



**UC Student Services Fee
&
UCR Student Services Fee
Annual Report**

**Operating & Capital
Budgets and Reserves**

*Expanded information regarding the Student Services Fee Advisory Committee at UC Riverside can be found on the web at <http://ssfacs.ucr.edu>

Office of Resource Planning & Budget
November 28, 2012

University of California, Riverside

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**2012-13 Student Service Fee Advisory Committee
For 2013-14 Budget
Planning Calendar**

Week of Oct 1	Selection Process Begins for Committee members(3 week process)
Oct 12	Recruitment Information Session
October 13-14	Council on Student Fees meeting at UC Berkley
Week of Oct 15	Review Applications and select members by Oct 19
October 19	SSFAC Meeting: Introduction
November 2	SSFAC Meeting: Training (Stephanie in RP&B Coordinator)
Nov 16 thru 30	SSFAC Meeting: Meetings on Friday as needed
Nov 16	Call letter to SSF Budget Holders for 2013-14 Program Plan and Budget Addendum request
December 8-31	Finals - Fall Quarter/Winter Break(Dec 15-31)
Dec 14	Departments submit budget requests and addendum to VCSA Office
January 14	Department budgets and addenda requests completed and added to SSFAC Sharepoint.
Jan 18	SSFAC Meeting: Overall Budget Review and Subcommittee Review, RP&B Reg Fee Presentation
January 25 to Mar 8	SSFAC Meeting: Meetings on Friday as needed
January 26-27	Council on Student Fees meeting at UCLA
Jan 27- Mar 30	Subcommittees review budget requests, meet with Dept. Directors Write reports outlining preliminary subcommittee budget recommendations
March 16-29	Finals - Winter Quarter and Spring Break
March 29	Deadline to submit Subcommittee Budget Recommendations reports to VCSA Office
April 12	SSFAC Meeting: Committee recommendations and deliberations (2 hour meeting) .
April 19	SSFAC Meeting: Committee recommendations and deliberations (2.5 hour meeting) .
April 20-21	Council on Student Fees meeting at UCMerced
April 26	SSFAC Meeting: Committee recommendations and deliberations(2 hours)
May 3	SSFAC Meeting: Committee recommendations and deliberations(2 hours)
May 7	Submit preliminary recommendations to directors
May 10	Written appeals from directors due to respective Vice Chancellor and committee are due at 5:00PM
May 17	SSFAC Meeting: Appeals Review
May 20	SSFAC Meeting: Final Meeting Elect 2013-14 Chair, Finalize addenda requests and appeal items
June 8-14	Finals - Spring Quarter
June13(tentative)	RP&B presents analysis and recommendations to Chancellor and EVC
June 14-17	Commencement
June 27(tentative)	Budget Holders notified of Chancellor's final decisions
Last update: 11/8/2012	

**UC STUDENT SERVICES FEE & UCR STUDENT SERVICES FEE
ASSUMPTIONS INCLUDED IN THE FORECASTS ON TABLE 3, 4, & 5**

- * Enrollment Projections are based on the November 20, 2012 "General Campus Headcount Enrollments - Actual and Planned" from the Department of Strategic Academic Research and Analysis
- * UC Student Services Fee increases of 3% in FY2014-15 and FY2015-16
- * Merit/Range increases of 3% annually
- * Benefit employer cost increases of 7% in FY2012-13 and 5% in the following fiscal years
- * Retirement employer cost increases to 10.63% in FY2012-13, 12.65% in FY2013-14, 15% in FY2014-15, 16.8% in FY2015-16, and finally 19.1% in FY2016-17

TABLE 1

JULY 1, 2012 PERMANENT OPERATING BUDGETS			
<i>Units</i>	<i>UC Student Services Fee</i>	<i>UCR Student Services Fee</i>	<i>Combined</i>
<i>Undergraduate Education</i>			
Learning Center	1,369,207	-	1,369,207
<i>Subtotal</i>	\$ 1,369,207	\$ -	\$ 1,369,207
<i>Vice Chancellor Student Affairs</i>			
African Student Programs	140,662	22,389	163,051
Asian Pacific Student Program	178,916	28,385	207,301
AVC/Dean of Students	398,501	-	398,501
Bayless Foundation	500	-	500
Campus Activities & Events	20,300	-	20,300
Campus Health Center	1,339,241	5,156	1,344,397
Career Services Center	960,813	8,000	968,813
Chicano Student Programs	159,736	-	159,736
Child Development Center	332,818	-	332,818
Counseling Center	932,453	27,242	959,695
Cultural Events	137,640	-	137,640
Disabled Student Services	402,911	19,295	422,206
Diversity Initiatives	85,962	-	85,962
Escort Service	4,826	9,175	14,001
Financial Aid Administration	640,703	-	640,703
Graduate Student Association	37,994	-	37,994
Health Education Initiatives	71,357	-	71,357
HUB - Commons Referendum	140,476	-	140,476
International Education Center	340,439	-	340,439
Intramural Sports	117,026	-	117,026
KUCR	205,230	5,721	210,951
LGBT Resource Center	117,031	27,587	144,618
Medicine Ways	3,000	-	3,000
Mental Health Initiatives	124,006	-	124,006
Native American Student Program	124,259	-	124,259
Peer Initiatives	61,362	-	61,362
Publications	65,711	-	65,711
R.E.A.C.H.	5,086	500	5,586
Registration Fee Advisory Comm Admin	33,885	-	33,885
Student Affairs Communications	327,190	-	327,190
Student Affairs Research&Eval	102,184	-	102,184
Student Conduct Programs	233,072	-	233,072
Student Life & Leadership Center	348,021	12,927	360,948
Student Org Development & Mgmt	12,500	-	12,500
Student Rec Center Referendum	145,000	5,000	150,000
Student Special Services	223,264	-	223,264
Technology Services	486,373	-	486,373
The WELL	124,323	-	124,323
Transfer Orientation & Services	9,889	10,748	20,637
University Band	33,055	-	33,055
VCSA Office	200,958	-	200,958
Women's Resource Center	112,567	45,291	157,858
VCSA Employee Benefits & Turnover Savings	3,191,016	43,789	3,234,805
<i>Subtotal</i>	\$ 12,732,256	\$ 271,205	\$ 13,003,461
<i>UCR Intercollegiate Athletics</i>			
Intercollegiate Athletics - Admin	501,216	-	501,216
Intercollegiate Athletics - Teams	905,395	-	905,395
<i>Subtotal</i>	\$ 1,406,611	\$ -	\$ 1,406,611
<i>Total General Campus Departments</i>	\$ 15,508,074	\$ 271,205	\$ 15,779,279

TABLE 1

JULY 1, 2012 PERMANENT OPERATING BUDGETS			
<i>Units</i>	<i>UC Student Services Fee</i>	<i>UCR Student Services Fee</i>	<i>Combined</i>
Central Campus			
REG Fee OMP	125,835	-	125,835
Financial System Assessment	27,720	-	27,720
Graduate Student Financial Aid	78,908	-	78,908
Undergrad Student Financial Aid	449,314	-	449,314
UCOP Funding Assessment	446,321	3,800	450,121
UCDC Funding	17,380		
Unalloc. Salary, Benefits, Retirement	929,678	7,453	937,130
Total Central Campus	\$ 2,075,156	\$ 11,253	\$ 2,069,028
Grand Total	\$ 17,583,230	\$ 282,458	\$ 17,848,307

TABLE 2

**UC STUDENT SERVICES FEE & UCR STUDENT SERVICES FEE
FISCAL YEAR 2011-12 TOTAL UNIT CLOSING FUND BALANCES**

<i>Units</i>	<i>UC Student Services Fee</i>	<i>UCR Student Services Fee</i>	<i>Combined</i>	<i>Percent of 7/1/12 Perm Budget</i>
<i>Undergraduate Education</i>				
Learning Center	504,361		504,361	36.8%
<i>Subtotal</i>	\$ 504,361	\$ -	\$ 504,361	36.8%
<i>Vice Chancellor Student Affairs</i>				
African Student Programs	(3,592)	(0)	(3,592)	-2.2%
Asian Pacific Student Program	(9,520)	3,390	(6,131)	-3.0%
AVC/Dean of Students	(38,349)		(38,349)	-9.6%
Bayless Foundation	3,355		3,355	671.0%
Campus Activities & Events	112		112	0.6%
Campus Health Center	(2,215)	(669)	(2,884)	-0.2%
Career Services Center	53,201		53,201	5.5%
Chicano Student Programs	(11,485)		(11,485)	-7.2%
Child Development Center	3,530	6,592	10,122	3.0%
Counseling Center	(52,051)	(2,555)	(54,606)	-5.7%
Cultural Events	(5,916)		(5,916)	-4.3%
Disabled Student Services	1,397	275	1,672	0.4%
Diversity Initiatives	3,052		3,052	3.6%
Escort Service	-		-	0.0%
Financial Aid Administration	(17,123)		(17,123)	-2.7%
Graduate Student Association	5,263		5,263	13.9%
Graduate Student Assoc TCG	7		7	0.0%
Health Education Initiatives	(1,055)		(1,055)	-1.5%
International Education Center	(13,539)		(13,539)	-4.0%
Intramural Sports	21,669		21,669	18.5%
KUCR	(7,993)		(7,993)	-3.8%
LGBT Resource Center	(11,566)	394	(11,172)	-7.7%
Mental Health Initiatives	(6,563)		(6,563)	-5.3%
Native American Student Program	(1,075)		(1,075)	-0.9%
Outdoor Programs			-	n/a
Peer Initiatives	(5,734)		(5,734)	-9.3%
Publications	(1,720)		(1,720)	-2.6%
R.E.A.C.H.	(1,316)		(1,316)	-23.6%
Registrar	(4,406)		(4,406)	
Student Affairs Communications	(14,125)		(14,125)	-4.3%
Student Affairs Research&Eval	(6,559)		(6,559)	-6.4%
Student Conduct Programs	(6,942)		(6,942)	-3.0%
Student Life & Leadership Center	(9,579)	1,259	(8,320)	-2.3%
Student Org Development & Mgmt		2,957	2,957	23.7%
Student Special Services	(4,555)		(4,555)	-2.0%
Technology Services	25,197		25,197	5.2%
The WELL	(9,371)		(9,371)	-7.5%
Transfer Orientation & Services	-	-	-	0.0%
University Band	(1,377)		(1,377)	-4.2%
VCSA Office	118,437		118,437	58.9%
Women's Resource Center	4,935	125	5,060	3.2%
VCSA Employee Benefits & Turnover Savings	2,316,703	308,260	2,624,963	81.1%
<i>Subtotal</i>	\$ 2,309,134	\$ 320,027	\$ 2,629,160	20.2%
<i>UCR Intercollegiate Athletics</i>				
Intercollegiate Athletics - Admin	(27,322)	-	(27,322)	-5.5%
Intercollegiate Athletics - Teams	665	-	665	0.1%
<i>Subtotal</i>	\$ (26,657)	\$ -	\$ (26,657)	-1.9%
<i>Total Unit Closing Balance</i>	\$ 2,786,838	\$ 320,027	\$ 3,106,865	19.7%

NOTE: CFD Balances may include future commitments and liabilities such as vacation accrual

TABLE 3

UC STUDENT SERVICES FEE (FUND 20000)				
PROJECTED EXPENDITURES & REVENUE (FISCAL YEARS 2012-13 to 2014-15)				
Description	Projected 2012-13	Projected 2013-14	Projected 2014-15	
Projected New and Continuing Headcount Enrollment (3 Qtr Avg)	20,006	20,207	20,611	
Projected Exemptions	(500)	(505)	(515)	
Projected Net Paid Enrollment	19,506	19,702	20,096	
Student Services Fee	\$911	\$911	\$940	
Student Services Fee - Mental Health	\$61	\$61	\$61	
Total Student Services Fee	\$972	\$972	\$1,001	
PROJECTED REVENUE				
Projected UC Student Services Fee Income (FWS)	17,769,829	17,948,363	18,893,197	
Projected UC Student Services Fee Income (Summer)	1,248,676	1,295,608	1,295,608	
Projected Student Services Fee Subtotal	19,018,505	19,243,970	20,188,805	
Projected UC SS Fee Mental Health Income (FWS)	1,189,857	1,201,811	1,225,839	
Projected UC SS Fee Mental Health Income (Summer)	86,753	86,753	86,753	
Projected SS Fee - Mental Health Subtotal	1,276,610	1,288,564	1,312,592	
STIP Earnings/Deferred Payment Plan	225,341	202,807	152,105	
TOTAL PROJECTED REVENUE	\$ 20,520,456	\$ 20,735,342	\$ 21,653,502	
PROJECTED EXPENDITURES				
Base Budget	15,267,698	16,060,507	16,940,397	
Contribution to Budget Reductions				
Contribution to Capital Reserves	100,000	100,000	100,000	
Financial Aid	528,222	530,130	748,010	
Cost Adjustments - Salaries, Benefits, Retirement	792,809	879,890	810,283	
UCOP Funding Assessment	380,779	399,818	419,809	
TOTAL PROJECTED EXPENDITURES	\$ 17,069,508	\$ 17,970,344	\$ 19,018,498	
PROJECTED OMP COSTS				
The HUB Building OMP charges	125,835	279,627	293,608	
Academic Resource Center (Surge) OMP charges	39,483	40,667	41,888	
Campus Health Center (Veitch) OMP charges	53,676	55,286	56,945	
TOTAL PROJECTED OMP COSTS	\$ 218,994	\$ 375,580	\$ 392,440	
PROJECTED CAPITAL EXPENDITURES				
Learning Center Debt Service	206,744	206,764	206,794	
Existing Commons Expansion Debt Service	140,476	140,476	140,476	
Recreation Center Debt Service	145,000	145,000	145,000	
** Commons Expansion Debt Service/Temp Repayment from Referendum	392,103	392,268	392,185	
TOTAL PROJECTED CAPITAL EXP	\$ 884,323	\$ 884,508	\$ 884,455	
PROJECTED TOTAL ANNUAL EXPENSES	\$ 18,172,825	\$ 19,230,432	\$ 20,295,393	
PROJECTED ANNUAL BALANCE				
Debt Service Coverage (x.25) (To Reserves)	221,081	221,127	221,114	
Net in Mental Health Reserve (See Table 5)	148,169	108,724	76,452	
NET BALANCE AVAILABLE	\$ 1,978,382	\$ 1,175,059	\$ 1,060,543	

Based on SARA's Campus Headcount Enrollments - Actual and Planned as of November 20, 2012

** Note: The UC Student Svcs Fee portion of Commons Expansion debt will be paid by the Commons Referendum Fee as repayment of a \$2.5M loan to the capital project from the UC Student Svcs Fee capital reserves. As payments are made by the Referendum, an equal amount will be transferred at year-end from the UC Student Svcs Fee net operating balance (if available) to replenish UC Student Svcs Fee capital reserves.

TABLE 4

UC STUDENT SERVICES FEE (FUND 20000) - MENTAL HEALTH DETAIL
ACTUAL & PROJECTED EXPENDITURES & REVENUES

(Stated Mental Health Detail is included in aggregate on Table 3)

Description	Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-13	Projected 2013-14	Projected 2014-15
New and Continuing Headcount Enrollment (3 Qtr Avg)	18,802	19,882	20,012	20,006	20,207	20,611
Projected Exemptions	469	537	334	500	505	515
Projected Net Paid Enrollment	18,333	19,345	19,678	19,506	19,702	20,096
<i>Registration Fee - Mental Health</i>	\$61	\$61	\$61	\$61	\$61	\$61
Projected Revenue						
Projected Student Services Fee - Mental Health (FWS)	1,118,328	1,180,057	1,200,368	1,189,857	1,201,811	1,225,839
Projected Student Services Fee - Mental Health (Summer)	61,395	68,755	83,939	86,753	86,753	86,753
Total Projected Revenue	\$ 1,179,722	\$ 1,248,812	\$ 1,284,308	\$ 1,276,610	\$ 1,288,564	\$ 1,312,592
Projected Expenditures						
Base Budget	698,521	1,063,730	1,038,615	1,055,294	1,128,441	1,179,841
Cost Adjustments - Salaries, Benefits, Retirement		42,937	16,679	73,147	51,400	56,299
Total Projected Expenditures	\$ 698,521	\$ 1,106,667	\$ 1,055,294	\$ 1,128,441	\$ 1,179,841	\$ 1,236,140
Net Balance Available	\$ 481,201	\$ 142,145	\$ 229,014	\$ 148,169	\$ 108,724	\$ 76,452
Temp Allocations*	584,312	459,344	0			
Net to Mental Health Reserve (See Table 3)	\$ (103,111)	\$ (317,199)	\$ 229,014	\$ 148,169	\$ 108,724	\$ 76,452
Cumulative Mental Health Reserve	\$ 86,237	\$ (230,962)	\$ (1,949)	\$ 146,220	\$ 254,944	\$ 331,396

*Excess Allocations are from Mental Health Reserves or from regular Student Services Fee resources

TABLE 5

UCR STUDENT SERVICES FEE (FUND 20027)
 PROJECTED EXPENDITURES & REVENUE (FISCAL YEARS 2012-13 TO 2014-15)

Description	Projected 2012-13	Projected 2013-14	Projected 2014-15
PROJECTED REVENUE			
Projected New and Continuing Headcount Enrollment (3 Qtr Avg)	20,006	20,207	20,611
Projected Referendum Income (FWS)	\$ 360,108	\$ 363,726	\$ 370,998
Projected Summer Income	32,583	32,583	32,583
STIP	16,500	16,500	16,500
TOTAL PROJECTED REVENUE	\$ 409,191	\$ 412,809	\$ 420,081
PROJECTED EXPENDITURES			
Base Budget	\$ 266,205	\$ 273,658	\$ 280,069
Recreation Center Referendum	5,000	5,000	5,000
Contribution to Central Reserves	-	-	-
Cost Adjustments - Salaries, Benefits, Retirement	7,453	6,411	7,004
UCOP Funding Assessment (New in FY11-12)	3,800	4,180	4,598
Adjusted Base Budget	282,458	289,249	296,671
TOTAL PROJECTED EXPENDITURES	\$ 282,458	\$ 289,249	\$ 296,671
PROJECTED BALANCE	\$ 126,733	\$ 123,560	\$ 123,410

Based on SARA's Campus Headcount Enrollments - Actual and Planned as of November 20, 2012

TABLE 6

UC STUDENT SERVICES FEE & UCR STUDENT SERVICES FEE
FUND PERFORMANCE (FISCAL YEARS 2007-08 TO 2011-12)

Description	Actual 2007-08	Actual 2008-09	Actual 2009-10	Actual 2010-11	Actual 2011-12
UC STUDENT SERVICES FEE					
Actual Revenue	13,458,475	15,523,680	17,411,306	18,495,763	20,462,611
STIP	179,017	210,455	522,667	294,270	321,842
Subtotal	\$13,637,492	\$15,734,135	\$17,933,973	\$18,790,033	\$20,784,454
July 1 Budget	11,118,480	11,873,765	12,373,901	13,502,162	14,712,573
Transfer to Core Programs	0	0	818,746	0	1,123,988
One-Time Funding in Enrollment Management					570,000
Salary/Employee Benefits & Insurance Adjustments	313,335	0	1,074	252,757	153,624
UCOP Funding Assessment - includes Student Referendum Charges					327,448
Actual SS Fee OMP Costs	166,387	230,746	251,052	286,482	301,955
Actual Debt Service for SURGE Building (Academic Resource Center)	207,531	208,023	177,920	180,949	193,779
Actual Debt Service for Commons Expansion (Return to Cap Resv)	n/a	0	265,025	391,826	391,690
Actual Debt Service Set-Aside to Capital Reserve	123,620	166,873	189,563	221,037	220,897
Contributions to Capital Reserve	100,000	100,000	100,000	100,000	100,000
Change to Backstop Funding	-9,000	0	33,025	52,859	24,257
Hold in Operating Reserve for Approved One-Time Allocations	525,723	385,439	414,424	1,228,694	2,130,031
Hold in Operating Reserve for Mental Health Allocations	377,335	845,390	481,201	142,145	229,014
Subtotal	\$12,932,411	\$13,810,235	\$15,105,931	\$16,358,911	\$20,479,256
Net to Capital Reserve	\$705,081	\$1,923,900	\$2,828,042	\$2,371,122	\$245,198
UCR STUDENT SERVICES FEE					
Actual Revenue	334,897	355,693	364,815	388,837	393,975
STIP	23,121	21,358	17,925	20,374	19,202
Subtotal	\$358,018	\$377,052	\$382,740	\$409,211	\$413,177
July 1 Budget	240,020	241,925	241,925	241,925	248,968
Salary/Employee Benefits & Insurance Adjustments	9,227	19,587	15,527	4,018	22,236
UCOP Funding Assessment					3,440
Subtotal	\$249,247	\$261,512	\$257,452	\$245,943	\$274,644
Net to Operating Reserve	\$108,771	\$115,540	\$125,288	\$163,268	\$138,533
Grand Total to Operating/Capital Reserve	\$1,339,575	\$2,424,878	\$3,367,754	\$2,534,390	\$383,731

TABLE 7

**UC STUDENT SERVICES FEE & UCR STUDENT SERVICES FEE
PROJECTED OPERATING & CAPITAL RESERVES (FISCAL YEARS 2011-12 TO 2014-15)**

(Projected fiscal years do not reflect non-mandatory transfers from the Operating/Current Fund)

Description	Actual 2011-12	Projected 2012-13	Projected 2013-14	Projected 2014-15
OPERATING RESERVES				
UC Student Services Fee				
Beginning Balance	\$1,407,494	\$2,308,831	\$178,800	\$178,800
Transfers (To)/From Current Fund	2,130,031			
Temporary Operating Allocations	(1,228,694)	(2,130,031)		
Total UC SS Fee Operating Reserves	\$2,308,831	\$178,800	\$178,800	\$178,800
UC Student Services Fee - Mental Health Funds				
Beginning Balance	(\$230,962)	(\$1,949)	(\$1,949)	(\$1,949)
Transfers (To)/From Current Fund	229,014			
Temporary Operating Allocations	0	0		
Total UC SS Fee - SMH Operating Reserves	(\$1,949)	(\$1,949)	(\$1,949)	(\$1,949)
UCR Student Services Fee				
Beginning Balance	\$632,273	\$379,100	\$309,695	\$309,695
Transfers (To)/From Current Fund	138,533			
Temporary Operating Allocations	(391,706)	(69,405)		
Total UCR SS Fee Operating Reserves	\$379,100	\$309,695	\$309,695	\$309,695
TOTAL OPERATING RESERVES	\$2,685,983	\$486,547	\$486,547	\$486,547
CAPITAL RESERVES - CURRENT FUND (SEE TABLE 7a)				
UC Student Services Fee				
Beginning Balance	\$10,758,536	\$5,700,391	\$1,913,574	\$2,626,969
Commons Expansion ⁽¹⁾	391,690	392,103	392,268	392,185
Transfers to Capital Reserve from Current Fund	100,000	100,000	100,000	100,000
Debt Service Coverage (x.25)	220,897	221,081	221,127	221,114
Transfers from Year-end Balances	245,198			
Upper Mall Renovation	(15,930)	(4,500,000)		
Veitch Renovation	(6,000,000)			
Total Capital Reserves - Current	\$5,700,391	\$1,913,574	\$2,626,969	\$3,340,268
CAPITAL RESERVES - PLANT FUND (SEE TABLE 7a)				
Beginning Balance	\$	\$6,000,000	\$10,500,000	\$10,500,000
Upper Mall Renovation		4,500,000		
Veitch Renovation	6,000,000			
Total Capital Reserves - Plant	\$6,000,000	\$10,500,000	\$10,500,000	\$10,500,000
TOTAL ALL RESERVES	\$14,386,374	\$12,900,121	\$13,613,516	\$14,326,815

⁽¹⁾ The 05-06 RFAC recommended a \$2,500,000 temporary loan to the Commons Expansion capital project. This loan is to be repaid by the Commons Referendum fee with interest over by temporarily taking over the UC Student Services Fee's share of the project's annual debt service payment. UC Student Services Fee's payments are estimated to begin in FY16-17.

TABLE 7a

UC STUDENT SERVICES FEE
 PLANNED CAPITAL EXPENDITURES (FISCAL YEARS 2010-11 TO 2014-15)

<i>Description</i>	<i>Projected Cost</i>
Commons - Upper Mall Redevelopment including the relocation and tenant improvements for Career Services	\$4.5 Million
Vietch Building Redesign and Remodel to expand the facilities of the Student Health Center and the Student Counseling Office	\$30 Million
Total Planned Capital Expenditures	\$34.5 Million