

**Title:** Budget Analyst  
**Appointment:** AY 2018-2019 (renewable)  
**Time Commitment:** 6-8 hours/week  
**Compensation:** \$20/hour

**Background**

The Committee on Student Fees and Budget Review is a Chancellor's Advisory Committee reporting to the Chancellor under the Division of Student Affairs.

Each academic year, CSF audits campus units that receive funding from the Student Services Fee. Past evaluations include the Office of Undergraduate Admissions (UGA), KALX, Residential/Family Living (RFL), Recreational Sports Facility (RSF), University Health Services (UHS), and the Student Life Advising Services (SLAS).

CSF provides oversight on all referenda fee advisory committees on campus to ensure that the fees are properly allocated in accordance to each fee's policy. CSF's participation in these committees is to provide past information on each fee to the current advisory board and represent the interests of the student community. Sample committees include Health Fee Advisory Board, Class Pass Committee, Student Referenda Committee, and The Green Initiative Fund.

CSF reviews the budgets from the various registration fee control units. We evaluate the budgets on quality of service and adherence to the needs of students. Each year we compose a report designed to give the Vice Chancellor's a cohesive recommendation reflecting the opinion of the student community.

CSF's work extends past the UC Berkeley campus to the wider University of California community. As the Student Fee Advisory Committee (SFAC) of UC Berkeley, we represent UCB on the UC Council on Student Fees. The UC Council on Student Fees meets quarterly and is a forum for the SFACs of all 10 UC campuses to discuss common issues and best practices, as well as take part in lobbying and statewide recommendations at the UCOP, UC Regents, and state government levels.

### **Job Description**

The Analyst acts as a student consultant to campus units that receive student registration fees. As a consultant, the Analyst interviews employees and leaders of campus organizations, creates surveys, and contributes to the writing of a budget report at the end of the academic year; this report includes budget and programmatic recommendations for the unit director, the Vice Chancellors, the Executive Vice Chancellor & Provost, and the Chancellor.

In addition to completing these tasks, the Analyst serves as a student representative on committees that manage referenda fee funding, such as AC Transit Class Pass Committee, Recreational Sports Advisory Board, and Financial Aid Advisory Committee.

### **Responsibilities**

- Attending and participating in general committee meetings, socials, networking events, business trips, etc.
- Representing CSF at assigned external committee meetings
- Contributing to year-long unit evaluations by researching campus fee-related issues, surveying the students and faculty on campus, interviewing campus staff members, attending meetings on department budgets, and writing the final report
- Following campus and fee related issues
- Participating in additional project teams as needed (e.g., budget analysis, student outreach, UC system-wide and campus fee policy research)

### **Qualifications**

Strong oral and written communication skills, as well as excellent analytical abilities are required to conduct evaluative interviews of campus organizations, represent CSF in external committees, and write budget reports. Ability to work in a team environment is crucial, as most of the assignments are done in groups. Existing knowledge of finance or investment banking concepts are not required and will not be considered in the application review process.

### **A Completed Application Includes:**

- Application Information Sheet (see below)
- Resume (max 1 page)
- Responses to Application Questions (max 2 typed pages)

***Please submit your completed application in one PDF document to [csf@berkeley.edu](mailto:csf@berkeley.edu).***

***Applications are due by 11:59pm, Friday, September 7<sup>th</sup>.***

## Fall 2018 Analyst Application

### Information Sheet

Name:

Email (@berkeley.edu):

Berkeley Address:

Cell #:

Expected Graduation (semester/year):

Major(s) Declared or Intended:

UC GPA (If 1<sup>st</sup> semester freshman, HS UW GPA):

### Application Questions

*Please limit your responses to a total of two typed pages.*

1. What skills and experiences can you bring to the Committee on Student Fees? Please include examples that demonstrate commitment, teamwork, leadership, and research and analytical skills.
2. What are your other time commitments, and their approximate hours per week, for AY 18-19?
3. As an analyst, you have been asked to write the CSF recommendation for a new Miscellaneous Student Fee proposed by the Berkeley International Office (BIO), which supports the international student community at Berkeley. BIO is responsible for processing student and work visa paperwork for international students, helping these students find housing, and hosting cultural and social events.

The proposal asks for \$120/semester fee to be imposed on **only** international students. Please review BIO's application on the next page and prepare a detailed and analytical recommendation to support, oppose, or modify this fee proposal. Take into account BIO's existing funding, which is displayed in the budget page. Make sure to justify your arguments with evidence from the proposal document or from outside research.

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University of California, Berkeley  
Miscellaneous Student Fee Proposal Form

Information about the Miscellaneous Student Fee Policy can be found  
at: <http://policy.ucop.edu/files/da/da2559.pdf>

**Completed and signed forms should be returned to [studentfees@berkeley.edu](mailto:studentfees@berkeley.edu).**

Department/Division Information	
College/School	Office of the Vice Chancellor for Research - Berkeley International Office

Contact Information	
Name	Ivor Emmanuel
Email Address	ivor@berkeley.edu
Phone Number	510 643 8307

Proposal Information	
Fee Title	International Student User Fee
Proposed Effective Date (Semester/Year)	Fall 2018
Fee Amount per Student	\$120 per semester (academic year)
Is the fee one time or recurring?	Recurring
Who is the fee applicable to? (undergraduate/graduate/self-supporting program students)	All non-immigrant international students on F and J visas.

<b>Proposed Action</b>				
Establish a new fee in the amount of			\$120 per semester	
Increase fee amount	from	\$0	to	\$120
Decrease fee amount	from		to	
Consolidate existing fees	<i>List fees to be consolidated here.</i>			
Eliminate a fee				

Summary of Costs Included in Miscellaneous Student Fee	
Personnel	Annual Cost Included in MSF
Salaries and Wages	\$732,250
Employee Benefits	\$358,803
<b>Total Personnel Costs</b>	<b>\$1,091,053</b>

Materials and Supplies	Annual Cost Included in MSF
Office Supplies	\$70,000
Laboratory Supplies	
Communications	\$20,000
Rents and Utilities	\$125,000
Publications and Media	
Other	\$10,000
<b>Total Supply Costs</b>	<b>\$225,000</b>

Equipment Description	Purchase Cost	Years of Useful Life	Annual Cost to MSF
<b>Computers</b>	\$50,000	5 years	\$10,000
<b>Total Equipment Amortization Charged to MSF</b>			<b>\$10,000</b>

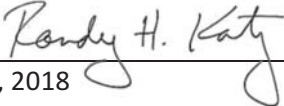
<b>Total Expenses</b>	\$1,326,053
<b>AFC @ 9%</b>	\$129,600
<b>Projected Number of Students Annually</b>	12,000
<b>Calculated Fee per Student</b>	\$120

Costs of Expenditures Included in the Miscellaneous Student Fee				
Personnel Detail				
<i>(Complete this section if the Miscellaneous Student Fee will include costs for salaries/wages or employee benefits.)</i>				
Job Title	Annual Salary	Annual Benefit Cost	% of FTE Dedicated to MSF Activity	Total Salary & Benefit Cost
Director	\$160,000	\$78,400	50% X10 mths	\$99,333
Student Svs Supervisor 4	\$76,000	\$37,240	50%	\$56,620
SSA 3 Advisor x4	\$264,000	\$129,360	100% x 9 mths	\$295,020
SSA 2 Advisor x3	\$165,000	\$80,850	100% x 10 mths	\$204,875
SEVIS Coordinator	\$60,000	\$29,400	100%	\$89,400
Frontline Support / Case Coordinators	\$88,000	\$43,120	100% x 10 mths	\$109,267
Communications Manager	\$85,000	\$41,650	75%	\$94,988
IT Applications Programmer / Manager	\$55,000	\$26,950	100%	\$81,950
Operations Manager	\$80,000	\$39,200	50%	\$59,600

Materials and Supplies Detail		
<i>You may attach additional worksheets.</i>		
Office Supplies Description	Total Cost to Department	Cost Included in MSF
Software, Paper, Copying, Fax, misc.	\$170,000	\$70,000
Laboratory Supplies Description	Total Cost to Department	Cost Included in MSF
Communications Description	Total Cost to Department	Cost Included in MSF
Web support, printing	\$50,000	\$20,000
Rents and Utilities Description	Total Cost to Department	Cost Included in MSF
Office space rental	\$250,000	\$125,000
Publications and Media Description	Total Cost to Department	Cost Included in MSF
Other Description	Total Cost to Department	Cost Included in MSF
Misc.	\$20,000	\$10,000

Further Details
1. Provide a brief description of the services of materials covered by this fee.
<p>Issuance of Initial Visa Documents and Student and Exchange Visitor Information System (SEVIS) Reporting; Immigration Advising and visa document support for on-going students; Advising and immigration support around employment matters; Orientation of new students; Academic Support and Personal Advising;</p> <p>BIO will provide additional programs, services and resources (including in-person workshops and social activities) to support housing challenges, student life, and career preparation for students.</p>
2. Provide a brief description of the equipment covered by this fee.
N/A
3. What is the expected benefit to the students who will be paying this fee?
<p>BIO advisors process immigration documents that facilitate the entry and arrival process and for updating the SEVIS system on matters related to student status.</p> <p>Students benefit from advising on an on-going basis around matters related to full course of study, dropping below a full course of study, extension of programs, early withdrawals, dismissals, terminations, changes of majors, etc.</p> <p>There are numerous employment related advising that international students seek related to both on and off campus employment.</p> <p>BIO provides international students with a robust orientation program to assist in their arrival and adjustment to campus life.</p> <p>BIO plays an instrumental role in helping with international student retention.</p> <p>Students will benefit from resources related to housing searches and career-related matters.</p>

<p>4. What are the consequences if the proposed fee is denied or if it is approved for only a partial, lesser amount?</p>
<p>If the proposed fee is denied, the Berkeley International Office will continue to rely on campus support to fund operations.</p> <p>The consequence of this is that BIO will only be able to provide limited programs and services. It will not be in a position to expand upon existing programs and services and address current needs such as housing challenges and career preparation resources. Additionally, with limited staff students will continue to experience longer wait times to see an advisor during drop-in hours.</p>
<p>5. If this is a new fee, what resources have been used in the past to cover the associated expenses? Why are these resources no longer sufficient?</p>
<p>The Berkeley International Office budget has traditionally been split between campus support and recharge income. The recharge component will continue, but coupled with reductions to campus support the Berkeley International Office is unable to keep up with the international student population growth.</p> <p>BIO has been unable to provide any expanded or new services because of limited funding. As the population grows, trends change and students needs change BIO is unable to address these changes e.g. housing support.</p> <p>Students will benefit from increased in-person workshops (especially around employment matters) and social activities.</p>
<p>6. If this is a request to increase an existing fee, what has changed to cause the current fee level to not be sufficient?</p>
<p>N/A</p>
<p>7. Describe the student consultation process and include a synopsis of student responses. If needed, you may attach any supplementary information (actual survey results, actual student answers, etc.) that was collected.</p>
<p>At this point, and since the fee will mostly affect future students, the current students have not been consulted. The proposal has been communicated to the Graduate Division and the Graduate Assembly and has been met with favorable responses.</p> <p>BIO Director Ivor Emmanuel informed the Graduate Assembly President about the proposed fee. She asked her Vice President Shreyas Patankar to meet with me. Shreyas and Ivor met on February 28th and Shreyas was briefed on the proposed fee. Ivor received a favourable response and understood that there was common ground on what BIO could do to further assist graduate students.</p> <p>In addition, Ivor met with James Li and Xinwen Xiong on January 31st. They are the staff of ASUC Senator Shiung. They reacted favourably to the fee and also with the understanding that with some additional resources BIO can expand programs and services for undergraduate students and that BIO could collaborate with staff of the ASUC Senator. Ivor will be meeting with ASUC Senator Shiung on Tuesday, March 6th to brief her on the proposed fee.</p> <p>It should also be noted that all of the students briefed to this point felt that the fee level was reasonable.</p>

Approvals	
Divisional Finance Lead Name	David Castellanos
Signature	David Castellanos <small>Digitally signed by David Castellanos DN: cn=David Castellanos, ou=Office of the Vice Chancellor for Research, UC Berkeley, ou=VORES, email=dcastalla@berkeley.edu, c=US Date: 2018.03.08 15:55:35 -0800</small>
Date	
Dean/Vice Chancellor Name	Randy Howard Katz
Signature	
Date	March 8, 2018



## **Proposal to Implement a Degree Seeking International Student Fee**

### **Introduction**

The Berkeley International Office (BIO) is charged with the responsibility of providing services for international students (students who enroll as non-immigrants on F-1 and J-1 visas) from the point of admission to graduation and for a period extending to as many as 36 months after completion of studies. These services are unique to international students in that they respond to federally mandated services around immigration documentation, federal reporting requirements, and immigration related advising; and around issues that are associated with adapting to and succeeding in a different cultural environment. This proposal is intended to address the costs associated with these specialized services required for all international students.

#### Statement of Purpose:

The following serves as a summary of the key services that BIO provides to international students:

#### 1. Issuance of Initial Visa Documents and Student and Exchange Visitor Information System (SEVIS) Reporting:

In order to enroll at a U.S. educational institution all international students must acquire a school issued visa document that they would use to present to an Embassy or Consulate outside the U.S. to obtain an entry visa. Upon arrival, all international students are required to report to the international office, to register, and to maintain a full course of study throughout the duration of their stay. BIO advisors are responsible for the processing of the immigration documents that facilitate this process and for updating the SEVIS system related to these changes. A SEVIS Coordinator is responsible for meeting the continuous government reporting requirements around the status of every student in real time.

#### 2. Immigration Advising and visa document support for on-going students:

BIO advisors also assume responsibility for advising students on an on-going basis around matters related, to full course of study, dropping below a full course of study, extension of programs, early withdrawals, dismissals, terminations, changes of majors, etc. Some of these advising functions are also tied to the processing of additional visa documents that reflect the changing status of the individual or the benefit they are seeking.

### 3. Advising and immigration support around employment matters:

There are numerous employment related benefits that international students pursue both on and off campus before and after completion of studies. Students seeking out these benefits contribute to a substantial amount of workload around advising, paperwork collection and visa document processing. In addition, there are federal requirements that the host institution track and report the employment information to the government.

### 4. Orientation of new students:

BIO provides international students with a robust orientation program to assist in their arrival and adjustment to campus life. Although the campus implemented a campus-wide orientation program in the Fall semester of 2017, BIO continued to provide a tailored orientation program for international students to compliment the campus program. Orientation covers various topics with presentations given by invited faculty, staff and student speakers. Sessions such as the U.S. academic system, health care matters, insurance, family matters and immigration regulations are covered. In addition, structured events are offered so that students can become better acquainted with each other minimizing isolation and loneliness in their first days on the campus. The overall goal of the orientation program is to provide information and organized programs to new students to assist them with their adjustment to campus and to establish community.

### 5. Academic Support and Personal Advising:

BIO plays an instrumental role in helping with international student retention. Staff develop tools and offer students numerous workshops that help them navigate the campus and access resources that support their success. In addition, BIO staff actively work in collaboration with college advisors to seek out students who are on probation and to provide them the advice and resources needed to help them overcome academic difficulties.

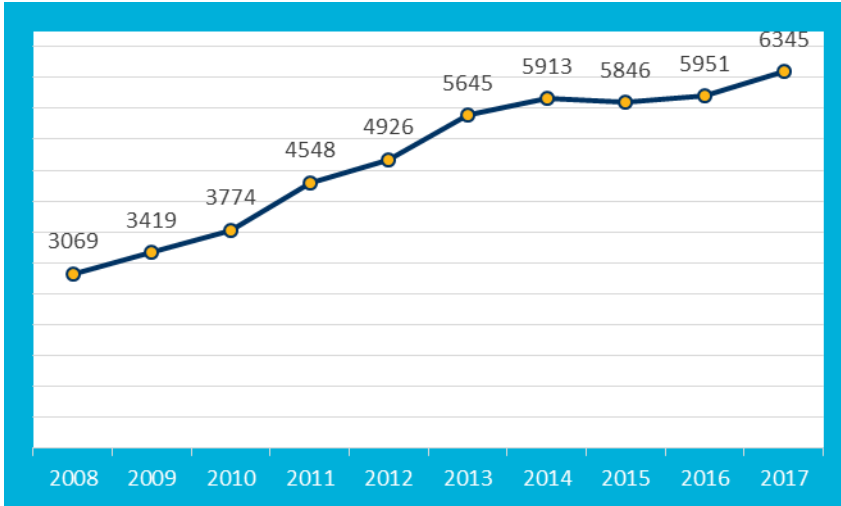
In addition, to academic matters, staff advise students around numerous other issues, including personal adjustment, financial difficulties, relationship issues, interpersonal skills, student conduct, housing matters, etc. Essentially, a holistic model is used to support student success.

## **Rationale**

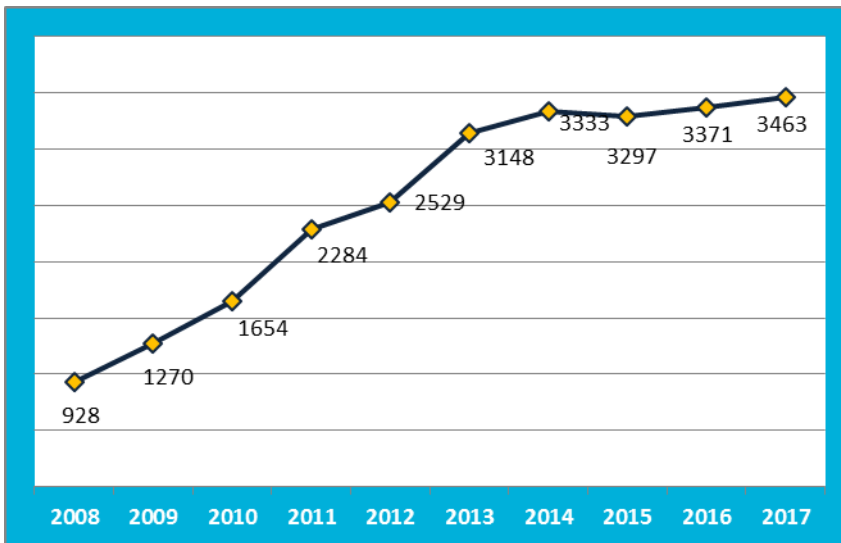
The proposed fee is intended to offset the expenses associated with students that require a unique set of services a big part of which is federally mandated. In implementing this fee it is noted that all generated revenue will cover services that are not required of all other students on the campus. It will also address federal requirements that the institution make available adequate resources to provide these services. Given the present budgetary climate, the university is not in a position to make available the necessary resources to cover these services at an adequate level. This constraint has only been heightened as the total enrollment of international students has grown from 3069 to 6345

- a 106% increase over the past 10 years. During the same period undergraduate student enrollment grew by 273% while graduate student enrollment grew by 39%

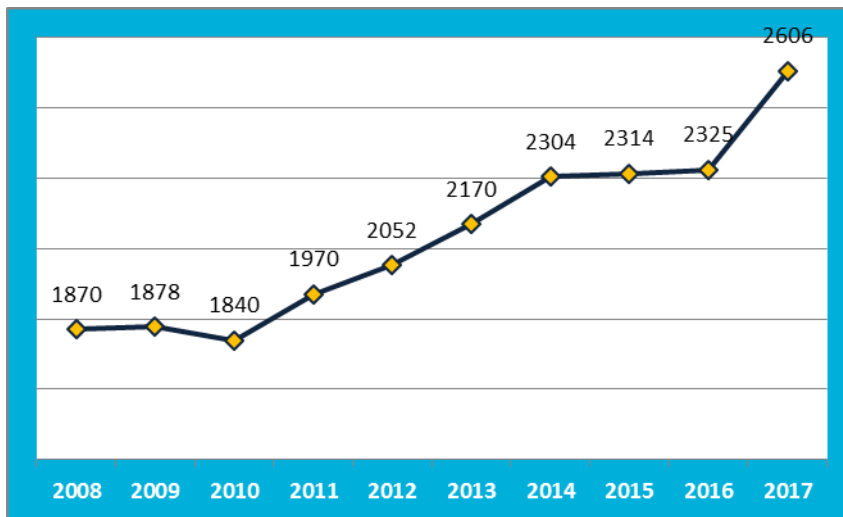
Fall 2017 International Student Enrollment – all students.



Fall 2017 Undergraduate International Student Enrollment.



Fall 2017 Graduate International Student Enrollment.



This growth has contributed to a larger number of clients needing support since graduated students who remain in the US to engage in temporary employment need to remain on their student visa status. Summer session students has grown at similar levels. Additionally, new government regulations and Executive Orders are placing new pressures on BIO to provide more advising services.

Berkeley is not unique in its desire to begin collecting fees to offset these costs.

Name of Institution	Misc Intl Student Fee	Frequency
UC Davis	\$110	Each quarter
UC – Santa Cruz	\$400 frosh; \$200 transfer – proposed	Flat fee
UCLA	\$59 Orientation	Flat fee
Brandeis	\$300	Flat fee
Clemson	\$50	Each semester
Georgia Tech	\$25	Each semester
UW-Whitewater	\$30	Each semester
Washington State	\$50	Each semester
UT-Austin	\$100	Each semester
University of Minnesota	\$500	Flat fee
University of Georgia	\$61	Each semester

## **Budget:**

### Personnel and Benefits:

Director x .5 (10 mths at \$80K)	99,333
Student Services Supervisor 4 x .5	56,620
SSA 3 Advisor x 4 (9 mths at \$66K)	295,020
SSA 2 Advisor x 3 (10 mths @ \$55K)	204,875
SEVIS Coordinator	89,400
Frontline Support and Case Coordinators x 2 (10 @ \$44K)	109,267
Communications manager x .75	94,988
IT applications programmer/manager	81,950
Operations Manager x .5	59,600
Personnel – wages	732,250
Personnel - benefits (49%)	358,803
Personnel Total	1,091,053
Rent and Utilities	125,000
Supplies	70,000
Communications	20,000
Other	10,000
Total Supply Costs	\$225,000
Amortized Costs	10,000
Total BIO Operating Costs	\$1,326,053
Proposed Fee – degree seeking students:	
\$120 per student per semester (\$120 x 6,000 x 2)	\$1,440,000
AFC Fee @ 9%	129,600
Total Income to BIO	\$1,310,400

## **Conclusion**

Given the current budgetary climate at UC-Berkeley it is no longer feasible to support the Berkeley International Office at a level that meets the demands that are placed on it. The trend that is happening across the country suggests that this is not an unreasonable strategy to support the delivery of these services. The revenue generated from this fee will ensure that students will continue to access high quality services in a timely manner and this in turn will enhance their educational experience.

**SRECNA Trend**

	Actual Final 2013-14	Actual Final 2014-15	Actual Final 2015-16	Actual Final 2016-17	Variance - Actual vs Actual	
					Variance (\$)	Variance (%)
<b>Revenues and Operating Transfers</b>						
Private Gifts for Current Use	0	0	24,375	3,990	(20,385)	(83.6%)
Sales and Services	0	3,311	115,838	240,058	124,220	107.2%
Other Income	0	3,311	115,838	240,058	124,220	107.2%
48142 - Sponsorships/Other	0	0	0	5,000	5,000	NA
48170 - Contra Rev AFC-Other Srcs-Othr	0	(249)	(11,457)	(23,742)	(12,285)	107.2%
48198 - Miscellaneous Revenues	0	3,560	127,295	258,800	131,505	103.3%
<b>Total Revenue</b>	<b>0</b>	<b>3,311</b>	<b>140,213</b>	<b>244,048</b>	<b>103,835</b>	<b>74.1%</b>
Campus Support	481,552	783,366	789,249	789,249	0	0.0%
General Allocation	481,552	783,366	789,249	789,249	0	0.0%
To/From Other Divisions	0	0	375	355	(20)	(5.3%)
Internal DIVISION Transfers	481,427	108,177	299,290	196,238	(103,052)	(34.4%)
<b>Operating Transfers</b>	<b>922,979</b>	<b>871,543</b>	<b>1,088,914</b>	<b>865,842</b>	<b>(103,072)</b>	<b>(9.6%)</b>
<b>Total Revenue &amp; Transfers</b>	<b>922,979</b>	<b>874,854</b>	<b>1,209,127</b>	<b>1,209,896</b>	<b>763</b>	<b>0.1%</b>
<b>Expenses</b>						
Staff Salaries & Wages	1,483,826	1,615,176	1,709,142	1,745,409	(36,287)	(2.1%)
Employee Benefits	638,174	658,750	770,718	775,286	(4,548)	(0.6%)
<b>Total Compensation</b>	<b>2,121,999</b>	<b>2,273,925</b>	<b>2,479,861</b>	<b>2,520,695</b>	<b>(40,815)</b>	<b>(1.6%)</b>
Supplies, Materials and Equipment	44,623	55,247	25,324	18,137	7,187	28.4%
Scholarships and Fellowships	0	0	12,000	0	12,000	100.0%
Other Operating Expenses	(1,257,237)	(1,386,036)	(1,427,281)	(1,379,264)	(48,017)	3.4%
Interest and Financing Expense	0	0	100	0	100	100.0%
Recharge Income	(1,568,153)	(1,687,158)	(1,756,665)	(1,723,880)	(32,785)	1.9%
590XX - Recharge Income	(1,568,153)	(1,687,158)	(1,756,665)	(1,723,880)	(32,785)	1.9%
Services	70,831	66,977	75,230	89,778	(11,547)	(15.3%)
Rents and Utilities	204,694	195,338	218,755	232,487	(13,712)	(6.3%)
Travel	17,918	22,673	16,202	11,063	5,140	31.7%
Miscellaneous Expenses	17,472	16,133	19,097	14,309	4,787	25.1%
<b>Total Non Compensation</b>	<b>(1,212,614)</b>	<b>(1,330,788)</b>	<b>(1,389,957)</b>	<b>(1,361,127)</b>	<b>(28,831)</b>	<b>2.1%</b>
<b>Total Expenses</b>	<b>909,385</b>	<b>943,138</b>	<b>1,089,903</b>	<b>1,159,568</b>	<b>(69,646)</b>	<b>(6.4%)</b>
<b>Net Operating Surplus/(Deficit)</b>	<b>13,594</b>	<b>(68,282)</b>	<b>119,224</b>	<b>50,341</b>	<b>(68,883)</b>	<b>(57.8%)</b>
From/(To) Regents Endow Pool	0	25,000	0	0	NA	NA
From/(To) All Other Fund Bal	(904)	0	0	0	NA	NA
<b>Changes in Fund Balance - Pos/(Neg)</b>	<b>(904)</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>NA</b>	<b>NA</b>
<b>Change in Net Assets - Pos/(Neg)</b>	<b>12,690</b>	<b>(43,282)</b>	<b>119,224</b>	<b>50,341</b>	<b>(68,883)</b>	<b>(57.8%)</b>
Beginning Balance	169,025	181,714	138,432	257,657	119,224	86.1%
Ending Balance	181,714	138,432	257,656	307,998	50,341	19.5%

The last closed month for the current Fiscal Year is May.  
 Daily Actuals for unclosed month(s) are available through 20170731 (YYYYMMDD).

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