

UCSD STUDENT FEE ADVISORY COMMITTEE

CHARTER

I. REFERENCES

- A. Regents Item 509 of October 13, 1976
- B. Chancellor's Charge Letter of July 12, 1977
- C. UCSD Policy and Procedure Manual, Section 10-7
- D. UC Council on Student Fees Charter, Bylaws, Standing Policies
- E. Regents Item J1 of May 20, 2010

II. PURPOSE

- A. This Charter shall be adhered to by the Student Fee Advisory Committee (hereafter referred to as the "Committee") and shall serve as the primary document for all Committee functions. The principal role of the Committee is to evaluate Student Services Fee-funded units and make recommendations for allocations of the revenue generated (based on enrollment) by the Student Services Fee (formerly, the Registration Fee).
- B. The Committee will ensure that the proposed Student Services Fee uses are in the best interests of the University and its students and in compliance with existing policies and guidelines. The Committee will deliver its overall annual program recommendations to the Vice Chancellor-Student Affairs. After consultation with the Committee, the Vice Chancellor-Student Affairs will forward the approved budget to the Chancellor.
- C. The Committee will advise and provide information to the campus community, especially students, regarding student services and the Committee's work.
- D. The Committee will assess the contributions the student services provide to students' lives.
 - 1. The Committee will exercise oversight over all uses of revenue generated (based on enrollment) by the Student Services Fee to ensure it is used for the benefit of students in a manner consistent with this Charter.
 - 2. The Committee will evaluate the quality of student services and programs provided by units and recommend ways to improve them, if necessary.

3. The Committee will endeavor to eliminate duplication of effort and control wasteful spending of funds in Student Affairs units.
 4. The Committee will adhere to and make recommendations for allocations of Student Services Fees consistent with Reference Items A-E as noted above.
 5. The Committee will identify areas that should have student contribution to their operation, evaluate existing levels of student input, and suggest new advisory boards where necessary.
 6. The Committee may make recommendations on services that are not funded by the Student Services Fee, including services outside Student Affairs, at their discretion. Such services might include: the Library, Housing and Dining Services, Parking, Registrar's Office, Financial Aid Office, Cashier's Office, and other units, departments, and offices that provide service to students, as deemed appropriate by the Committee. Such recommendations will be channeled to the Vice Chancellor-Student Affairs, the Chancellor, or others where appropriate.
 7. When possible, the Committee will coordinate its work with existing advisory boards and committees.
- E. The Committee will evaluate all student fee referenda prior to endorsement by the Vice Chancellor-Student Affairs. Included in this evaluation, the Committee will review the cost models, proposed uses of the new fee, and how the new fee may affect current funding allocations, including, but not limited to, base Student Services Fee allocations. If the Committee finds that an adjustment to related base Student Services Fee allocations is appropriate, the Committee will draft and recommend a statement to that effect to be included in the referenda language. The Committee may also provide other recommendations or statements for inclusion in the referenda language, as deemed appropriate by the Committee.
- F. The Committee may examine the use and implementation of miscellaneous student fees.
- G. The Committee may examine the use and implementation of user fees created by Student Services Fee-funded units.

III. MEMBERSHIP

- A. Composition and Eligibility
1. The membership of the Committee shall consist of eleven students, five university staff or faculty, a non-voting budget consultant from the Vice

Chancellor-Student Affairs staff, and a non-voting executive secretary from the Vice Chancellor-Student Affairs staff.

2. The Vice Chancellor-Student Affairs shall appoint a Chair, who shall be a student member elected by the Committee. It is necessary that the Chair have previously served on the Committee, and he/she should be selected by the prior year's Committee members. The Committee shall select a Vice Chair, who shall be a student member. The Vice Chair should have previously served on the Committee.
3. Collegial appointments shall consist of a Provost selected by the Council of Provosts, and one student member from each college selected by the college government.
4. One student member shall be selected by the Associated Students of UCSD, and two student members shall be selected by the Graduate Student Association.
5. One faculty or staff member shall be appointed by the Dean, Graduate Studies.
6. One staff member shall be appointed by the Vice Chancellor-Student Affairs.
7. One faculty member shall be appointed by the Vice Chancellor-Student Affairs upon the recommendation of the Academic Senate.
8. One member from the Vice Chancellor-Resource Management and Planning budget office shall be appointed by the Chancellor.
9. Occasional consultants to the Committee shall be selected from the campus-at-large with the approval of the Vice Chancellor-Student Affairs.
10. The Executive Secretary shall be a member of the Vice Chancellor-Student Affairs staff.

B. Terms of Office

1. Committee members are required to be appointed to a two-year term.
2. Each term will commence at the beginning of summer and end at the conclusion of the following academic year.
3. Reappointment of members for one or two years shall be permitted.
4. All student members shall be appointed no later than 8th week of Spring Quarter prior to the start of their term.

C. Responsibilities of Members

1. All members are required to attend and participate in all meetings. If a member is unable to attend a meeting, he/she should notify the Chair and the Committee Secretary twenty-four hours in advance.
2. All members are required to be involved in the thorough evaluations of units and other Committee functions.
3. All student members are required to attend meetings of the councils and associations they represent as required by those organizations.
4. If a member is not fulfilling member duties, the member will forfeit membership status and the Chair will request a replacement from the appointing body.
5. If a member is absent from more than two meetings in a single quarter of the Committee, the member will forfeit membership status, and the Chair will request a replacement from the appointing body.
6. Absences may be excused by two-thirds of the Committee membership.

D. Conflict of Interest

1. An individual who (1) serves in a direct administrative capacity or (2) receives salary from a Student Services Fee-funded program, upon consultation with the Committee Chair, may participate in discussion on the budget, but shall not cast a vote in regards to specific requests from units with which they have a conflict of interest. Members should inform the Committee Chair, in advance, if they have a potential conflict on a given budget.

E. Alternates

1. Any selecting body may appoint alternates in addition to regular members for the purpose of training and replacement should a regular member withdraw, be temporarily absent for no more than two meetings in one Quarter, or be in the final year of their term. Alternates must be approved by the Chair.
2. Alternates shall participate in all phases of Committee and subcommittee work, but do not hold voting privileges.
3. In the event of a regular member's inability to fulfill appointed duties, an alternate from the same selecting body may be elevated to regular member status upon recommendation of the selecting body, in consultation with the Vice Chancellor-Student Affairs, and final approval by the Committee.

F. Remuneration for Student Members

1. The stipend for members of the Committee is seen as a reward for service to UCSD. Stipends are intended to encourage student participation in the Committee process and to unburden student members from having to work in order to pay fees because of their commitment of time and energy in working for the Committee. The Chair, Vice Chair, and student members of the Committee will be considered Appointed Officials (Title Code 4329).
2. For each academic year, the regular student members of the Committee will receive a stipend for their service equal to half the California resident Undergraduate Student Services Fees and Education Fees for one Academic Quarter. The Chair shall receive a stipend for his/her service equal to half the California resident Undergraduate Student Services Fees and Education Fees for three Academic Quarters. The Vice Chair shall receive a stipend for his/her service equal to half the California resident Undergraduate Student Services Fees and Education Fees for two Academic Quarters.
3. Stipends will be payable as follows: regular members and the Vice Chair will receive their stipends in equal portions on the last bi-weekly pay period of the Winter and Spring Quarter, respectively. The Chair will receive his/her stipend in equal portions on the last bi-weekly pay period of the Fall, Winter and Spring Quarter, respectively.
4. If a student member forfeits his/her membership under section C above at any time during the Fall, Winter, or Spring Quarter, he/she also forfeits the stipend amount payable at the end of such Quarter.

IV. ORGANIZATIONAL PROCEDURES

A. Selection and Responsibilities of the Chair-Elect and Chair

1. Elections of the Chair
 - a. Only students may be nominated.
 - b. The election will take place with sufficient time for the Chair-elect to organize members of the following year's Committee and be trained by the current Chair.
 - c. A quorum of voting members must participate in the election.
 - d. Voting shall be by secret ballot.
 - e. Term of office will be for one year, starting at the beginning of summer and ending with the conclusion of the following academic

year.

2. Responsibilities of the Chair-Elect

- a. After election, the Chair-elect will immediately begin organizing the next year's Committee.
- b. The Chair-elect will provide information about the Committee and the duties entailed and, upon request, serve as an impartial consultant to the appointing body.

3. Responsibilities of the Chair

- a. Vote only in the event of a tie.
- b. Prepare and distribute the agenda for all regular and special meetings of the Committee.
- c. Call regular and special meetings.
- d. Preside at all meetings of the Committee and ensure that Committee practices are consistent with guidelines set for the Committee.
- e. Along with staff support, prepare the Committee's annual report of recommendations to the Vice Chancellor-Student Affairs.
- f. 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.
- g. Serve on the Executive Board of the UC Council on Student Fees (CSF), or provide a designee from the student membership of the Committee.
- h. Train the Chair-elect.
- i. Coordinate orientation of new members and facilitate the exchange of information between outgoing and incoming members.

B. Selection and Responsibilities of the Vice Chair

1. Elections of the Vice Chair

- a. Only student members of the Committee may be nominated.
- b. A quorum of voting members must participate in the election.

- c. Voting shall be by secret ballot.
- d. The term of office will be for one year, starting at the beginning of the summer and ending with the conclusion of the following academic year.

2. Responsibilities of the Vice Chair

- a. Serve as a voting member of the Committee.
- b. Oversee the unit evaluation process at the Chair's discretion. Unless otherwise specified by the Chair in consultation with the Committee, the Vice Chair's primary role is to oversee the annual unit evaluation process.
- c. Advise the Chair and assist in executive action of the Committee.
- d. Represent the Committee before other UCSD organizations at the discretion of the Chair.
- e. Carry out the duties of the Chair in the Chair's absence.

C. Meetings

- 1. The Chair shall call the Committee together as soon as practicable after the beginning of the Fall Quarter.
- 2. Meetings shall be called as often as considered necessary by the Chair; however, it is strongly suggested that a regular meeting time be established.
- 3. For voting purposes, a quorum shall consist of two-thirds of voting members.
- 4. Meetings shall be open to all members of the community; however, only members of the Committee may take part in the proceedings. Others may only take part in the meeting upon consent of the Chair prior to the meeting.
- 5. Deliberation and closed sessions will not be open to the public except at the Chair's discretion or by a two-thirds vote of the Committee.
- 6. Unless otherwise specified in this document, all meetings of the Committee will follow Robert's Rules of Order.

D. Minutes

- 1. Staff to the Committee shall be responsible for the taking of the minutes of all meetings.
- 2. Minutes shall be approved at the following meeting.

3. The Committee may choose to forgo taking minutes during closed sessions.

E. Committee Guidelines

1. Each member will be furnished with the following:
 - a. Description of Committee tasks.
 - b. Current year schedule of meetings.
 - c. Program definitions, format, reports, and evaluations.
 - d. Budget data, including but not limited to the entire Student Services Fee base budget and all revenue (based on enrollment) for the current academic year; the direct and indirect costs funded by the Student Services Fee; the permanent budgets, carry-forwards, and one-time allocations of Student Services Fee-funded units; and historical information for each program, service, or activity supported by the Student Services Fee (formerly, the Registration Fee) as requested by the Committee.
 - e. Other information pertinent to the Committee functions upon request.

F. Unit Dyads

1. Each voting member shall serve on at least two dyads.
2. The Chair will coordinate the pairing of returning and new Committee members to form dyads for each unit that requested funds for that year or as directed by the operating procedures and charge for that year in order to evaluate unit requests and budgets.
3. The dyads are responsible for developing written recommendations and submitting them to the Committee for consultation.

G. Subcommittees

1. The Chair shall form Unit Evaluation Subcommittees (UES) at the Committee's request in the Fall Quarter of each year.
 - a. Each UES will be responsible for evaluating units' base budgets as well as assessing the effectiveness of programs and services the unit provides.
 - b. The Vice Chair will serve as chair of the UES in consultation with the Chair.

- c. Units should be evaluated on a revolving basis as determined by the Committee.
- 2. The Chair or Vice Chair may, with the Committee's approval, form additional subcommittees, including an ad-hoc subcommittee to facilitate the task of examining and evaluating any proposed fee referenda or unit request.
- 3. All subcommittees shall make written recommendations to the full Committee for review and approval.
- 4. The Committee will forward subcommittee reports, including any related Committee comments, to the Vice Chancellor-Student Affairs at the same time that the Committee's draft report on budget recommendations is submitted (see § V.D.2 below), unless earlier action by the Vice Chancellor-Student Affairs is required (e.g., approval of language for a Winter Quarter referendum).

V. OPERATING PROCEDURES

- A. The Committee must determine appropriate operating procedures to fulfill its charge and duties. Any deviation from the schedule below should be determined and put in writing by the Committee by the end of the previous academic year.
- B. As a minimum, meetings and major tasks should be scheduled as follows:
 - 1. End of Summer Quarter/Early Fall Quarter
 - a. The Chair will work with the Vice Chancellor-Student Affairs Office to prepare and issue the budget call letter to all Student Services Fee-funded units. This letter shall be issued no later than the second week of Fall Quarter, and allow the units four weeks to prepare and submit their budget requests.
 - 2. Fall Quarter
 - a. The Committee Orientation should take place as soon as new members are appointed but no later than 8th week, or as soon as practicable.
 - b. The Committee shall establish guidelines for the review of program proposals and the development and coordination of annual programs; review any unresolved or urgent current year needs; and recommend the allocation of funds still available.
 - c. The Committee will review and make necessary amendments to

the agenda for the year, including special topics related to student services.

- d. The Committee shall form Unit Evaluation Subcommittees (UES) for thorough evaluations of at least one unit annually.
 - i. The Committee may form UES (one for each unit) consisting of voting members and any other persons the Committee deems relevant to making an evaluation of the unit.
 - ii. These focus groups would meet with the Committee as a whole.
 - iii. The Committee would utilize UES evaluations to make recommendations to the Vice Chancellor-Student Affairs.
- e. The Committee will form dyads to evaluate unit requests and budgets immediately after receiving the unit's response to the budget call letter.
- f. The Committee may use surveys as a means of registering student input concerning various aspects of student services.
- g. The Committee may review the Regents' Budget and Target Budget, project expenditures, and revised income estimates; ascertain Operational Program Reserves and Capital Improvement Program needs for the forthcoming year and target year, including consideration of long-range needs in the period beyond the target year; and determine related funding requirements.

3. Winter and Spring Quarters

- a. The Committee may, within projected available income, recommend forthcoming year and target year allocations for all programs; recommend capital outlay programs for the forthcoming year and target year; and recommend priorities for Student Service Fee usage. The Committee may also recommend a change in its own budget to be approved by the Vice Chancellor-Student Affairs.
- b. The Committee may ask Student Affairs unit heads to attend Committee meetings to make presentations before the Committee as a whole.
- c. The Committee will consider recommendations for level of fee for forthcoming years and make recommendations as to Committee function.

- d. The Committee will propose an agenda for the following year, including special topics related to student services. The Chair will forward the agenda to the Vice Chancellor-Student Affairs for consideration in the development of the charge to the Committee, which shall be transmitted to the Committee in writing no later than 8th week of the Fall Quarter.

C. Priorities and Limitations of Fee Use

1. A sufficient reserve shall be established and maintained to meet projected debt service obligations, salary reserve requirements, and capital needs, if appropriate.
2. Recommendations for expenditures of funds may be made for projects or programs within accepted definitions of Student Affairs services and programs.
3. The Committee will adhere to the Standing Policies of the Council on Student Fees adopted by the Committee when making recommendations for expenditures in addition to the guidelines below:

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. Immediate Office of the Vice Chancellor for Student Affairs
8. Auxiliary Units (i.e. Housing and Parking Services)
9. 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 Center
4. Educational Opportunity Programs
5. International Student Programs

D. Submission of Proposals

1. The various Student Affairs units will submit an annual budget incorporating all requests for funding and resources.
2. The Committee and the Vice Chancellor-Student Affairs will make their best efforts to reach a consensus on the allocations and priorities of the budget proposals presented to the Committee through the following

process:

- a. The Committee's draft recommendations will be forwarded to the Vice Chancellor-Student Affairs no later than the 6th week of the Spring Quarter.
- b. The Committee will review these draft recommendations with the Vice Chancellor-Student Affairs no later than the 7th week of the Spring Quarter.
- c. The Committee will submit its final recommendation to the Vice Chancellor-Student Affairs no later than the 8th week of the Spring Quarter.
- d. The Vice Chancellor-Student Affairs will provide, no later than the 9th week of the Spring Quarter, a written response to the final recommendations of the Committee indicating whether he/she concurs with each recommendation and, if known at the time, how he/she generally intends to implement the recommendation(s). An additional written response to the final recommendations of the Committee summarizing the implementation of the recommendations shall be provided by the Vice Chancellor-Student Affairs no later than the 8th week of the following Fall Quarter.
- e. If, after careful consideration, the Vice Chancellor-Student Affairs disagrees with a recommendation of the Committee, the Vice Chancellor-Student Affairs' written response to the Committee will include the reason(s) for his/her decision.

3. The Vice Chancellor-Student Affairs will consult with the Committee Chair and/or the Committee before implementing budget revisions that differ from the funding allocations previously recommended by the Committee and approved by the Vice Chancellor-Student Affairs.

E. Resources for the Committee

1. Staff support and an operating budget for the work of the Committee are provided by the Office of the Associate Vice Chancellor-Resource Administration in Student Affairs.
2. The Associate Vice Chancellor-Resource Administration serves as an ongoing consultant to the Committee on University and Campus policies and procedures.

F. Amendments

The Committee may amend this Charter with a two-thirds majority of voting members and with the endorsement of the Vice Chancellor-Student Affairs.

Respectfully submitted on April 19, 2004
Lincoln Hurlbut
CHAIRMAN, Registration Fee Advisory Committee

Respectfully submitted on June 1, 2007
Garo Bournoutian
CHAIRMAN, Registration Fee Advisory Committee

Respectfully submitted on October 15, 2010
Erik Van Esselstyn
CHAIRMAN, Student Fee Advisory Committee

Respectfully submitted on November 12, 2010
Erik Van Esselstyn