

UNIVERSITY OF CALIFORNIA, IRVINE
STUDENT FEE ADVISORY COMMITTEE GUIDELINES

1. PURPOSE

1.1. The Student Fee Advisory Committee (SFAC) shall report to the Executive Vice Chancellor and Provost. The objectives of the SFAC shall be as follows:

- 1.1.1 To assist the Executive Vice Chancellor and Provost in regular efforts to ascertain attitudes of the student body, faculty and staff on matters pertaining to Student Fees and Tuition.
- 1.1.2 To provide a continuing study of the Student Services Fee and Educational Fee.
- 1.1.3 To recommend Student Services Fee funding allocations to the Executive Vice Chancellor and Provost.
- 1.1.4 To review Student Services Fee budget changes that are implemented by the Executive Vice Chancellor and Provost.
- 1.1.5 To recommend a campus Student Services Fee level to the Executive Vice Chancellor and Provost.
- 1.1.6 To review new and existing Course Material Fees and make a recommendation to the Executive Vice Chancellor and Provost.
- 1.1.7 To recommend ways to improve student services and programs.

2. COMPOSITION AND ELIGIBILITY

2.1. Appointments to the Committee shall be made by the Executive Vice Chancellor and Provost. The Committee should ideally reflect the diversity of the campus. The Associated Students shall submit a slate of candidates equal to the number of open positions. The voting members of the SFAC shall consist solely of the undergraduate and graduate students on the committee.

2.1.1. Two Faculty

Nominated by the Academic Senate. Term is one year (renewable), with a maximum of two years. Faculty members shall be appointed prior to the end of each academic year.

2.1.2. Eleven Students

The ASUCI President and ASUCI Executive Vice President. Both ASUCI Executives can recommend designates to the Executive Vice Chancellor and Provost for approval. Terms are for tenure of office.

One AGS Vice President of Financial Affairs. The AGS Executive can recommend designates to the Executive Vice Chancellor and Provost for approval. Term is for tenure of office.

Two Graduate Students - nominated by the AGS. Expected term is for two years, with a maximum of four years. One student should preferably be a professional student.

Six Undergraduate Students - nominated by the ASUCI. Expected term is for two years, with a maximum of four years.

Student members shall preferably be appointed before the end of the Summer Quarter before their term on a staggered two-year basis. Four years shall be the maximum service period for any member. Seniors or other graduating members will be replaced upon graduation. Members who will no longer be able to serve in their capacity will be replaced by the EVCP based on nominations from the respective student governments. Replacements will serve out the remainder of the term. Continuity of the Committee's membership is desirable.

2.1.3. Two Staff Members

One staff member each to represent Academic Affairs and Student Affairs. Term is one year (renewable) with a maximum of two years.

2.1.4. Budget Office

One representative shall serve as a non-voting, ex officio member, providing staff support to the Committee.

2.2. Attendance

2.2.1. A record of attendance should be kept. Three (3) absences, per academic quarter, will result in consideration of termination of appointment in the subsequent SFAC meeting.

2.2.2. Termination of a Committee member for excessive absenteeism will be decided by a 2/3rds-majority vote of the voting members of the Committee. Vote will be by secret ballot.

2.2.3. Attendance records should be distributed every meeting.

2.3. Compensation

2.3.1 Students shall receive an annual stipend to be determined by the Executive Vice Chancellor and Provost.

2.3.2 If eligible, the Chair of the Committee will receive a stipend that is 40% more than that received by other Committee members receiving stipends.

2.3.3 Faculty and staff of the Committee are not eligible to receive stipends for service on the Student Fee Advisory Committee.

2.3.4 Students will be compensated every Fall, Winter and Spring Quarter, after the last meeting of the quarter and before the first meeting of the following quarter.

2.3.5 Students with three (3) absences, per academic quarter, will immediately have their stipends revoked for that quarter.

3. ORGANIZATION PROCEDURES

3.1. Selection and Duties of the Chair

3.1.1. Election of the Chair

3.1.1.1. Only students may be nominated.

- 3.1.1.2. A majority of all voting members must participate in the election.
- 3.1.1.3. Absentee votes will be accepted only within 5 calendar days of the election.
- 3.1.1.4. Vote shall be by secret ballot.
- 3.1.1.5. Term of office will be for one year.

3.1.2. Duties of the Chair

- 3.1.2.1. Preparation and timely distribution of the notice and agenda for all regular and special meetings of the Committee.
- 3.1.2.2. Call of regular and special meetings.
- 3.1.2.3. Preside at all meetings of the Committee and ensure that Committee practices are consistent with these Guidelines and accepted parliamentary procedures as outlined in Roberts Rules of Order.
- 3.1.2.4. Along with staff support from the Budget Office, preparation of the Committee's annual report of recommendations to the Executive Vice Chancellor and Provost.
- 3.1.2.5. Represent the Committee before all campus and other organizations on matters of interest to the Committee, subject only to any limits the Committee may wish to impose.
- 3.1.2.6. Chair or his/her designee will sit on the UC Council on Student Fees (UC-CSF).
- 3.1.2.7. Provide input on personnel matters affecting Committee staff to the Executive Vice Chancellor and Provost.
- 3.1.2.8. The Chair shall have the privilege of voting on all matters and freely entering into discussions.
- 3.1.2.9. Responsibility of placing SFAC members, who have not met their duties, on review for termination of appointment will be reserved for the Chair.

3.2. Selection and Duties of the Vice Chair

3.2.1. Election of the Vice Chair

- 3.2.1.1. Only students may be nominated.
- 3.2.1.2. A majority of all voting members must participate in the election.
- 3.2.1.3. Absentee votes will be accepted only within 5 calendar days of the election.
- 3.2.1.4. Vote shall be by secret ballot.
- 3.2.1.5. Term of office will be for one year.

3.2.2. Duties of the Vice Chair

- 3.2.2.1. In the absence of the Chair, the Vice Chair will assume all responsibilities of the Chair.

- 3.2.2.2. The Vice Chair shall assist in the responsibilities of the Chair in an "as needed" basis.
- 3.2.2.3. Supervision of SFAC student intern(s). Should the Vice Chair be unable to perform his/her duties for a short period of time, the Chair will assume supervision of the student intern(s).
- 3.2.2.4. The Vice Chair shall attend UC-CSF meetings when so invited by the SFAC Chair. The SFAC will determine if the Committee's budget can support the cost of the Vice Chair's attendance.
- 3.2.2.5. Should the Vice Chair be unable to perform his/her duties for an extended period of time he/she should be replaced as Vice Chair.

3.3. Meetings

- 3.3.1. A mandatory orientation for all committee members shall happen in Fall Quarter before the start of regular meetings. The mandatory orientation should be hosted by the Budget Office, and should review the roles and responsibilities of the committee, current budget status of the campus and the University, and other issues deemed relevant by the EVCP and the Committee.
- 3.3.2. The Committee shall hold regular meetings according to a calendar established by the Committee before the nominations are distributed in the following year. Meetings shall begin as early as possible in the academic year, with the first meeting starting no later than week 5 of Fall Quarter.
- 3.3.3. Notice of regular and special meetings shall be publicized in advance according to the schedule established at the beginning of the quarter.
- 3.3.4. Periodically, the Committee will provide the campus media with an update of the Committee's activities.
- 3.3.5. As the Committee deems necessary, and as time permits, it shall extend an invitation to the Executive Vice Chancellor and Provost to attend a regular meeting in order to update the Executive Vice Chancellor and Provost on the progress of the Committee, advise him/her of any problems the Committee may be having in accomplishing its assigned task, and to receive an update from the Executive Vice Chancellor and Provost on the current UCI budget status and anything else the Committee would find useful in completing its assigned task.

3.4. Minutes

- 3.4.1. Staff to the Committee shall be responsible for the taking of the minutes of all meetings.
- 3.4.2. Minutes shall be approved at the following meeting.
- 3.4.3. The following persons shall be notified in advance of all meetings of the Committee: the Chancellor, the Executive Vice Chancellor and Provost, the Vice Chancellor Student Affairs and the Ombudsman.

3.5. Staff for the Committee

- 3.5.1. Staff support shall be supplied by the ex officio representative from the Budget Office.

- 3.5.2. One or more student interns, who report to the Vice Chair, may provide additional staff support. The intern(s) will work as needed, receive stipend(s) based upon workload, and provide staff support in the areas of data/budget/program analysis. Each Committee will decide if the services of interns will be useful, based upon the priorities of the Committee. The Committee will determine if the SFAC's annual budget will support an intern and what amount of stipend can be provided.
- 3.5.3. Additional support for the Committee, in regards to office and stationary supplies shall be provided by ASUCI and AGS respectively.
- 3.6. Subcommittees
 - 3.6.1. The Committee may establish budget review subcommittees for in-depth analysis of selected programmatic areas.
 - 3.6.2. The Committee must pursue at least one budget review of a Student Services Fee funded unit a year.
 - 3.6.3. In the process of The Committee's budget review, The Committee may request field visits of the unit in question, and line by line budget items of the unit's Student Services Fee funded programs.
- 3.7. Additional Guidelines Where Needed
 - 3.7.1. Roberts Rules of Order shall apply on any matters upon which these guidelines are silent.

4. OPERATING PROCEDURES

- 4.1. Fall Quarter - Early in the quarter, the new Student Fee Advisory Committee will have an orientation to become familiar with the purpose of the SFAC and how the UCI Committee interacts with those of other campuses. The Committee will determine a meeting schedule and new members will acquaint themselves with the Committee Guidelines and other information, including issues and budgets. The Executive Vice Chancellor and Provost will attend a meeting to give the charge to the Committee, describe the campus financial environment, and outline the campus budget process for the coming year.

A survey of all student service and program units, directly or indirectly funded by student fees, will be updated in the SFAC Web page. The survey will request information from the various units regarding services provided, staffing levels, current funding levels and projected needs, service goals, and other relevant information as determined by the Committee. The Committee is encouraged to use the previous year's Web survey, to provide for a consistent database.

The Committee will determine units to be reviewed in detail based on the Web survey responses. Each unit to be reviewed will be assigned to an SFAC Subcommittee consisting of two students and one faculty or staff member for advisement. Recommendations from previous reviews may be used for a comparison analysis. Where appropriate, the reviewer should compare programs at other UC campuses to those at UCI. The UC Council on Student Fees may provide a useful forum for the exchange of this kind of information.

- 4.2. Winter Quarter - The Executive Vice Chancellor and Provost updates SFAC on the projected campus budget situation. Each Subcommittee prepares questions relating to their specific units to be included in a campuswide student survey. Administrators of the units will be asked to attend meetings of the full Committee to address issues raised by either a review of the proposed needs, or the discussion of the findings of the campuswide student survey.

Following these meetings, the Committee begins deliberation on the allocation of Student Services Fees for the following academic year, based on the current year budget, the proposed needs submitted by the unit, the meeting with the administrator, the reports of the student survey and funds available.

- 4.3. Spring Quarter - The Committee continues to meet as necessary to finalize its recommendations to the Executive Vice Chancellor and Provost regarding Student Services Fee allocations for the coming academic year. The Student Fee Advisory Committee may make recommendations regarding the allocation of current year over-enrollment funds if they exist. However, these are one-time funds and may not be committed for ongoing needs. The first priority for over-enrollment funds is the maintenance of previously approved salary-related and capital requirements.

The full Committee should also develop a projection of the campus Student Services Fee level to be recommended to the Executive Vice Chancellor and Provost for future years, based on the ideal needs of the student service units funded, and alterations to be made to the level and nature of services provided. It is expected that this recommendation will form the basis for the Chancellor's recommendations on future campus Student Services Fee levels to the Office of the President.

For units under review, the reviewer will summarize the findings of the Committee and the campuswide survey in a set of structural recommendations to be communicated formally to the administrator of the group. These recommendations can address the usefulness of the services provided, the efficiency of the unit in addressing students' needs, and other issues.

These recommendations will be communicated in an annual report to be submitted to the EVCP by the end of the spring quarter. The annual report documents the Committee's deliberative process on the Student Services Fee allocation pattern, and the unit reviews, as well as any other items/issues addressed by the Committee.

Nomination requests to fill vacant seats on SFAC will be sent to ASUCI, AGS, Academic Senate, and Academic/Student Affairs Coordinating Points for the coming year.

- 4.4. Summer Quarter – The Committee's annual report will be sent to the EVCP. All formal recommendations, unit reviews and relevant information will be kept on file in the Committee office for use in future reviews and budget decisions.

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