

August 23, 2013
HOWARD GILLMAN
PROVOST AND EXECUTIVE VICE CHANCELLOR

RE: 2012-13 Student Fee Advisory Committee Annual Report

Introduction

Year in Review

This year saw a number of changes in SFAC processes. We believe these changes will result in an SFAC that is both more representative of student views at large and more aware of the intricacies involved in Campus's use of Student Services Fees (SSF). In this letter, we detail our initiatives, provide our recommendations for the allocation of incremental SSF funding, and outline a number of outstanding concerns.

Questionnaire

Each year, the SFAC has sent a questionnaire to all units receiving SSF funds (20000 funds) to get information about the use of current allocations and to formalize any requests for incremental funds. This past year, SFAC extensively revised this questionnaire and ultimately requested more information about:

- Permanent FTE allocations
- More detailed information of the units' funding situations including self-generated revenue and funding from other sources
- Impact on units if cuts were to occur
- Numbers/demographics of students served by each unit
- Percentage of Graduate vs. Undergraduate students served by each unit

This additional information was used to better inform SFAC's recommendations on incremental allocations. Each response was reviewed in detail by students, who followed up individually with units when necessary. Our questionnaire (attached in appendix A) was shared with the systemwide Council on Student Fees (CSF). Currently, CSF is deliberating on making the Irvine questionnaire part of the new standard for SFACs across the various UC campuses.

Survey

SFAC constructed a survey in consultation with Student Affairs, as well as other campus departments, that was intended to both educate the student population on the use of SSF and Compulsory Campus-Based (Referenda) Fees and get student feedback concerning the use of student fees. We plan for this survey to be released annually to track trends in student opinions

regarding fees. In addition, we hope that this will be an instrument through which we may quantitatively review usage of SSF-funded units by graduate students as opposed to undergraduates. The survey was shared with CSF and its administration may also be standardized across the system over the next few years. As of the writing of this letter, this year's survey results have yet to be analyzed by the Committee.

Incremental Allocations

This year, it was requested that SFAC make recommendations on the permanent allocation of \$250,000 in incremental SSF funding, an increase from previous years in which SFAC was asked to recommend a maximum of \$100,000 in incremental allocations, in addition to \$4,531 in unallocated permanent funds from 2011-12. After an extensive review process in which the Committee examined proposals from each unit requesting additional SSF funding, the Committee recommends the following allocations of \$251,763 in permanent funds and one-time funds of \$2,768:

- 1) Wellness, Health & Counseling Services: Campus Assault Resources and Education: \$8,961 to support an increase to the number of hours provided by the sexual assault counselor / advocate, contracted with Community Services Programs, Inc.
- 2) Wellness, Health & Counseling Services: Campus Assault Resources and Education: \$25,000 to support returning the Violence Prevention Coordinator (SAO III) from 0.5 to full-time.
- 3) Wellness, Health & Counseling Services: Counseling Center: \$32,630 for 0.2 FTE Psychiatrist.
- 4) Wellness, Health & Counseling Services: Counseling Center: \$25,344 for 0.4 FTE Clinical Social Worker.
- 5) Associated Graduate Students: \$20,000 for the AGS Conference Travel Grant program.
- 6) Graduate Division: \$45,000 for 1.0 FTE Analyst I for the Graduate Resource Center.
- 7) Division of Undergraduate Education: \$40,908 for salary for 1.0 FTE SAO II (new position) to support student services focused on strengthening the retention and persistence of first-generation, low income student's through monitoring and outreach at-risk students.
- 8) Student Life and Leadership: Veteran Center: \$6,000 for additional student assistants for the Center.
- 9) KUCI: \$2,768 in one-time funding for the purchase of a studio-quality microphone and four radio-quality CD players.
- 10) Claire Trevor School of the Arts: \$400 for student staff for summer orientation programs.

11) Claire Trevor School of the Arts: \$200 to support recruitment efforts.

12) School of Social Ecology: \$3,500 for an additional Peer Academic Advisor.

13) Bren School of Information and Computer Sciences: \$2,912 for an additional Peer Academic Advisor.

These allocations have been deemed priorities by SFAC as the committee has prioritized addressing issues of student mental health, fair representation of graduate student interests in SSF allocations, and providing employment to UCI students.

The committee also has chosen to conditionally recommend the following allocation:

14) Student Life and Leadership: Cross Cultural Center: \$40,908 for an additional Program Coordinator (SAO II).

This allocation is recommended on the sole condition that hiring of this individual be done only by direct approval of a hiring committee convened by students with a majority student membership in which the umbrella organizations of the Cross Cultural Center all have membership. If this is not possible, the Committee recommends that the \$40,908 be held as an unallocated 2012-13 permanent fund balance to be recommended for allocation by the Committee in 2013-14.

Outstanding Concerns

As SFAC reported to AVC Lynch earlier this year, the Committee is concerned that current procedure regarding changes to allocations of SSF does not afford SFAC the appropriate oversight over the Fee as mandated by Regental policy and clarified by CSF Standing Policies (See Appendix B).

SFAC Consultation

First, it has come to our attention that a number of major changes in the allocation of 20000 funds have regularly occurred without the consultation of the Committee. Examples include allocations for additional FTE for the Counseling Center slated for 2013-14, the deduction of a 1.6% UCOP tax from recurring SSF funds, and in previous years, major multi-million dollar allocations to Intercollegiate Athletics. This list is neither exhaustive, nor particularly specific, as details concerning these sorts of allocations have not been provided to the Committee in writing. We are not identifying these allocations as ones that students would have opposed—we are simply indicating that the opportunity to consult was not provided. We are uncertain as to the extent of SSF changes that have entirely bypassed the Committee, and it is entirely possible that many such changes have been proposed and approved by UCI administrators over the years with neither the Committee's involvement nor notice given *post facto*.

We must be absolutely clear that it is the Committee's view that all parties are acting in good faith. We receive extensive documentation of current SSF allocations each year. The Budget Office is

incredibly helpful and attentive in its support of SFAC activities. AVC Lynch has been extremely receptive and quite attentive to the Committee's concerns and requests as they have been raised. Our identification of this issue is a good-faith effort to bring our SFAC's participation in campus decision-making to the systemwide standard.

Regarding changes in SSF allocations, although we do receive extensive documentation of current allocations of SSF each year, the Committee does not have the wherewithal to examine these allocations to extract deltas from allocations in previous years in order to deduce what changes may have occurred. In addition, notice *post facto* does not constitute consultation *per se*. As such, the Committee instead proposes the following procedural change:

- 1) That any changes to permanent allocations of SSF be proposed directly to SFAC at one of its weekly meetings.
- 2) That sufficient time be given to SFAC for comments to be made prior to approval of the allocations by the Provost.
- 3) That the consultation process be conducted seriously, and that all parties consider getting student buy-in for proposals to change SSF allocations as being of the utmost importance.

We feel that these procedural changes will result in decisions that receive more buy-in from a very important campus constituency—the students for whom this fee is intended to serve. Student participation in joint governance regarding the administration of this fee is part of what makes the University of California one of the best places in the world to be a student, and we firmly believe that these procedural changes can only be a positive change for everyone involved.

Control Points

In addition, the Committee raises the concern that the control point for allocation of 20000 funds changes after the initial allocation process, and that these changes curtail the ability of SFAC to provide oversight over changes in allocations to SSF. Units funded for specific services per SFAC recommendations in one year may cease offering those services in the next, or may even cease to exist. These funds are not returned to the center, but are often reallocated for other purposes. This effectively prevents SFAC from adequately conducting its oversight of SSF. On other campuses, SFAC is consulted when each FTE line is changed and even when program budget allocations are changed. After the initial allocation by the P/EVC, at UCI, SSF seems to be treated as a homogeneous “pool of money” by each point of control, with money from that pool freely allocated by each party without consulting or notifying SFAC. While we understand the logistical difficulties involved, we encourage you to help find ways in which SFAC might be consulted regarding major changes in allocations.

Referenda

We highlight a number of procedural and administrative concerns regarding student referenda. While SFAC is afforded a key place in the student referendum process—final approval prior to language being sent to the Chancellor for approval—we do not have the ability to provide recommendations for changes to language. We request that as part of the referendum language approval process, referendum language be sent to SFAC for editing prior to approval by

ASUCI/AGS, the Budget Office, Student Affairs, UCOP General Counsel, SFAC, and the Chancellor.

In addition, per CSF Standing Policy 7, we request that all referenda include a sunset clause—a year in which continued payment of the fee by students must be approved by a quorum of the student body.

Athletics

Lastly, we wish to call attention to the large percentage of this campus's SFAC that is allocated to Intercollegiate Athletics. The committee understands the benefits of a strong athletics program—it increases the diversity of UCI, the students are among the most academically successful, and an athletics program can rally school spirit.

The stated purpose of SSF per policy 3101(b) is to “provide a supportive and enriched learning environment for all undergraduate, graduate, and professional students... These services and programs include, but are not limited to, operating and capital expenses for services related to the physical and psychological health and well-being of students; social, recreational, and cultural activities and programs; services related to campus life and campus community; technology expenses directly related to the services; and career support. These services and programs create a supportive and enriched learning environment for University of California undergraduate, graduate and professional students.” As such, we call attention to the following concerns:

- 1) CSF Standing Policies state that allocations from SSF to Intercollegiate Athletics must total no more than half of the program's size.
- 2) Intercollegiate Athletics consumes more than 30% of the campus's total SSF budget but provides no appreciable benefit to graduate and professional students, who are not eligible to participate per NCAA rules, but contribute about 1/6 of the total SSF budget. It is unclear whether the remainder of the SSF budget is allocated such that SSF is equitably distributed between graduate, professional, and undergraduate students.
- 3) While acknowledging the benefits of a strong Athletics program, given our tight budget situation, we question whether the significant amount of 20000 funds slated for Athletics might have a greater impact on more students allocated elsewhere.

While we are proud of our student-athletes, and while we would prefer to have a successful Athletics program here at UCI, due to the special nature of the Student Services Fee, we encourage the campus to find ways to support this need without what we see as an extraordinary use of this funding source.

Additional Priorities

SFAC emphasizes the need for additional resources to go towards improving campus climate, mental health, and graduate student professional development. We encourage the campus to allocate non-SSF funds to address these needs.

As always, thank you for the opportunity for consultation on the Student Services Fees allocations.

Provost and Executive Vice Chancellor Gillman
August 23, 2013
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Sincerely,

A handwritten signature in black ink, appearing to read "Justin Chung", with a stylized flourish extending to the right.

Justin Chung
Chair
Student Fee Advisory Committee

C: Vice Chancellor Meredith Michaels
Associate Vice Chancellor Rich Lynch
Director Norma Price

APPENDIX A

2012-2013 UCI SFAC ASSESSMENT FORM 1-A

Unit Name:
Contact Name:
Phone Extension:
Email Address:
Date:

1. Please list each of your programs and/or your major activities/services for your unit. Provide detailed information that describes your program(s)/unit including any information provided on departmental/program websites, brochures, flyers, etc.
2. Please provide specific demographic information on the students served by your programs/unit including, if available, the total number of students served, the percentage of undergraduates versus graduates, underrepresented minorities, and other pertinent demographic data.
3. Please provide data on the services provided to students such as how many student hours of service were provided in the past year, to the extent this is measurable. In addition, please describe how your programs/services contribute to the student experience as mandated by Student Services Fee (SSF) policy.
4. What specific services do you provide to different student groups and approximately how many staff hours do you spend providing each service.
 - a) Undergraduates
 - b) Graduates

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c) Underrepresented Minorities

d) Veterans

e) Disabled Students

f) Other

5. Please provide information on any recent evaluations your unit may have had. What recommendations were made, and what actions were taken in response to the recommendations?

6. Please complete the budgetary appropriation, revenue, financial expenditure and staffing information for the **year ending June 30, 2012** on the attached budget survey.

7. Other than Student Services Fee funds (20000 funds), did your unit receive any other allocations of student fee funds (i.e., campus-based fees such as Spirit Fee funds, Associated Student Fee funds, Bren Center Fee funds, Recreation Center Fee funds, Student Center Fee funds, etc.). If so, please identify the funds and the amount of the funding received.

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8. Did you receive any increases to your budget, including but not limited to Student Services Fee fund allocations (from all sources included the SFAC), in 2011-2012?

For what purpose were the additional funds allocated and how were the funds used?

9. What are the major cost drivers in your unit's budget? How have these changed in the past year?

10. What are your plans for your current carry forward funds?

11. Please provide a description of how the positions included in the accompanying budget survey support student services.

12. How many open FTE are there in your unit? Which, if any, of the positions are newly created FTE? Why was there a need to hire additional staff? What expanded services are provided by the new hires?

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13. Did you receive additional budget reductions beyond 2011-2012? Please include budgetary and financial information for all budget reductions received from 2008-09 through 2012-13 (if anticipated or known) in the accompanying budget survey.

14. How have you modified or reduced direct student services as a result of the cumulative past budget cuts and anticipated budget reductions for 2012-2013?

15. Please provide a description of what impacts hypothetical cuts of a 5%, 7% and 10% would have on your operations.

Stop here if you are not requesting incremental SFAC funds for 2012-2013.

16. What is your funding request for 2012-2013 (if you have multiple requests, please put the requests in priority order)?

17. Why are these requests priorities for your unit?

18. Does your unit generate additional revenue that may help support this request?

APPENDIX A

2012-2013 UCI SFAC ASSESSMENT FORM 1-B

Unit Name:
Contact Name:
Phone Extension:
Email Address:
Date:

1. Please list each of your programs and/or your major activities/services for your unit. Provide detailed information that describes your program(s)/unit including any information provided on departmental/program websites, brochures, flyers, etc.
2. Please provide specific demographic information on the students served by your programs/unit including, if available, the total number of students served, the percentage of undergraduates versus graduates, underrepresented minorities, and other pertinent demographic data.
3. Please provide data on the services provided to students such as how many student hours of service were provided in the past year, to the extent this is measurable. In addition, please describe how your programs/services contribute to the student experience as mandated by Student Services Fee (SSF) policy.
4. What specific services do you provide to different student groups and approximately how many staff hours do you spend providing each service.

5. Please provide information on any recent evaluations your unit may have had. What recommendations were made, and what actions were taken in response to the recommendations?

6. Please complete the budgetary appropriation, revenue, financial expenditure and staffing information for the **year ending June 30, 2012** on the attached budget survey.

7. Did you receive any increases to your budget, including but not limited to Student Services Fee fund allocations (from all sources included the SFAC), in 2011-2012?

For what purpose were the additional funds allocated and how were the funds used?

8. What are your plans for your current carry forward funds?

9. Please provide a description of how the positions included in the accompanying budget survey support student services.

APPENDIX A

10. Did you receive additional budget reductions beyond 2011-2012? Please include budgetary and financial information for all budget reductions received from 2008-09 through 2012-13 (if anticipated or known) in the accompanying budget survey.

Stop here if you are not requesting incremental SFAC funds for 2012-2013.

11. What is your funding request for 2012-2013 (if you have multiple requests, please put the requests in priority order)?

12. Why are these requests priorities for your unit?

13. Does your unit generate additional revenue that may help support this request?

Unit Name: _____
 Contact Name: _____
 Phone Extension: _____
 Email Address: _____
 Date: _____

SECTION I: FY 2011-12 ACTUAL APPROPRIATIONS AND EXPENDITURES - ALL SOURCES (as of 6/30/12)

TABLE 1A: REVENUE ACCOUNTS (2xxxxx ACCOUNTS; add rows if needed)

Appropriations/Fund Sources	Realized Revenue as of 6/30/12
Revenue Account #1 (List)	
Revenue Account #1 (List)	
Revenue Account #1 (List)	
Total Revenue Earned for 2011-12	\$ -

Additional Comments:

Notes:
 Total revenue earned should reconcile with the all realized revenue recorded in the campus General Ledger as of 6/30/12 for your department.
 Add additional comments as needed.

TABLE 1B: EXPENDITURE ACCOUNT BUDGETARY APPROPRIATIONS

Budgetary Appropriations (G/L Appropriations Column)	199XX General Funds*	Student Svcs Fee Perm FTE	20000 Funds	All Other Funds**	Total
Permanent Appropriations/7/1 Adjusted Budget (Type Entry 11s on 7/31/11 General Ledger)					\$ -
Carry Forward Funds (Type Entry 12s on 7/31/11 General Ledger)		////			\$ -
One-time and/or Ongoing Temporary Allocations (General Ledger Type Entry 14s)		////			\$ -
Total Budgetary Appropriations	\$ -	0.00	\$ -	\$ -	\$ -

Additional Comments:

Notes:
 The purpose of Table 1B is to report all budgetary appropriations (permanent and current year) for all expenditure accounts-funds in your department at the sub code level.
 The total of the appropriations for each fund should reconcile with all appropriations as recorded in the General Ledger as of 6/30/12 for your department. The budgetary appropriations in the General Ledger can be identified by Type Entries 11, 12 and 14, and the object code for budgetary appropriations is "0000."
 Add additional comments as needed.
 *General Funds include 199XX funds except for 19933 and 19942.
 **Please identify source of funds by fund name and number below:

TABLE 1C: FINANCIAL EXPENDITURES

Expenditures (G/L Financial Column)	Headcount	FTE	199XX General Funds*	20000 Student Svcs Fee Funds	All Other Funds**	Total
Sub 00- Academic Salaries						\$0
Sub 01 - Staff Salaries						\$0
Sub 02 - General Assistance Wages						\$0
Sub 03 - Supplies and Expenses						\$0
Sub 04 - Equipment and Facilities						\$0
Sub 06 - Employee Benefits						\$0
Sub 05/07 - Special Items						\$0
Sub 09 - Recharges						\$0
Total Expenditures	-	-	\$0	\$0	\$0	\$0

Additional Comments:

Notes:
 The purpose of Table 1C is to report all expenditures for all accounts-funds in your department,
 The total of the amount of expenditures by fund shown in this table should reconcile with the total expenditures as recorded in the General Ledger as of 6/30/12 for your department.
 Add additional comments as needed.
 *State General Funds include 199XX funds except for 19933 and 19942.
 **Please identify source of funds by fund name and number below:

SECTION II: COST OF MAJOR PROGRAMS

List all major programs, services and activities by cost component (examples provided; add rows if needed)

TABLE 2: COST OF MAJOR PROGRAMS/SERVICES/ACTIVITIES

Program/Service/Activity Name (list each)	Annual Cost 20000 Funds
Program/Service/Activity #1 Cost component #1a Cost component #1b Cost component #1c Cost component #1x (add add'l lines as needed)	
Program #1 Cost Total	\$ -
Program/Service/Activity #2 Cost component #2a Cost component #2b Cost component #2c Cost component #2x (add add'l lines as needed)	
Program #2 Cost Total	\$ -
Program/Service/Activity #3 Cost component #3a Cost component #3b Cost component #3c Cost component #3x (add add'l lines as needed)	
Program #3 Cost Total	\$ -
Total	\$ -

Additional Comments:

Notes:
 The purpose of Table 2 is to provide a picture of the cost of the programs and significant services and activities incurred by your department in order to deliver the programs/services to UCI students.
 The cost components should be in enough detail (in more detail than what can be seen by looking at the sub level) to illustrate what type of costs are associated with each program/activity. Cost components can include, but should not be limited to, line items such as salaries, benefits, supplies and expense, marketing, printing, subscriptions/licenses, travel and conferences, purchased equipment, software, facilities/equipment rental, etc.,
 The total cost does not necessarily need to equal the total expenditures for the department, but should represent a significant portion of the total expenditures.
 Add additional comments as needed.

SECTION III: PERMANENT BUDGET REDUCTION HISTORY

TABLE 3: BUDGET REDUCTIONS

Fiscal Year	199XX General Funds*	Student Svcs Fee		All Other Funds**	Total
		Perm FTE	20000 Funds		
FY 2011-12					\$ -
FY 2012-13 (if anticipated or known)					\$ -
Cumulative Budget Reductions	\$ -	-	\$ -	\$ -	\$ -

Additional Comments:

Notes:
 The purpose of Table 3 is to illustrate the financial impact of multiple years of permanent budget reductions.
 Include dollar amount of reductions and any reductions to FTE.
 Add additional comments as needed.
 *State General Funds include 199XX funds except for 19933 and 19942.
 **Please identify source of funds by fund name and number below:

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July 22, 2010

CHANCELLORS

Dear Colleagues:

Enclosed are guidelines for campus implementation of the Student Services Fee portion of the *University of California Student Fee Policy*.

At their May 2010 meeting, The Regents approved revisions to the *University of California Student Fee Policy*. The revised policy is available online at: <http://www.universityofcalifornia.edu/regents/policies/3101.html>. Revisions to the policy include changing the name of the Registration Fee to the Student Services Fee, establishing a return-to-aid component for future increases in the Student Services Fee, listing factors for Presidential consideration when recommending the appropriate Student Services Fee level to the Board, expanding articulation of the role of students in setting the fee level, establishing a requirement that each campus maintain a website providing details about Student Services Fee allocations, and introducing a reference to Presidential guidelines on issues related to the Student Services Fee.

The enclosed "Guidelines for Implementing the Student Services Fee Portion of *The University of California Student Fee Policy*" discuss the use of Student Services Fee revenue, the recommended structure and responsibilities for Student Fee Advisory Committees, the recommended process for soliciting budget recommendations from Student Fee Advisory Committees, the annual Student Services Fee reports to the Office of the President, and the content of student fee websites. The guidelines also include an attachment which summarizes the key elements to be included in an annual report on expenditures for Student Services Fee-funded programs. The first annual report will be due to the UC Office of the President - Office of Budget and Capital Resources by December 1, 2010.

The guidelines are new and are effective for the 2010-11 academic year. To accommodate publication and notice schedules, the change of the name of the Registration Fee to the Student Services Fee will go into effect beginning with summer academic

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Chancellors
July 22, 2010
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sessions in 2011. A separate communication from Office of the President will provide implementation information about changing the name of the Registration Fee to the Student Services Fee.

With best wishes, I am,

Sincerely yours,



Mark G. Yudof
President

Enclosure

cc: Members, President's Cabinet
Associate Vice President Obley
Council of Vice Chancellors
Council of Graduate Deans
Campus Planning and Budget Officers
Universitywide Policy Office

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Guidelines for Implementing the Student Services Fee Portion of *The University of California Student Fee Policy*

The intent of these *Guidelines* is to ensure the effective and appropriate use of the Student Services Fee (formerly referred to as the University Registration Fee) to support co-curricular student services and to ensure appropriate student input and oversight. The *Guidelines* provide interpretation to help translate the Student Services Fee portion of the *University of California Student Fee Policy* into appropriate campus practices that will achieve the *Policy's* goals. These *Guidelines* are intended to be sufficiently flexible and allow for exceptions at the campus level, based on recommendations made by the local Student Fee Advisory Committee and approved by the Chancellor. Changes in these *Guidelines* should be made in consultation with the Council on Student Fees and the Office of the President.

I. Use of Student Services Fee Revenue

As stated in the *University of California Student Fee Policy*, Student Services Fee revenue “shall be used to support services and programs that directly benefit students and that are complementary to, but not a part of, the core instructional program. These services and programs include, but are not limited to, operating and capital expenses for services related to the physical and psychological health and well-being of students; social, recreational, and cultural activities and programs; services related to campus life and campus community; technology expenses directly related to the service; and career support.”¹ Services and programs funded by the Student Services Fee should be broadly available to all students.

The Student Services Fee is subject to the University’s return-to-aid practice. Beginning in 2011-12, any new return-to-aid associated with the Student Services Fee will be funded from Student Services Fee revenue. The return-to-aid revenue will be used for student financial aid according to the guidelines for the University Student Aid Program.²

Because the intent of the Student Services Fee is to provide stable and adequate funding for student services that complement the instructional program, as endorsed by campus Student Fee Advisory Committees, the primary use of Student Services Fee revenue should be for student services programs and activities that are not traditionally supported by State funds. Student Services Fee funding should be prioritized for the direct costs of Student Services Fee-funded programs. Student Services Fee revenue can be used for the indirect costs associated with operating the student services programs and activities the Fee supports.

The primary focus of Student Services Fee revenue should not be on programs in the following areas; however, this does not preclude some Student Services Fee revenue from being used for these areas, consistent with the *University of California Student Fee Policy*:

- Enrollment/Registrar/Admissions Services
- Financial Aid Administration

¹ The *University of California Student Fee Policy* is available at <http://www.universityofcalifornia.edu/regents/policies/3101.html>.

² The guidelines for the University Student Aid Program are available at <http://www.ucop.edu/sas/sfs/docs/usap.pdf>.

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- University Library
- Alumni Affairs and Alumni Student Services
- Planning and Budget Administrative Units
- Instructionally-related capital improvements
- Immediate office of the Vice Chancellor for Student Affairs
- Auxiliary Units, such as Housing, Parking Services
- Office for Students with Disabilities
- Intercollegiate Athletic Programs
- New Student/Transfer Student Orientation Programs
- Learning Skills Center
- Educational Opportunity Programs
- International Student Programs

While in general, campuses should not meet their budgetary priorities by shifting additional expenses onto the Student Services Fee, in years of fiscal shortfall, cuts to student services functions, perhaps achieved with funding shifts of programs to the Student Services Fee, may be unavoidable. Such cuts and/or funding shifts should be made only in consultation with the campus Student Fee Advisory Committee, as described below. Also, such cuts and/or funding shifts should maintain consistency with the *University of California Student Fee Policy* and these *Guidelines*.

II. Recommended Structure and Responsibilities for Student Fee Advisory Committees (SFACs)

The *University of California Student Fee Policy* states, “At each campus, the Chancellor or his/her designee annually shall solicit and actively consider student recommendations, with the intent of honoring as much as possible student recommendations on the following: the use of Student Services Fee revenue; and the annual Student Services Fee level to be set by the Regents.” Each campus should have in place a Student Fee Advisory Committee, comprising matriculated students, to advise on the use of revenue generated from the Student Services Fee. Each Chancellor should solicit annually and consider recommendations of the Student Fee Advisory Committee.

The following are recommended guidelines for the Committee:

1. The Committee is advisory to the Chancellor or his/her designee. The Chancellor or his/her designee will seek, to the extent feasible and within the context of campus priorities and strategic goals, to honor the recommendations of the Committee.
2. The Committee should be comprised of a majority of students who represent graduate, professional, and undergraduate students, and to the extent feasible, should reflect the relative populations of these students on each campus.
3. The Committee should maintain an official working relationship with undergraduate and graduate/professional student governments.
4. The Committee should designate a student representative on the Council on Student Fees.
5. The Committee should be provided with appropriate staff support, including a representative from the campus budget office.

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6. The Committee should have access to appropriate office space with phone and computer.
7. Campuses should consider offering stipends to the Chair and Vice Chair of the Committee.
8. Operation of the Committee may be funded by Student Services Fee revenue.
9. The first Committee meeting of each academic year should occur not later than the fourth week of the fall quarter or semester. Unless otherwise recommended by the local Student Fee Advisory Committee, it is expected that the Committee should meet a minimum of three times each term.
10. The Committee should have purview over fees as specified in the Committee's bylaws.
11. The Committee should opine on or offer/decline endorsement of campus-based fee referenda.
12. The Committee should review student fee-funded and non-student-fee-funded non-instructional/curricular student services within the Committee's purview.
13. The Committee should maintain a regularly updated website accessible to all students containing:
 - a. Information about the Committee, such as:
 - i. Agendas;
 - ii. Meeting minutes, posted within one month after each meeting;
 - iii. Governing documents, including bylaws with membership selection policies and procedures;
 - iv. Membership roster;
 - v. Committee recommendations from previous years;
 - vi. As stated in the *University of California Student Fee Policy*, "...details on how the Student Services Fee has been allocated relative to the recommendation of the Student Fee Advisory Committee";
 - vii. A summary of how Student Services Fee revenue has been expended;
 - b. The *University of California Student Fee Policy*;
 - c. Other relevant student fee policies; and
 - d. *Guidelines for Implementing the Student Services Fee Portion of the University of California Student Fee Policy*.

III. Recommended Process for Soliciting Budget Recommendations from Student Fee Advisory Committees

At a minimum, the following should be practiced in support of Student Fee Advisory Committee budget deliberations:

1. At the beginning of each academic year, the Committee should be briefed on the campus's budget and budget climate.
2. Each Committee should be presented with the entire Student Services Fee base budget for the current academic year during the fall quarter or semester. Budget information provided to the Committee should include clearly understandable data on direct and any indirect costs funded by the Student Services Fee.
3. The Committee should work directly with the campus budget office to determine the level of budget information and detail needed to fulfill their responsibilities. Student

APPENDIX B

Services Fee-funded units should make their full budgets available to the Committee in time to allow the Committee to have the information necessary to make budget recommendations. As needed to ensure an appropriate analysis, the Committee should be provided the ability to review Student Services Fee-supported programs within the context of all funds supporting those programs.

4. Each Committee should have the ability to visit, review and request budget clarification from Student Services Fee-funded units.
5. Additional documentation requested by the Committee should be produced in a timely manner.
6. Each Committee should have the ability to review and make short- and long-term allocation recommendations to the Chancellor or his/her designee on all Student Services Fee funds.

IV. Annual Student Services Fee Reports

At a minimum, the Committee should have access to the budget, including historical information, for each program, service, or activity supported by the Student Services Fee. Attachment A summarizes the key budget and data elements to be included in an annual report on expenditures for Student Services Fee-funded programs. Each campus has the flexibility to develop its own budget template format; however, the template should be developed in consultation with the local Student Fee Advisory Committee. The report will be due to the Office of the President (the Office of Budget and Capital Resources) by December 1 each year. This report should be made widely accessible through each campus's website. In addition, the Office of Budget and Capital Resources at the Office of the President will be responsible for ensuring easy access to all campus reports on an Office of the President website which will provide updated reports each year.

V. Student Fee Websites

Each campus should have fee information on their respective websites that is as complete as possible. For instance, campus fee websites should include levels and definitions of all mandatory systemwide fees (i.e., the Educational Fee and Student Services Fee); campus-based fees; Course Materials and Services Fees; user fees; and miscellaneous fees. Fees should be clearly listed by student type and level (e.g., resident and nonresident undergraduate; resident and nonresident graduate academic; resident and nonresident graduate professional in business; etc.). In addition, term fee levels (including summer) and annual fee levels should be clearly identified.

Students and their families should be able to access campus fee websites easily from campus home pages, as well as by using major search engines.

Campuses are encouraged to seek the input of students regarding the content, layout, and accessibility of campus fee websites.

(Attachment)

APPENDIX B

**Attachment A:
Annual Student Services Fee Reports**

At minimum, annual reports on Student Services Fee allocations and expenditures should include:

- a) A complete view of how Student Services Fee revenue is allocated. This information should be shown via organizational breakdown, by function or program, of sufficient detail so readers can understand what Student Services Fee funds are being spent on;
- b) Summaries of total Student Services Fee allocations and actual expenditures, including carryforward/reserve funds; and
- c) A year-over-year comparison of total Student Services Fee allocations, actual expenditures, and carry-forward/reserve funds. Two years of data should be included in each annual report.

A sample annual report template is shown below.

Sample Student Services Fee Report Template

FEE REVENUE

	<u>Income Actuals - Two Years Ago</u>	<u>Income Actuals - Prior Year</u>	
Fall			
Winter			
Spring			
Other			
Return-to-Aid			
Total			

	<u>Projected Income - Current Year</u>	
	Amount	# of Students Estimate
Fee Revenue prior to fee increase		
Fee Revenue from fee increase		
Return-to-Aid		
Total		



APPENDIX B

UNIVERSITY OF CALIFORNIA

COUNCIL ON STUDENT FEES

STANDING POLICY 2

CSF POLICY ON THE APPROPRIATE USE OF THE UNIVERSITY STUDENT SERVICES FEE (FORMERLY, REGISTRATION FEE)

Approved: April 13, 2002

Amended: February 2, 2003

Amended: May 1, 2011

Amended: May 19, 2012

The Council on Student Fees has agreed that:

Student Services Fees should remain as low as possible while maintaining satisfactory levels of services and activities. Student Services Fees should be used to fund services and activities that are not essential to the core academic function of the university but are deemed important and complementary to the University experience, distinguished as such from the uses of General Funds and upheld by Regents Policy 3101, on a level at which it is appropriate for students to collectively pay for them.

Programs and functions of student service units that are inappropriate for Student Services Fee funding in whole or in majority can be divided into two classes:

Class One: Inappropriate for **any** Student Services Fee funding

1. Enrollment/Registrar/Admissions Services
2. Financial Aid Administration
3. University Libraries
4. Alumni Affairs and Alumni Student Services
5. Planning and Budget Administrative Units
6. Instructionally-related Capital Improvements
7. Business operations within the Office of the Vice Chancellor for Student Affairs
8. Auxiliary Units (i.e. Housing and Parking Services)
9. Business operations and academic services within the Offices for Students with Disabilities

Class Two: Inappropriate for **majority** Student Services Fee funding

1. Intercollegiate Athletic Programs
2. New Student/Transfer Student Orientation Programs
3. Learning Skills Centers
4. Educational Opportunity Programs
5. International Student Programs

Class Two programs (with the possible exception of Athletics) should be funded primarily by the state as they relate directly to the future viability of the University and the critical goals of academic quality and access.

The purpose of this policy is to encourage discussion and discretion on the appropriate use Student Services Fee funds, while specifically stating inappropriate uses.

SP2: Appropriate Use of the University Student Services Fee

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The Council on Student Fees, in coalition with UCSA, is the UC-recognized student voice on fee policy.



APPENDIX B

UNIVERSITY OF CALIFORNIA

COUNCIL ON STUDENT FEES

STANDING POLICY 7

CSF POLICY ON CAMPUS REFERENDA PROCEDURE AND REQUIREMENTS

Approved: May 20, 2012

The Council on Student Fees has agreed upon the following list which denotes the requirements and procedure for bringing proposed referenda to the student body and requirements for language within the referendum.

Procedure

1. Any newly proposed campus fee, or increase to an already established campus fee, that does not directly relate to the academic mission of the University, shall be considered a student referendum and thus be presented to the campus-wide student government for approval of balloting the question.
 - a. Any documents that support the referendum language shall be presented with the referendum at the time of approval.
2. Referenda should be presented to the campus Student Fee Advisory Committee and the campus-wide student governments representing bodies affected by the referendum, at least 5 weeks prior to presenting to the student body.
3. Equal funds should be made available for campaigning to both a pro and con group.
4. All student governments should take a neutral stance on the referenda, instead focusing their efforts on encouraging voter turnout.
5. Any documents that support the referendum language shall be presented with the referendum at the time of voting, including Statements of Condition, Memorandums of Understanding etc.

Language

1. Referenda should include a return-to-aid component that constitutes 29% - 33% of the total fee.
2. Referenda should include a student oversight component either through establishment of a student majority advisory committee or by granting a student advisory role to an established student majority committee.
3. The student oversight board shall, at the minimum, annually review the operating budget of the department receiving the funds.
 - a. This board should be given adequate budget data regarding the department receiving the funds including organizational charts, permanent budget, budget carry forward, and anything else it deems necessary.
 - b. This board shall be given adequate staff support either through participation on the committee or willing support to committee members.
 - c. This board should review and make recommendations every three years to determine if cost of living increases are needed to address long- and short-term financial planning.
4. Language should forbid subsequent modifications of the purpose of the referendum.
5. Language shall address collection of the fee during the summer sessions.
6. Referenda should include any language deemed necessary and called for by the campus-wide student governments.
7. Referenda should have a sunset clause.

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SP7: CSF Policy on Campus Referendum Procedure and Requirements

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