

Student Fee Advisory Committee

2009-2010 Charge

BACKGROUND. In that student assessments and opinions are an essential and major consideration in decisions concerning various campus services and programs funded by the Registration Fee, Student Programs, certain Miscellaneous Fees and the Seismic and Life Safety Fee, the Student Fee Advisory Committee (SFAC) is established as the primary agency for channeling student input into decisions regarding the allocation of these fees.

OBJECTIVES. The purpose and objectives of the Student Fee Advisory Committee shall be as follows:

- To assist the Campus Provost and Executive Vice Chancellor (CP/EVC) and Vice Chancellor of Student Affairs (VCSA) in regular efforts to ascertain attitudes of the student body on matters pertaining to Registration Fees, UCSC Student Programs Fee, Seismic and Life Safety Fee, and certain Miscellaneous Fees.
- To provide a continuing study of programs supported by Registration Fees, UCSC Student Programs Fee, and selected programs supported by Miscellaneous Fees, and to recommend funding priorities to the CP/EVC and VCSA.
- To advise the CP/EVC and VCSA on other questions which he/she may pose regarding campus-based student affairs programs and campus based student academic support.

REPORTING RELATIONSHIP. The recommendations from the Student Fee Advisory Committee are ultimately intended for the CP/EVC in order to inform his/her decisions. However, most of the day-to-day decisions regarding student affairs are delegated to the Vice Chancellor, Student Affairs; therefore the advice of the Committee is intended for use by both of these campus administrators. The Vice Chancellor Student Affairs has designated the Assistant Vice Chancellor of Budget and Administration as the divisional liaison who will work most closely with the Committee in its research, deliberations, and in formulating recommendations.

The Committee is appointed by the Vice Chancellor of Student Affairs.

MEMBERSHIP. The Committee is constituted primarily of students (13 of 17) in recognition of their awareness of fee and service issues. Graduate representation is approximately proportional to the graduate share of campus enrollment. The staff representation is intended to bring to the Committee an awareness of University operations, policies, and methods. The faculty representation is intended to provide the Committee with the unique perspectives faculty can provide. The representatives of the Vice Chancellor, Student Affairs and of Planning and Budget are appointed due to their expertise in either operations or budget matters. The staff and faculty also represent the clientele and service constituencies for programs that serve the entire campus community.

- Ten undergraduate* candidates are recommended by Student Committee on Committees (SCOC) which will attempt to put forward one nominee for each college.
- Two graduate student* candidates are recommended by the Graduate Student Association (GSA).
- One (non-voting) ex-officio representative of the Student Union Assembly (SUA).
- One (non-voting) representative of the Vice Chancellor Student Affairs.
- One at-large administrative representative nominated by the Staff Council, which will attempt to put forward a nominee who is from a unit not funded by student fees.
- One member of the faculty nominated by the Council of Provosts.
- One (non-voting) representative from Planning and Budget.

CHAIR AND VICE CHAIR. Members of the Committee will elect a Chair and Vice Chair from among the student members. The Chair and Vice Chair should have at least one year's service on the Committee and be knowledgeable and actively concerned with issues covered by the charge of the Committee. The

* The number of student members and the balance between undergraduate and graduate students will be assessed as enrollment changes.

Chair and Vice Chair for the forthcoming year are elected during the spring quarter for one-year terms extending from July 1 through the following June 30.

The Chair's specific duties include:

- preparation and distribution of the agenda for all regular and special meetings
- preside at all meetings of the Committee
- call regular and special meetings
- prepare the Committee's annual report of recommendations and format subcommittee reports
- serve on the Miscellaneous Fee Advisory Committee
- oversee attendance of members
- respond to correspondence
- liaison between campus papers and administration
- meet bi-monthly with Vice Chair
- keep web info updated
- attend quarterly CSF meeting
- attend budget consultation meetings
- summer - intern with Planning and Budget
- The Chair also serves as an *ex officio* member of all SFAC sub-committees.
- represent the Committee before all campus organizations (subject only to any limits the Committee may wish to impose)

The Vice Chair's specific duties are as follows:

- assist the Chair when requested
- organize and facilitate Committee orientation process
- serve on the Miscellaneous Fee Advisory Committee
- oversee and direct sub-committee work
- oversee attendance of office hours
- liaison between student leaders and student organizations
- in the absence of the Chair, attend system-wide Student Fee Council meetings and chair Committee meetings.

TERMS OF SERVICE. Appointments to the Committee are for a tenure of two years (beginning September 1 and lasting until June 30 of the second year): this is to ensure that a high degree of expertise is maintained among Committee members and to provide for continuity. Student members shall be appointed on a staggered two-year appointment basis. The nature of many Committee decisions is such that programs, issues, and solutions are on-going events which not only require some historical perspective, but also foresight and continued involvement. Only experienced Committee members can most effectively deal with these types of situations. For this reason, a third year of service is strongly recommended for committee members who show unusual dedication in their second year, contingent upon consent of the entire committee.

If, at any time, a member cannot continue to serve, that person shall notify the chair in writing. The Chair, in turn, will advise the Vice Chancellor of Student Affairs of the resignation and request that a new member be appointed via the channels already indicated.

VOTING AND COMMITTEE PROCEDURES. For voting purposes, a quorum will be defined as one more than a majority of the Committee members. Committee members cannot designate proxies.

STIPENDS. Members will receive stipends for their service on the Committee. For the academic year of 2009-2010 the Chair will receive a stipend of \$3,750 of the Chair's registration, campus and educational fees (excluding health insurance and out of state tuition). The Vice-Chair will receive a stipend of \$ 2,250 of the Vice-Chair's registration, campus and educational fees (excluding health insurance and out of state tuition); and the remaining student members will receive a stipend of \$1,500 of their registration, campus and educational fees (excluding health insurance and out of state tuition). Payments will be made in three equal amounts and will be paid at the beginning of each quarter.

From time to time, the Committee may identify a research topic that requires work beyond the scope of regular Committee service and that may be appropriate for independent field study. In such cases, a student member of the Committee or a student researcher may develop a proposal and seek approval for field study in accordance with the policies and procedures of the Academic Senate.

ADMINISTRATIVE SUPPORT. Administrative support to the Committee is provided by the Office of the Vice Chancellor of Student Affairs. Such support will be provided by an Administrative Specialist position at .50 FTE funded by student fees.

All items prepared by unit directors and program managers for the Committee's consideration shall be routed through the appropriate Vice Chancellor.

The committee's Planning and Budget representative will provide Committee members with budget materials for Registration and selected miscellaneous Fee-funded functions and access to other budgetary information relevant to areas of Committee interest. Such information is to be considered confidential, and is to be used only for Committee business.

UNITS/PROGRAMS REVIEWED REGULARLY BY THE SFAC. As noted in the background and objectives section above, advice will be sought from the Committee about programs supported by Registration Fees, Student Programs Fees, and selected programs supported by Miscellaneous Fees. The following are areas about which advice is sought by the Campus Provost and Executive Vice Chancellor or Vice Chancellor:

- Academic Information System (AIS) Reserve
- African American Resource and Cultural Center (AARCC)
- American Indian Resource Center
- Arts Division / Sesnon Art Gallery (special programs, by request)
- Asian American / Pacific Islander Resource Center (AA/PIRC)
- Career Center
- Chicano Latino Resource Center (CLRC)
- Colleges
- Educational Opportunity Programs (EOP)
- Engineering Division (special programs, by request)
- Facilities/Maintenance/Minor Capital Improvement/Technology
- Gay, Lesbian, Bi, Trans, Intersex Resource Center (GLBTIRC)
- Graduate Division (special programs, by request)
- Graduate Student Association / Graduate Commons
- Health Services
 - Counseling and Psychological Services (CPS)
 - Health Promotion
 - Rape Prevention Education
- Housing Services
 - Child Care Services
 - Community Rentals
- Humanities Division (special programs, by request)
- Information Technology (special programs, by request)
- Office of Physical Education, Recreation, and Sports (OPERS)
- Physical and Biological Sciences Division (special programs, by request)
- Services for Transfer & Re-Entry Students (STARS)
- Social Sciences Division (special programs, by request)
- Student Academic Support Services
 - Campus Student Leadership Program
 - Community Service Program
- Student Fee Advisory Committee (SFAC)
- Student Judicial Affairs
- Student Media
- Student Organization Advising and Resources (SOAR)
 - Committee on Ethnic Programming (CEP)
 - Core Council
 - Student Union
- Undergrad. Dean, Provosts (special programs, by request)
- University Relations (special programs, by request)
 - Arts and Lectures
- Vice Chancellor of Student Affairs Office
 - African American Theater Arts Troupe
 - Discretionary Funds (VC/AVC)
 - Rainbow Theatre
- Women's Center

AREAS WHICH THE CP/EVC AND VICE CHANCELLOR MAY SEEK ADVICE FROM THE SFAC:

- Admissions
- Campus Orientation Program
- Disability Resource Center
- Financial Aid
- Registrar
- Registration Fee Reserves
- Campus Programs Fee
- College Student Government Fee
- Student Programs Fee
- Campus Sustainability Program Fee
- Engaging Education Program Fee
- Community and Resource Empowerment Fee
- Student Voice and Empowerment Fee
- Student Media Council Fee
- Theater Arts Fee
- Student Facilities Fee
- Student Life Facilities Fee
- Seismic Life Safety Fee
- Transportation Fee
- OPERS Fitness Facilities Fee
- Free/Anonymous HIV Testing Fee
- Campuswide Student Government Fee
- Campus Childcare Fee
- Class Schedule Fee
- Intramural and Spots Club Team Activities Fee
- Recreation Programs Fee
- Seymour Marine Discovery Center Fee
- Renewable Energy Fee
- Learning Support Services Fee
- Intercollegiate Athletics Sports Team Fee
- Physical Education Program Fee
- Sustaining the Student Media Voice Fee
- Student Health Center Green Building Fee
- Support GIIP Fee