

**UNIVERSITY OF CALIFORNIA, IRVINE**  
**STUDENT FEE ADVISORY COMMITTEE GUIDELINES**

1. PURPOSE

- 1.1. The Student Fee Advisory Committee (SFAC) shall report to the Provost and Executive Vice Chancellor. The objectives of the SFAC shall be as follows:
- 1.1.1 To assist the Provost and Executive Vice Chancellor 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 Tuition.
  - 1.1.2. To recommend Student Services Fee funding allocations to the Provost and Executive Vice Chancellor.
  - 1.1.4. To review Student Services Fee budget changes that are implemented by the Provost and Executive Vice Chancellor.
  - 1.1.5. To recommend a campus Student Services Fee level to the Provost and Executive Vice Chancellor.
  - 1.1.6. To review new and existing Course Material Fees and make a recommendation to the Provost and Executive Vice Chancellor.
  - 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 Provost and Executive Vice Chancellor. The Committee should include students from a broad representation of academic majors; ideally reflect the diversity of the campus, including a good ethnic and sex/gender distribution; and include a good distribution of students across student levels. In order to be eligible to serve on the committee, students must be: fee-paying students enrolled and registered in University of California, Irvine degree-granting programs; members of the Associated Students of the University of California, Irvine (ASUCI) or the Associated Graduate Students (AGS); must be matriculated students, as determined by the Registrar, in good academic standing; not on University disciplinary probation; and in compliance with the UCI Code of Student Conduct (link: [https://aisc.uci.edu/policies/pacaos/uc\\_uci\\_policies.pdf](https://aisc.uci.edu/policies/pacaos/uc_uci_policies.pdf)) of the campus. ASUCI and AGS shall submit a slate of eligible, matriculated candidates, with eligibility as determined by their respective governing documents and procedures and by the Registrar, equal to the number of open positions, including new student representatives and students eligible to serve a second, two-year term. Students must maintain their eligible status in order to continue serving on the Committee in any capacity. The voting members of the SFAC shall consist solely of the undergraduate and graduate students on the Committee.
- 2.1.1. Two Faculty (Non-Voting)  
Two non-voting members nominated by the Academic Senate. Term is one year (renewable), for a maximum of two academic years. Faculty members shall be appointed prior to the end of each academic year. Faculty members should fully participate in Committee discussions and deliberations and offer their perspectives, expertise, experience, and knowledge of the student experience in their respective

schools in order to inform and facilitate the process of developing and making recommendations to the Provost and Executive Vice Chancellor.

2.1.2. Eleven Students

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 P-EVC based on nominations from the respective student governments or through SFAC applications, whichever is applicable. Replacements will serve out the remainder of the term. Continuity of the Committee's membership is desirable. Students must be in good academic standing and pay the Student Services Fee through the entirety of their terms.

2.1.2.1 One representative recommended by ASUCI to the Provost and Executive Vice Chancellor for approval. The expected term is for two academic years, and ASUCI may nominate students for a second, two-year term.

2.1.2.2. One representative recommended by AGS to the Executive Vice Chancellor and Provost for approval. Terms are for two academic years, and AGS may nominate students for a second, two-year term.

2.1.2.3. Two Graduate Students - recommended by SFAC to the Provost and Executive Vice Chancellor after a campuswide application process. The expected term is for two years, and students may reapply for a second, two-year term. One student should preferably be a professional student.

2.1.2.4 Seven Undergraduate Students - recommended by SFAC to the Provost and Executive Vice Chancellor after a campuswide application process. The expected term is for two years, and students may reapply for a second, two-year term.

2.1.2.5. SFAC Application Process. 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 P-EVC 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. SFAC will administer a campuswide application process for the two at-large graduate and seven at-large undergraduate representatives. It is desirable to administer this process during the Spring Quarter for the following year. SFAC will make a good faith effort to ensure a broad solicitation by utilizing campuswide email and other institutional resources and by reaching out to registered student organizations and resource centers on campus. SFAC will provide a written application that privileges the diverse insights of the UCI student body. SFAC will strive to recruit and retain a committee that is reflective of the UCI student body. Any student paying the student service fee is eligible to apply, regardless of any memberships in other campus organizations. The current SFAC will vote in closed-session to fill the vacancies for the next year. SFAC will utilize this applicant pool to fill any mid-year vacancies. SFAC members who have applied for reappointment will abstain from voting on their own application.

2.1.3. Two Staff Members

One non-voting staff member each to represent Academic Affairs and Student Affairs. Term is one year (renewable) with a maximum of two academic years. Staff members should fully participate in Committee discussions and deliberations and offer their perspectives, professional expertise, experience, and knowledge of

the student experience in their respective organizations that could inform and facilitate the process of developing and making recommendations to the Provost and Executive Vice Chancellor. Staff members should also provide background and information regarding campus policies, procedures and practices as applicable to the topics being discussed by the Committee.

2.1.4. Budget Office

Two representatives shall serve as a non-voting, ex officio members, providing staff support to the Committee.

2.2. Attendance

2.2.1. A record of attendance should be kept. Three (3) absences, with excused absences defined by each Committee at the first meeting of the new academic year, per academic quarter, will result in consideration of termination of appointment in the subsequent SFAC meeting. Absences due to official ASUCI and AGS student government business will be considered excused absences not subject to the three absence maximum.

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 Provost and Executive Vice Chancellor.

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

2.3.3 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.

2.3.4 Students with three (3) absences, with excused absences defined by each Committee at the first meeting of the new academic year, per academic quarter, will be ineligible for a stipend 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 eligible, fee-paying, registered 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 Robert's 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 Provost and Executive Vice Chancellor.
- 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 Provost and Executive Vice Chancellor.
- 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 eligible, fee-paying, registered 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 five 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 P-EVC 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. The Committee will provide the campus media with an update of the Committee's activities as deemed appropriate.

3.3.5. As the Committee deems necessary, and as time permits, it shall extend an invitation to the Provost and Executive Vice Chancellor to attend a regular meeting in order to update the Provost and Executive Vice Chancellor 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 Provost and Executive Vice Chancellor on the current UCI budget status and anything else the Committee would find useful in completing its assigned task.

#### 3.3.6. Use of Proxies

3.3.6.1. One-Time Proxies: In the event that an SFAC member is unable to attend a scheduled SFAC meeting, an SFAC member may choose to entrust another SFAC member in good standing with their proxy vote for a given meeting. To do so, the SFAC member must publicly announce their proxy (e.g., reply-all to the meeting invitation and agenda) to the SFAC any time before quorum for that meeting is called. No person may hold more than two proxies at any given meeting. For the purposes of establishing quorum, more than 50% of the voting members must be physically present at the meeting. For the purposes of voting, one proxy counts as 1/2 of a vote.

#### 3.3.6.2. Longer-Term Proxies:

3.3.6.2.1. If a member in good standing will not be able to attend scheduled meetings for any given quarter due to either scheduling conflicts or participation in academic programs such as Education Abroad Programs (EAP), the member may ask the committee to approve a longer-term proxy for up to one quarter. The SFAC member must publicly announce their proxy for the upcoming quarter by the last meeting of the prior quarter term and provide a brief summary of the proxy's qualifications to serve on the committee and the length of the proxy's appointment to the chair. The voting members

approve the temporary appointment of a proxy for the upcoming quarter by a simple majority vote.

3.3.6.2.2. During the term of appointment, the proxy will have full voting rights and will be eligible for the SFAC member's stipend for the applicable quarter. The quarterly stipend will be prorated based on the length the appointment and the total stipend amount for both the SFAC member and the proxy will not exceed 100% of the quarterly stipend.

3.3.6.2.3. An SFAC member may not request a proxy for more than one quarter in any give academic year.

#### 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 Provost and Executive Vice Chancellor, 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 representatives 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 stationery 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. Robert's' Rules of Order shall apply on any matters upon which these guidelines are silent.

3.7.2. A speakers list shall be added when necessary or when requested by a committee member and approved by a simple majority vote. A time limit of two minutes will be specified, but can be altered by a simple majority vote.

#### 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 Provost and Executive Vice Chancellor 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 Provost and Executive Vice Chancellor updates SFAC on the projected campus budget situation. Each Subcommittee prepares questions relating to their specific units to be included in a campus wide 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 campus wide 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 Provost and Executive Vice Chancellor 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 Provost and Executive Vice Chancellor 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 campus wide 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 P-EVC 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 by 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 P-EVC. 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.

Revised fall 2005  
Revised summer 2009  
Revised summer 2011  
Revised summer 2018  
Revised winter 2019  
Revised fall 2020