



## **Student Health Advisory Committee**

### **Reserve Guidelines**

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#### **Background**

The Student Health Services Fee and Health Facility Fee, both Category II fees, were instituted in fall 2002 to establish and implement student health services and a facility on campus. The purpose of the Student Health Services Fee is to support basic medical services required by Executive Order (EO) 943 and support basic mental health services required by EO 1053. The fee is intended to ensure stable and adequate funding for health education, prevention programs, consultation services and outreach activities. The purpose of the Health Facility Fee is to support the leasing, maintenance and construction of health related facilities.

#### **Purpose**

To establish, oversee, and monitor the Reserves Guidelines for the California State University Channel Islands (CI) Student Health Services and the Health Facilities fees in order to provide adequate reserves for current operations, working capital, minor capital outlays, future business requirements, debt repayments, and facility repair and replacement as needed. It is

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Approved: April 15, 2015

the role of the Student Health Advisory Committee to provide guidelines and oversight of the Student Health Services and Health Facility budgets, economic reserve, operational expenditures, and carry-forward reserves by providing regular review, approval, and reserve modifications, as necessary, on a case-by-case basis during the fiscal year.

### **Authority**

The Student Health Advisory Committee will establish, oversee, monitor, approve, and create economic reserve guidelines for the Student Health Services and the Health Facility fees in order to modify if necessary, any budget and/or expenditures, if required, in order to maintain established current and carry-forward reserve plans and guidelines, in accordance with the economic reserve policy and guidelines presented herein.

### **Accountability**

The CI Student Health Advisory Committee members are responsible for the operation and/or oversight of the Student Health Services and the Health Facility fees, both present and future. The administrators charged with the oversight of Student Health Services, Counseling and Psychological Services and Wellness Promotion & Education are also responsible.

### **Applicability**

The Student Health Advisory Committee – Reserve Guidelines shall apply to the Category II Fee Funds known as GD915 and TE901.

### **Reserve**

The Student Health Advisory Committee has established that the reserve guidelines shall be set at the following percentages to the annual budget allocation for the current year:

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Approved: April 15, 2015

**Health Services Fee (GD915 Fund):**

10% minimum  
50% target  
100% maximum

**Health Facility Fee (TE901 Fund):**

10% minimum  
100% target  
150% maximum

One percent of the annual revenue shall be allocated to reserves as part of the annual operating budget. The Student Health Advisory Committee can determine on an annual basis to remove the 1% allocation based on expected FTE growth, expenses and revenue.

**Annual Review of Guidelines and Procedures**

The Student Health Advisory Committee shall meet at least once during the academic year to review and modify (if necessary) the established reserve percentages and guidelines.

**Temporary Adjustment of Reserve Guidelines**

Temporary adjustments will be determined, without prejudice, by majority vote of the Student Health Advisory Committee in cases of emergency and/or special circumstance; adjustments are only intended to be a temporary resolve.