, adding of new coverages, provide input on the website. Any of these new services could possibly be funded by the No Show Fee as well.
- Jessica. Right now the website is very difficult to use and not organized so hopefully it will become more user friendly.
- Cory. Last year I asked for 3 things for the website: 1. User friendly 2. Has what students want. 3. Welcoming to all communities of students. So the new website will address these three issues.
- Next HFOC meeting is January 17, 5:00-7:00 pm. Need a representative from COSAF to attend. Please let us know if you are interested.

## 8. Co-Chair Upcoming Trip to UC Irvine

- Jessica. UC Council on Student Fees – Winter Quarter Meeting
- January 19-20, Friday-Saturday
- We are now official members
- If you have any questions or anything you would like us to address, please let us know.
- Aaron Z. All campuses will be discussing Best Practices.

## 9. Reminders, Jessica

- Timesheets due today by 5:00 pm
- Surveys due today by 5:00 pm
- Let us know if you would like to attend the HFOC meeting Jan. 17

## 10. Meeting Adjourned 12: 57 pm