

SIFC Training
January 3rd, 2016
1:00pm-6:00pm
SEC 354

Agenda

1:00 - Check-in, How was break?

1:30 - Our work ahead (schedule, Thursday, ASOSU, liaisons, Google Drive, expectations)

- Cassidy will be serving as secretary
- Tuesday and Wednesday of Week 1- Claire and Peter presenting to ASOSU House and Senate
- See calendar for ASOSU presentation schedule- 5 to 10 minute presentation on your unit and what student fees are used for
 - Substitutions are allowable if you are unable to attend
 - Mykaell Moore is our ASOSU liaison
- Thursday at 6pm of Week 1- meet and greet with SIFC and student fee funded units
 - Will be releasing the individual unit questions
- Friday @ 2-3 is our weekly meeting time
 - Usually 1 hour meeting, with the option to extend if necessary
- Please see google drive and calendar for all SIFC documents and events
- This Friday's meeting- Susie Brubaker-Cole will be coming to discuss Student Affairs and its role within SIFC
- Almost all units scheduled for budget presentations
 - Waiting on CAPS, Music and Athletics to schedule
 - Final schedule with dates and times will be sent out this coming Friday to SIFC members
- Open Hearing will be held in the MU Journey Room
- SIFC Admin Budget
 - Might become part of ASOSU's budget, and AABC would have their own consulting budget to
 - AABC's presentation could be held during our weekly meeting to discuss this transition
- New SIFC office is in 108H in the ASOSU Office
 - No set office hours, but Friday's are a good time to work with Claire
- Expectations for unit liaison:
 - Have consistent contact with your unit
 - Be available to answer questions, or communicate questions to units from SIFC
 - Kyle- Athletics
 - Luis- Music
 - Liam- SAFR

- Be prepared to discuss transition of SIFC bylaws, place within ASOSU

2:00 - Critically understanding student fee budgets - Jennifer Creighton, AABC

- AABC is responsible for the student incidental and student unit fees
- Year end summary
 - 2015 budget summarized and completed in June
 - Operating increase of \$1.2 million in FY15 budget
 - Trending down in the future, in the past few years has been trending up (enrollment)
 - SIFC allocations about \$22 million in incidental fees, and about \$10 million in student health fees
 - Health Fee
 - SHS and CAPS combined to make up the health fee
 - Similar trends as the incidental fees
 - Flat fee, instead of prorated
 - Nearly \$10 million allocated
- AABC is the 7th business center
 - Two finance teams- HR term serves both teams
 - Units will partner with AABC to construct budget and fee projections for different scenarios (operating hours, construction projects, etc.)
 - Ex. Dream Construction process
 - One accountant assigned to each unit, with back-up
 - Office open M-F, 8am-5pm (third floor of SEC)
- Fee History Spreadsheet
 - pulled together on last year's SIFC request
 - shows fee levels for each unit over the last 11 years
- 5% Increase Overview (across the board, not for each individual unit)
 - Shows what the fee is with the 5% increase cap (includes mandatory increases)
- Fees get taken to the Board of Trustees in March, and again in May/June
- Summer Fees
 - Looking at FY18
 - Enrollment decrease projected
 - Not all units ask for a summer fee
- Example budget template
 - Started last year for the Board of Trustees
 - Allowed us to load the unit budgets in July instead of October
 - Account codes are grouped and consistent for all units
 - Units may use different account codes and indices
 - What units get from student fees is not considered revenue
 - Building and Equipment Reserves
 - Allocation per student amount
 - Summer fee is already set from last year

- Already includes mandatory increases and enrollment (different for health fee)
 - Decision packages
 - Varies per unit- increase combined into one, or separated into different decision packages (SIFC's discretion)
 - Indices (tabs)
 - Varies widely between units
 - Wages broken up by account codes (classified, unclassified, temp. students, etc.)
 - The level of detail in terms of line items vs. overall cost is up to units and SIFC's discretion
 - Large facilities cost increase may be expected (ex. APCC was in construction, this is the first year that utilities are being paid-- leads to large increase)
 - Often all revenue is shown in one index (see cover sheet)
 - Additional index can be added by AABC accountants for each individual unit if needed
 - Comment tab is part of the budget template, but is not always used
- Mandatory Increases
 - GTA's (increase in tuition, etc.)
 - Sick leave (ex. \$40,000 increase for student rec alone)
 - OPE decreased substantially, allowing for savings
 - Assessments
 - Property assessment increase (ex. for MU because of SEC)
 - Insurance, overheads, etc.
 - Garbage bills will be increasing because of a change in contract
 - Sewage and water services cost increases
 - Cash balances going down, investments going down, allowing for more income
 - Insurance deductibles went down
 - Building reserves (MU, Rec Sports, etc.) might be asked as a decision package and not as part of the mandatory increases
- Budget has to be within 2% of projected revenues for the Board of Trustees (AABC will be keeping track of this)
- AABC works with the units in different ways
 - Some units do their own budget, while others ask their accountant to do it for them
 - AABC communicates variances directly to units, and works directly with the units to make changes
 - AABC will communicate variances with SIFC
- Expectations
 - If revenues are increased they can increase their expenses to reflect that, but there is no fee impact
 - This year, revenues are down, and expenses should reflect that
 - Decision packages will reflect increases in expenses beyond projected revenue

- Specificity of decision packages is determined by SIFC
- SIFC has the ability to veto line items
- AABC can run the numbers for different scenarios on SIFC's request
- Collaboration between AABC accountants, unit directors, and SIFC liaisons
- Looking out for projections that are beyond what was spent in the previous years-
- AABC accountants will be focussing on this before budgets even come to SIFC
- Coming out of 4 years of construction is resulting in more micro analysis of the budgets.

Working Capital

- 2-3 months working expenses
- 8% increase in fees last year, probably 4-6% this year
- Units will need to have more cash on hand
- Everyone will need to use some portion of their working capital for their expenses in the coming fiscal year

3:00 - Break

Unit Presentations (10 min) and question drafting (5 min)

3:15 - Music, Dr. Zielke

- Funding from the university, donors, and student fees
- Student fees mainly go to athletic bands, as well as performances and keeping fees down for music classes
- This year is the first year that they include other performing arts (theater, speech and debate)
- Possible increase in travel costs, but most are funded through the foundation
- Music ensembles are open to all students, not just music majors

3:30 - SAFR, Therese

- Newly formed budgeting board representing HSRC and CFR
- Presented a joint budget last year, but this year marks the official consolidation
 - HSRC: Food pantry, insurance subsidy program, referral safety net program, textbook assistance program, meal bucks, emergency housing
 - Connecting students to resources from campus to a federal level
 - CFR: childcare (My Little Village and Beaver Beginnings), Care.com contract for all of campus (long-term and last minute short-term childcare, pet care, elderly assistance), childcare subsidy programs (up to 50% of childcare per child per term) based on childcare and financial need, scholarships for student parents for KidSpirit program on no school days (ammount depends on need), campus program events (ex. bring your child to schoo day, Joy Drive, etc.), administrative (manage the faculty child care subsidy program, but does not use student fee dollars), lactation rooms on campus (new one in each new building, space donated by the university, but CFR inspects the spaces monthly, and provides the contents of the room), work with other units on campus (ex. parking- lactation

parking passes), provide resources to students/faculty/staff to find childcare in Corvallis/Albany

- Issues with student fees being used to fund resources for faculty and staff, as well as students
 - Have had large contingency requests to account for this
- Starting collecting a fee in the late 90's, which built up into a large fund balance
 - 2008 created a spend-down plan for these funds
 - ex. assessment for the Azalea House project
 - Don't expect to have excess capital at this time next year
- Azalea House project
 - Partnered with the Design program on campus to put together the sketches
 - $\frac{2}{3}$ student funds, $\frac{1}{3}$ university
 - Balancing student and university funds to complete the project
 - Building partnerships with OSU units
- Two initiatives
 - Insurance subsidy program (3rd of 5 asks to increase funds)
 - Child care subsidy fund (this is the 4th of a 5 year ask to increase funds)
 - Hoping to collect data on textbook assistance program to justify adding it as a permanent piece of their budget in the future

3:45 - Athletics, Marianne

- Three year memorandum of understanding- nothing will change this year, because this is year two of three
- Determine how many tickets will be given for each game, and the cost to students
- Calvin and Claire will be meeting tomorrow with Marianne

4:00 - SHS, Gaby and Alex

- Clinical services, health promotion unit
- Adopted alcohol and drug prevention center last year, one of the major reasons for a budget increase last year
- Trying to find balance of services (preventative, clinical, etc.)
- Dixon, CAPS, SHS collaboration for expanding Dixon and offer health services there
 - May not affect student fees, looking towards donors and other funding sources
 - Student survey went out to assess if students were willing to pay for this construction project-- more on the administrative side
- Insurance units- currently discussing dental coverage for students on the SHS plan
 - possibly creating a dental unit in Finley Hall- may come up this year or in future years
 - working with UHDS

- Same day clinic- good amount of student traffic, expands SHS ability to serve students
 - labs, meetings with doctors and nurses
- Discussing budget reserves- unit has depleted the majority of those because SIFC has asked SHS to utilize these funds over the past few years
 - This will probably come up in this year's budgeting

4:15 - Rec. Sports, Matt

- Four main facilities- Dixon, McAlexander, Student Legacy Park, and Peavy Fields
 - Fitness and personal training
 - Adventure Leadership Institute
 - Intramural Sports
 - Informal recreation safety training
 - Wellness Services
 - Special Events
- Building a sense of community, promoting physical activity, providing student employment and leadership opportunities
- third oldest campus rec program in the country
 - OSU celebrating 100 years of intramural sports in the Fall
- Focusing on practical experience, student wellness, building on the classroom
- Exercise and medicine program, health coaching and collaboration with SHS
- More than 4,000 swipes into Dixon on a weekday in 2014
- 61% of OSU's student body utilized Rec Sports in some way in 2014
- Main focus on integrating and collaborating with other areas of campus to increase the wellness of students

4:30 - SSI, Cassidy

- Advance efforts and culture of sustainability
 - holistic view, social, environmental and economic views are equal
 - in SLI
- 3 focus areas
 - Growing food security, donating food to pantry from student run garden
 - Climate neutral 2025 (far-reaching) pressure on university, social justice
 - Living Laboratory (sustainability in every aspect of student lives at OSU)
- Faculty advisors, 14 student staff, fee board 7 members
- Green fee vote to buy REC's (2007) weren't spending fund balance, went down to \$5.07
- 2012 review of SSI
- Grant programs: research, wage (faculty for student jobs), project, professional development
 - big portion of budget
- Investment into SEC (solar panels and edible garden)
- Programming
 - bike fix, sustainability tips notepad
 - Energy challenges

- Work parties
- Coffee cup graveyard

4:45 - CAPS, Krista

- Clinical and Mental Health Promotion
 - Individual, group and couples counseling
 - 9 or 10 group counseling sessions, each with a different focus
 - Student workers focus on stress management, mindfulness, suicide prevention training, watercolor wednesday's
 - Mental Health prevention focuses on flourishing now, before clinical help is needed
 - Clinical services has a waitlist
 - Added an additional counselor last year
 - First appointment system- appointments right away, and a clinician will assess your needs, and create a plan of action
 - Still had a wait list after this step
 - Possibly looking to hire another counselor
 - Looking at offering an opt-in option for e-campus students
 - Collaborating with other health units to figure out how to offer health services to e-campus students
 - Teaching Assistant Online- online counseling session
 - Went through a demo with their board to see what the initial response was
 - Snell isn't working as the offices of CAPS, and have been looking at different options including remodels, relocation, Dream project at Dixon.
 - Remodel of 5th floor offices has been completed and additional offices were added

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5:00 - MU, Rafid

- Three departments: Orange Media Network, student leadership and involvement, facilities services.
 - Maintains cultural centers, SEC, and Snell Hall
- MU Advisory Board chaired by Rafid
- Three directors- one for each department
- Annual budget of over \$10 million
 - 25% comes from revenues
- 700 student employees
- 8 restaurants
- New partnerships: Social Change Leadership Program (fund half of it)
 - Based out of ISOSU
- Central space for the university, to serve the students in a multitude of different ways
- Maintenance of the SEC is new this year--how to bring together every unit's work to serve the needs of students
- Two new directors- transitional year

- MU Director stepping down this year-- not making any major changes in the next couple years
- Assessing how all the pieces of the MU can work together in the way that benefits students most, before making large changes

5:15 - DCE, George

5:30 - SORCE, Sorath

- This is the second year of it's existence
- A funding source
- Two categories
 - Affiliates- related to SORCE, have fixed amounts of funds based on need
 - Activity funds- individual funding opportunities
- Promotional activities for SORCE- tabling, trainings, informational sessions
- Event examples: Black Student Leadership Conference, Japanese Student Association Night, Fright Night, Drag Show, etc.
- Looking to increase funds because there is a need due to an increase in student group participants
- Looking to increase travel funds available
- Resource closet- students/student orgs can check out games/activities
- No expected increase in budget this year

5:45 - ASOSU

6:00 - See you Friday @ 2!