

Meeting Notes
Chancellor's Advisory Committee on Student Services and Fees
October 3, 2013

1. Re-capped highlights from last year. Was a productive year, including the following:
 - Allocated funds from the \$500,000 CACSSF discretionary fund
 - Recommended to the Chancellor another \$1.5 million in Student Services Fee funding, including \$1 million for one-time/short-term use and \$520,000 for recurring activity. The "pot" of unallocated funds is now depleted.
 - Created a set of values to assist CACSSF in ranking and discussing student services fee proposals
 - Made improvements to the proposal form to better fit with what CACSSF wants to know such as a new question on a sustainability plan
 - Heard updates on two Student Services Fee funded projects that had received conditional funding (the food pantry and the bike share program)
 - Heard from Committee on Student Fees about their initial audit of miscellaneous student fees where they found new fees and increased fees that had not gone through the proposal process. That led to CACSSF deciding to convene a subcommittee this year to explore this further.
 - Received updates on campus-based fee referenda
 - ASUC, Graduate Assembly and the committee on student fees submitted their annual budget recommendations to the Chancellor
 - Began to discuss the stagnation of the Student Services Fee

2. Developed of group agreements for the year
 - Open dialogue
 - Make space, take space
 - ELMO: enough, let's move one
 - Not talking over anyone else
 - Don't shoot down others
 - Agree to disagree
 - Decision making threshold: 50% + 1
 - Can designate proxies for voting
 - Fine to caucus if needed

3. Student Services Fee (SSF)
 - Reviewed background on the fee, including CACSSF's decision-making authority over the \$500,000 discretionary fund (CACSSF makes final decisions; no Chancellor approval required). Annual reports for the Student Services Fee are available at: <http://budget.berkeley.edu/studentfees>
 - Reviewed fall 2014 timeline, process and available funding. Handouts included the following:
 - Student Services Fee Timeline for Fall 2014
 - Uses of SSF: <http://budget.berkeley.edu/sites/default/files/SSF-UsesOutline.pdf>
 - Proposal form: <http://budget.berkeley.edu/sites/default/files/SSF-FundingProposalForm-2014-15.pdf>
 - Identified adhoc subcommittee to determine "policy groupings" of fee proposals: Justin, Joy and Liz.
 - Re-affirmed the following values for funding Student Services Fee proposals:
 - Has a large impact for a small population, especially an underserved population (e.g., Dreamers Resource Center)
 - Reaches a very large number of students
 - Is a new service on campus that is unique and different
 - Has a lasting impacting (e.g., one-time funding for student space improvement)
 - Develops a foundation or allows structural change that has a long term impact even if it doesn't impact students directly (e.g., ASUC Auxiliary Transition Implementation Manager)
 - Projects that are holistic and multidimensional - address multiple parts of a students life
 - Address holistic health issues, especially mental health issues
 - Student-led effort that provides opportunities for student empowerment, capacity-building or leadership
 - Promotes or enhances the diversity of our campus, especially with regards to minority and disadvantaged communities
 - Makes good use of resources
 - We value programs that appeal to both undergraduate and graduate students as well as programs that meet the unique needs of graduate students.

- Action: Determined what to do with left over funding from the Health Opportunity Fund: Remaining \$17,209 to be used by the Educational Opportunity Discretionary Fund for the purpose of healthcare expenses.
 - Action: CACSSF decided that going forward, proposal awardees be told they need to return remaining funds. Adhoc “policy groupings” subcommittee will develop a recommendation for a minimum threshold for the return of funds (so the cost of processing the return is worth the amount returned).
4. Reviewed campus budget presentation by AVC-Chief Financial Officer Rosemarie Rae. Copy of the presentation to be distributed with the meeting notes.
 5. Reviewed stagnation of the Student Services Fee and the current systemwide discussion of potentially raising the fee by \$200.
 - Handout: Historical Comparison of Student Services Fee and Tuition
 - Handout: SSF and Tuition Funding Models Since 1987-88
 6. Approved Andrew Smith as the new Student Fee Referendum Committee Co-Chair.