



Student Fee Advisory Committee



Orientation Handbook

2015-2016

Dean of Students

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Welcome!

Student Fee Advisory Committee (SFAC)

The Student Fee Advisory Committee (SFAC) is perhaps the most influential committee at UCSC. Not only is it one of the only committees whose student members receive a stipend, but since SFAC members are appointed for a two year term, they are given enough time to develop a significant level of expertise and at the same time remain effectively shielded from external political pressures. Furthermore, the Committee has gained recognition from the Santa Cruz Campus Administration, as well as from staff, faculty, and students due to the sheer enormity of the task before it. The Committee makes direct funding recommendations to the Chancellor, and Campus Provost and Executive Vice-Chancellor on the Registration, Student Programs, certain Miscellaneous, and the Seismic and Life Safety Fee budgets.

Historically the SFAC has maintained a positive and comfortable working relationship with the campus administration. However, the Committee has always voiced its views strongly even when they were contrary to the administrative sentiment. The Committee has demonstrated effective campus leadership, professionalism, and a high sense of responsibility to ensure the appropriate use of student fees. In order to continue these traditions, all SFAC members must be thoroughly briefed and comfortable with vast amounts of information regarding not only Registration, Student Programs, certain Miscellaneous, and Seismic and Life Safety fee funded departments and associated budget language, but also the organization of the campus, the University of California and the various entities and mechanisms that affect student fees.

The Student Fee Advisory Committee Orientation packet contains much of the relevant information Committee members will need during the course of their deliberations. Although this package will attempt to provide you with comprehensive information, your tenure on the SFAC will be a continual learning process.

Table of Contents

Introduction	Page 2
Table of Contents	Page 3
Section 1: The Committee	
Charge	Page 4
Bylaws	Page 8
Traditional Annual SFAC Process	Page 11
Student Services Unit Managers	Page 12
Section 2: UC Council on Student Fees	Page 13
Section 3: Roles and Responsibilities	Page 14
Section 4: Budget Resources	Page 15
Section 5: Student Fees	Page 18
Introduction to Student Fees	Page 18
Undergraduate Fees	Page 20
Graduate Fees	Page 23
Campus Based Fees	Page 26
Section 6: Measure 7	Page 29
Section 7: Important Documents	Page 31
Regents Policy 6069	
Student Services Fee	

Section 1: The Committee

Student Fee Advisory Committee

2015-2016 Charge

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

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

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

REPORTING RELATIONSHIP. The recommendations from the Student Fee Advisory Committee are ultimately intended for the CP/EVC in order to inform her decisions. The Campus Provost and Executive Vice-Chancellor has designated the Associate Vice Chancellor and Dean of Students as the senior leadership liaison who will work most closely with the Committee in its research, deliberations, and in formulating recommendations.

The Student Committee on Committees (SCOC) appoints the undergraduate committee members and the Graduate Student Associate appoints the graduate student committee members.

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

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

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

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

extending from July 1 through the following June 30.

The Chair's specific duties include:

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

The Vice Chair's specific duties are as follows:

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

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

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

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

STIPENDS. Members will receive stipends for their service on the Committee. For the academic year of 2015-2016 the Chair will receive a stipend of \$3,750 of the Chair's registration, campus and educational fees (excluding health insurance and out of state tuition). The Vice-Chair will receive a stipend of \$ 2,250 of the Vice-Chair's registration, campus and educational fees (excluding health insurance and out of state tuition); and the remaining student members will receive a stipend of \$1,500 of their registration, campus and educational fees (excluding health insurance and out of state tuition). Payments will be made in three equal amounts and will be paid at the end of each quarter.

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

ADVISING AND ANALYTICAL SUPPORT. Advising and analytical support to the Committee is provided by the Dean of Students Office

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

and is to be used only for Committee business.

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

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

AREAS WHICH THE CAMPUS PROVOST AND EXECUTIVE VICE-CHANCELLOR MAY SEEK ADVICE FROM THE SFAC:

- Admissions
- Campus Orientation Program
- Disability Resource Center
- Financial Aid
- Registrar
- Student Services Fee Reserves
- Campus Programs Fee
- College Student Government Fee
- Student Programs Fee
- Campus Sustainability Program Fee

- Engaging Education Program Fee
- Community and Resource Empowerment Fee
 - Student Voice and Empowerment Fee
 - Student Media Council Fee
 - Theater Arts Fee
 - Student Facilities Fee
 - Student Life Facilities Fee
 - Seismic Life Safety Fee
 - Transportation Fee
 - OPERS Fitness Facilities Fee
 - Free/Anonymous HIV Testing Fee
 - Campus wide Student Government Fee
 - Campus Childcare Fee
 - Intramural and Spots Club Team Activities Fee
 - Recreation Programs Fee
 - Seymour Marine Discovery Center Fee
 - Renewable Energy Fee
 - Learning Support Services Fee
 - Intercollegiate Athletics Sports Team Fee
 - Physical Education Program Fee
- Sustaining the Student Media Voice Fee
- Student Health Center Green Building Fee
- Support GIIP Fee
- Increase University Library Hours of Operation
- Sustainable Food, Health, and Wellness Initiative
- Measure 45: Sustainability Office Support Fee

Student Fee Advisory Committee 2015-2016 Bylaws

The purpose of these bylaws is to further elaborate sections of the Student Fee Advisory Committee's charge.

DISCLOSURE.

At the beginning of each year, each member shall disclose any past or current involvement with a student fee funded unit that may create a potential conflict of interest. Examples of such involvement include paid or volunteer employment or serving as a member of an advisory committee to a fee funded unit. In such cases, the member would be expected to disqualify her/himself from expressing opinions about the unit, its personnel and programs, and from voting on any matters pertaining to the unit. However, the member would be encouraged to use her/his experience and contact with the unit to provide factual information and data.

VOTING.

Procedures: Given the amount of material that the SFAC must cover in a year, decisions should be made by consensus whenever possible. In cases where consensus cannot be formed, the mode of operating will shift to Robert's Rules of Order.

Voting Members:

Voting members shall consist of the ten undergraduate students, two graduate students, one staff at large and one faculty. The Dean of Students representative and the Planning and Budget representative are non-voting members.

ELECTION OF CHAIR AND VICE CHAIR.

Once a date for elections has been established by the Chair, the Chair must announce to the members of the committee that elections will take place. On the date of the election, any member may put forth nominations for the Chair. A member may nominate her/himself for the position. After all nominations have taken place, the committee shall allow time to hear from each of the nominees for Chair; questions of the candidates shall be asked at this time. Vote shall be taken by secret ballot, and given to the committee staff person. The winning candidate shall be the candidate with the most votes. Following the election of the Chair, the process will be repeated for the election of the Vice Chair. Any candidate can request the secret vote count after the announcement of the new Chair and Vice Chair. If there is only one candidate, a confirmation vote will be taken. A simple majority vote is sufficient for confirmation.

A voting member of the SFAC cannot concurrently hold an officer position within the SUA. If an SFAC member is elected as an SUA officer the member in question must forfeit one of his/her positions.

A voting member of the SUA cannot concurrently hold an officer position within SFAC. If a voting member of the SUA is elected as an SFAC officer then the member in question must forfeit one of his/her positions.

ATTENDANCE/REMOVAL OF MEMBERS.

Attendance of meetings and office hours are mandatory and will be enforced. An ineffective member shall be defined as any member who has two or more unexcused absences during any quarter in any academic year. An unexcused absence is defined as any absence without prior notification to the Chair or Staff, of an illness, family emergency, or special circumstance. Notification shall be given in writing at least one hour before the meeting.

Ineffective committee members may be ineligible for full compensation, at the discretion of the Chair and Vice Chair in consultation with the Staff Advisory person.

Tardiness policy: Two unexcused tardiness (exceeding 15 minutes late) = one unexcused absence

Office Hours policy: If a member misses their office hour, they must make it up by the end of next week. Two missed office hours = one unexcused absence, if not made up by the following week. If a member has to miss the regular SFAC meetings during a quarter because of a schedule conflict, they may miss only one office hour and must make it up by the end of the next week.

Report back policy: In addition to holding regular office hours, all student representatives to the committee shall be expected to provide report backs to their respective college governments, or to the Graduate Student Association for graduate student representatives during the first and third week of the month. Report backs may be done either in person or by submitting a written/email report to the government organization in question. The SFAC Vice Chair shall be responsible for monitoring committee member report backs.

Scheduling conflict policy: A limit of two quarter's meetings per two year appointment may be missed due to a scheduling conflict. If a person has to miss more than two quarters worth of meetings, they need to resign their position on the committee.

In the case of violation of the above policies the following will occur:

1. Upon the occurrence of a member's first unexcused absence, the Chair or Vice Chair will meet with the member to discuss their attendance. The member will be reminded of the stipulation in the Bylaws and the importance of attendance. They will also be alerted that they are now eligible to be removed from the committee.
2. Upon the occurrence of a member's second unexcused absence, the Chair or Vice Chair shall bring to the full Committee's attention the issue of the member's attendance. The committee will then have an opportunity to vote to remove the ineffective member. The removal of the member shall require a 2/3 majority vote and shall be done by secret ballot, which will result in the termination of the member's stipend.

MEETINGS.

Meetings are mandatory for all SFAC members. Meetings are an integral part of the SFAC process and are generally open to the public; however, the Chair may close the meeting to the public at any time if s/he feels that the presence of visitors is in any way inhibiting the discussions and business of the committee.

SUBCOMMITTEES.

The committee cannot give a unit or issue the full attention it deserves during its weekly meetings; thus, subcommittees will be created to facilitate in depth analysis. The Chair will designate members, based on their interests, to subcommittees. In the summer, the Chair and Vice Chair are a subcommittee that will be responsible for keeping the other members abreast of major activities occurring on campus during the summer months.

OFFICE HOURS.

Each student member holds one hour of office hours per week. At this time they will answer questions that people may walk in with, make contact with a designated unit director, read new correspondence and/or unit reports, and keep up on SFAC correspondence. Office hours may also be used to prepare for future meetings, or to finish any work the committee is unable to complete during regular meeting hours.

STIPENDS.

Undergraduate and graduate student representatives are allocated a stipend at the end of each quarter of which they are actively participating on SFAC. In order to receive the full stipend, members must complete the following four tasks:

1. Attend and offer full participation in main committee work.
2. Attend and offer full participation in subcommittee work.
3. Hold weekly office hours.
4. Report back to their college government spaces.

Each part will be allocated 25% of the total stipend. Failure to complete any of these four tasks may result in the deduction of 25% per task of the full stipend amount at the discretion of the Chair, Vice Chair, and the staff advisor from the Dean of Students Office.

CONFIDENTIALITY.

While meetings of the Student Fee Advisory Committee are generally open to the public, committee members should be aware that there are issues discussed within the scope of the committee, such as personnel and budget information, that are confidential and should not be made public.

Traditional SFAC Schedule to Review Units

Arts and Lectures
Career Center
Early Education Services
College CAO's
Community Rentals
Engineering Division
EOP
Graduate Division
Graduate Student Assoc.
Learning Support Services
SOAR
CEP
Core Council
Student Union
Social Sciences Division
Student Media
Undergrad. Dean, Provosts

African American SLRC
American Indian RC
Arts Division / Sesnon Art Gallery
Asian American/Pacific Islander
RC
Campus Student Life
Chicano Latino Resource Center
Counseling and Psychological
Services
Gay, Lesbian, Bisex., Trans. Int.RC
Health Services
Health Promotion (SHOP)
Rape Prevention Education
Humanities Division/Writing
Program
Information Technology
OPERS
Physical and Biological Sciences
STARS
Student Conduct & Community
Standards
Student Academic Support Services
Women's Center

Student Services Unit Managers

Tam Welch	Interim Director, GLBTIRC	9-4385 tamw@ucsc.edu
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Keith Rozendal	Broadcast Adviser, KZSC	9-3914 rozendal@ucsc.edu
Judith Estrada	Director, Chicano Latino	9-5608 judi@ucsc.edu
Carolyn Golz	CAO Cowell & Stevenson Colleges	9-3642 cgolz@ucsc.edu
Holly Cordova	Director, Learning Support Services	9-3460 hcordova@ucsc.edu
Rebecca Rosser	Director, AIRC	9-2881 rrosser@ucsc.edu
Gary Dunn	Director, CAPS	9-2629 gmdunn@ucsc.edu
Elizabeth Root	Director, Early Education Services	9-4073 eroot@ucsc.edu
Sayo Fujioka	Director, SOAR / Student Media	9-2934 sfujioka@ucsc.edu
Jan Kennedy	Director, Community Rentals	9-4492 jkennedy@ucsc.edu
Nancy Kim	Director, Asian American/PI RC	9-3790 nikim@ucsc.edu
Mary Knudtson	ED, Health Services	9x2869 knudtson@ucsc.edu
Meg Kobe	Director, Health Promotion	9x3772 mkobe@ucsc.edu
Sonia Montoya	Director, Women's Center	9-2169 somontoy@ucsc.edu
Pablo Reguerin	Director, EOP & STARS	9-4968 pgr@ucsc.edu
Pablo Reguerin	ED, Retention Services	9-2296 pgr@ucsc.edu
Barbara Silverthorne	Director, Career Center	9-4590 bsilver@ucsc.edu
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Andrea Willer	Executive Director, OPERS	9-4743 awiller@ucsc.edu
Michael Yamauchi-Gleason	CAO, Porter & Kresge Colleges	9-5015 myg@ucsc.edu
Lucy Rojas	Assistant DOS, Conduct & Community Stand	9-1676 larojas@ucsc.edu

Section 2: UC Council on Student Fees

Council on Student Fees

The Council on Student Fees (CSF) is an advisory committee to UCSA, made up of the chairs of the Student Fee Advisory Committees (SFAC) or Registration Fee Advisory Committees (RFAC) at each of the ten University of California campuses. CSF serves as the student advisory board on system-wide matters regarding the use of Registration Fees and the provision of student services to UCSA and the council of Vice Chancellors. It also serves as a forum and clearinghouse to discuss campus policies on registration and campus based fees, as well as develop positions on system-wide fee policy issues, advocating for students. CSF is an independently funded program of UCSA and works with UCSA to represent students in system-wide student fee policy deliberations.

CSF adopts an advocacy agenda annually, and meets quarterly to develop and implement this agenda as well as to discuss other registration fee and student service-related issues.

CSF meets one weekend, every quarter. UCSC brings the Chair and Vice-Chair as our representatives. After the weekend-long meeting, the representatives will return to their respective campuses and share their experiences and discussions with their SFAC bodies.

Section 3: Roles and Responsibilities

Roles and Responsibilities

The roles and responsibilities of each of the major areas involved in the management of resources are summarized below.

Campus Provost: Responsible for providing campus vision and objectives; resource planning and allocation principles; communication; and final budget allocation decisions including, intra-divisional and interdivisional allocation decisions.

Planning and Budget Office: Responsible for staffing the budget process; coordinating the development of allocation criteria, developing formulas; making resource projections; and providing consultation regarding resource planning.

Deans and Vice Chancellors: Responsible for intradepartmental and interdepartmental allocation decisions; the divisional vision, objectives and principles; initiatives; implementation of plans; internal reallocation within the division; and divisional communication.

Divisional Business Offices: Responsible for staffing the divisional budget process; development of internal allocation criteria; and supporting the divisional allocation process.

Department Chairs/Unit Managers:
Responsible for unit level planning and the development of unit initiatives; implementation; internal allocation and reallocation decisions at the departmental level; and departmental communication.

from The Office of Planning and Budget
http://planning.ucsc.edu/budget/rsrceplan/roles_&_responsibilities.htm
Last modified: September 21, 2000

Section 4: Budget Terminology

Budget Terms

Account number	Categorizes different types of expenditures (i.e. salaries, benefits, supplies, etc.). Also used as a generic term for organization or cost center codes.
Banner System	This is the Financial Information System for the campus. 1995-96 was the year of implementation and the first year online.
Budgetary Savings	These are unused fund balances resulting from salary savings and under expenditure of funds.
Budget System	This is a record of all permanently budgeted funds on this campus. FMW is the campus's budget system.
Budgeted Funds	Typically refers to permanently budgeted activities and does not include temporary allocations or such things as extramural contracts or grant activity.
Capital Reserves	Funds set aside over time for construction projects. AU projects require review by the Advisory Committee of Facilities and Chancellor approval.
COLAS	Cost of Living Allowances (COLAS) refers to salary increases that have been provided to employees of the University based generally on funds available in the Regents Budget.
Encumbrances	Also called Liens. A commitment to spend. When an item is ordered through purchasing, an encumbrance is placed on the ordering department's funds. This ensures that funds will be available to pay for the desired item. The encumbrance is released when the purchase is actually made and the funds are expended.
Financial Information	Installed in 1995-96, the Banner computer system records and maintains all of the campus System financial information. Accessible on-line.
Fiscal Year	The fiscal year of the campus begins July 1 and ends June 30.
FMW	Serves as the campus official record for permanent budget and staffing information. Financial Managers Work Bench (FMW) is a highly flexible software tool suited to budgeting and planning applications and allows for access to multi-year budget information, as well as personnel and payroll

information, online. It replaces the Budget system Local (BSL) and the Staffing List System (SLS).

FTE Full time Equivalent. A way to count multiple part-time individuals in a consistent full time manner. One FTE is on position at 100% of the time. Two half-time positions also equal one FTE. Student FTE is calculated on the basis of units taken.

Funds Designates the source of money and is a way to track expenses related to that sources. Examples:

State or General funds (19990): These funds come mostly from the taxpayers of the State of California, but some general funds come from the campus via the route of non-resident tuition.

Education Fees (200095): These funds are controlled by the campus and are used for operating expenditures and student financial aid.

Registration Fees (20000); These funds are collected and distributed by the campus in accordance with decisions made by the Chancellor, upon the recommendations of the Campus Provost and Executive Vice-Chancellor.

Miscellaneous Student Fees (various): These funds are collected from students for specific services. Generally they are voted on through a student initiative. Examples include: Student Transportation Fee, Student Life Facilities Fee, Campus Child Care Fee, Student Government Fee, Student Facilities Fee, and Campus Programs Fee.

University Opportunity Funds (07427): These funds generally come from Federal Government overhead from UC Contracts and Grants which is distributed back to the UC Regents, and in turn, to the campus.

Gifts and Endowments (Various): These funds come from private individuals or businesses, and either go to the UC Regents or the campus foundation. They are either for a specific purpose or unrestricted.

Auxiliary Enterprises (Various): These funds come from student housing, on campus food sales, and parking.

Contract and Grant Overhead (69750) : These funds come from overhead paid by federal and other agencies which have contracts or grants with university researches.

Fund number Five digits which identify the source of the funds – the kind of money used. All money within the UC system has restrictions and/or expenditure requirements, certain funds can only be used for certain purposes. For example, Registration Fees (20000) can only be used for certain types of student services.

General Ledger	This is the accounting document that displays the operating budget and expenditures of a unit on a monthly basis. It includes funds available for July 1 appropriations (adjusted or permanent budget), unexpended balances carried forward from the prior year, and temporary allocations.
Location	Each UC campus has an identity number, UCSC's location number is 7.
Headcount	A way to count the number of students, staff or faculty based on the total number of individuals present, regardless of part-time or full-time status.
One Time	Non-recurring or temporary allocations. This is generally approved through a Transfer of Funds (TOF).
Operation Budget	The amount of funds one is allocated to use in the current year. These funds may be either permanently or temporarily allocated.
Organization Codes	The organization code is the account number that identifies the unit, division, or specific department. Also known as a cost center.
Permanent	Recurring or on-going funds. Also known as budgeted funds.
Carry forward	These funds are the balances from prior years that are reappropriated in the following year.
SAO	Student Affairs Officer, or category of personnel code for employees working in Student Affairs.
Staffing List	A tool that shows permanent allocations of academic and staff positions by unit, position, name, FTE, and amount. Accessed through FMW.
Temporary	A one-time budget and expense which occurs in a single fiscal year.
Total Expenditure	Refers to actual expenditures of all funds - budgeted and unbudgeted.
Transfer	The Transfer of Funds (TOF) is a term (and form) used to move money from one account to another.
Regents Budget	Annual document prepared by UC that describes the University's priorities for funding and how funds will be used.

REGENETAL POLICY FOR USE OF THE REGISTRATION FEES:

Registration Fees (20000) are used to fund services required by students which are not part of the University's Programs of instruction, research, or public service. Included in these services are activities such as counseling, academic advising, tutorial assistance, cultural and recreational programs, and capital improvements, which provide extracurricular benefits for students.

Section 5: Student Fees

Introduction to Fees

In attending the University of California, there are three, compulsory fee types that appear on a student's bill: Educational Fee, Campus Fees, and the Student Services Fee (formerly known as the Registration Fee).

Educational Fee

Helps support student financial aid and related programs, admissions, registration, administration, libraries, operations and maintenance of plant, the university's operating budget, and all costs related to instruction, including faculty salaries.

It is not within the scope of Student Fee Advisory Committee's charge to provide specific allocation recommendations regarding educational fees. However, the SFAC does consider whether this funding would be more appropriate when considering academic decisions or units under an academic division requesting permanent Student Services Fee funding. In addition, the allocation of this funding will be analyzed by the SFAC intern during the summer internship as several Student Affairs units are funded by this student fee source.

The Campus Provost/EVC has the purview of the Educational Fee and makes allocation decisions.

Campus Fees

Compulsory campus-based student fees are fees levied at individual campuses that must be paid by all registered students to whom the fee applies. Such fees may be used to fund: (1) student-related services and programs, including, but not limited to, referenda-based student health insurance programs; (2) construction and renovation of student buildings and other facilities such as student centers and recreation facilities; and (3) authorized student governments (as defined in Section 61.00 of the Policy on Student Governments), Registered Campus Organizations, and student governments – and Registered Campus Organizations – related programs, events, and other activities. Other fees include campus-based miscellaneous fees that require either the Chancellor's or the President's approval.

At this time, the SFAC provides student oversight on the assessment and appropriation of student fees primarily concerned with the review of Registration, Seismic & Life Safety, and Miscellaneous Student Fees (Measure 7).

Beginning in the 2010-2011 academic year, the Student Fee Advisory Committee implemented a mandatory review of all new proposed fees, and each ballot statement now includes SFAC's opinion so that all voters will see this opinion.

This new policy is being developed per Section II, #11 of the July 2101 "Guidelines for Implementing the Student Services Fee Portion of The University of California Student Fee Policy," which states "The Committee [SFAC] should opine on or offer/decline endorsement of campus-based fee referenda."

Student Services Fee

Used to support student services that provide a supportive and enriching learning environment, which are complementary to, but not part of, the instructional program. Programs include, but are not limited to, services related to the physical and psychological health and well being of students, social and cultural activities and programs, services related to campus life, and educational and career support.

Recommendations for allocations of the Student Services Fee are charged to the Student Fee Advisory Committee. The SFAC only recommends allocation of money due to increased enrollment or an increase in the fee.

Nonresident Tuition

Required of students who are residents of states other than California, or residents of other countries. The general criteria for residency may be obtained from the Campus Residence Deputy (located in the Office of the Registrar), in the Appendix of the *UCSC General Catalog*, and online at reg.ucsc.edu/students/residency.html

UCSC Undergraduate Fees and Graduate Fees

2015–16 UC Santa Cruz Office of the Registrar

Fees are subject to change by the Regents of the University of California without advance notice.

Undergraduate Student Fees	Annual	Fall 2015	Winter 2016	Spring 2016
Student Services Fee (formerly University Registration Fee)	1020.00	340.00	340.00	340.00
Tuition (formerly Educational Fee)	11220.00	3740.00	3740.00	3740.00
Campus Programs Fee	6.00	2.00	2.00	2.00
College Student Govt. Fee	30.00	10.00	10.00	10.00
Student Programs Fee	153.00	51.00	51.00	51.00
Campus Sustainability Prog Fee	18.00	6.00	6.00	6.00
Engaging Education Prog Fee	12.60	4.20	4.20	4.20
Community & Resource Empowerment	15.00	5.00	5.00	5.00
Student Voice & Empowerment	2.25	0.75	0.75	0.75
Student Media Council Fee	9.60	3.20	3.20	3.20
Theater Arts Fee	6.00	2.00	2.00	2.00

Student Facilities Fee	90.00	30.00	30.00	30.00
Student Life Facilities Fee	90.00	30.00	30.00	30.00
Seismic/Safety Fee	120.00	40.00	40.00	40.00
Free/Anonymous HIV Testing Fee	2.25	0.75	0.75	0.75
Transportation Fee	334.98	111.66	111.66	111.66
OPERS Fitness Facilities Fee	45.00	15.00	15.00	15.00
Campuswide Student Govt. Fee	21.00	7.00	7.00	7.00
Campus Childcare Fee	24.00	8.00	8.00	8.00
Intramural & Sports Club Team Activities Fee	6.75	2.25	2.25	2.25
Recreation Programs Fee	12.00	4.00	4.00	4.00
Seymour Marine Discovery Center Fee	0.75	0.25	0.25	0.25
Renewable Energy Fee	9.00	3.00	3.00	3.00
Learning Support Services Fee	36.00	12.00	12.00	12.00
Intercoll. Athletics Sports Team Fee	15.00	5.00	5.00	5.00

Physical Education Program Fee	13.50	4.50	4.50	4.50
Sustaining the Student Media Voice Fee	12.42	4.14	4.14	4.14
Student Health Center Expansion Fee	81.00	27.00	27.00	27.00
Student Health Center Green Building Fee	15.60	5.20	5.20	5.20
Support GIIP Fee	3.99	1.33	1.33	1.33
Sustainable Food, Health & Wellness Fee	11.25	3.75	3.75	3.75
Sustainability Office Fee	8.25	2.75	2.75	2.75
Cultural Arts and Diversity Fee	15.75	5.25	5.25	5.25
UC SHIP Health Insurance (waivable)	2634.00	878.00	878.00	878.00
Total California Resident	16094.94	5364.98	5364.98	5364.98
Nonresident Supplemental Tuition (formerly Nonresident Tuition)	24708.00	8236.00	8236.00	8236.00
Total Non-Resident	40802.94	13600.98	13600.98	13600.98

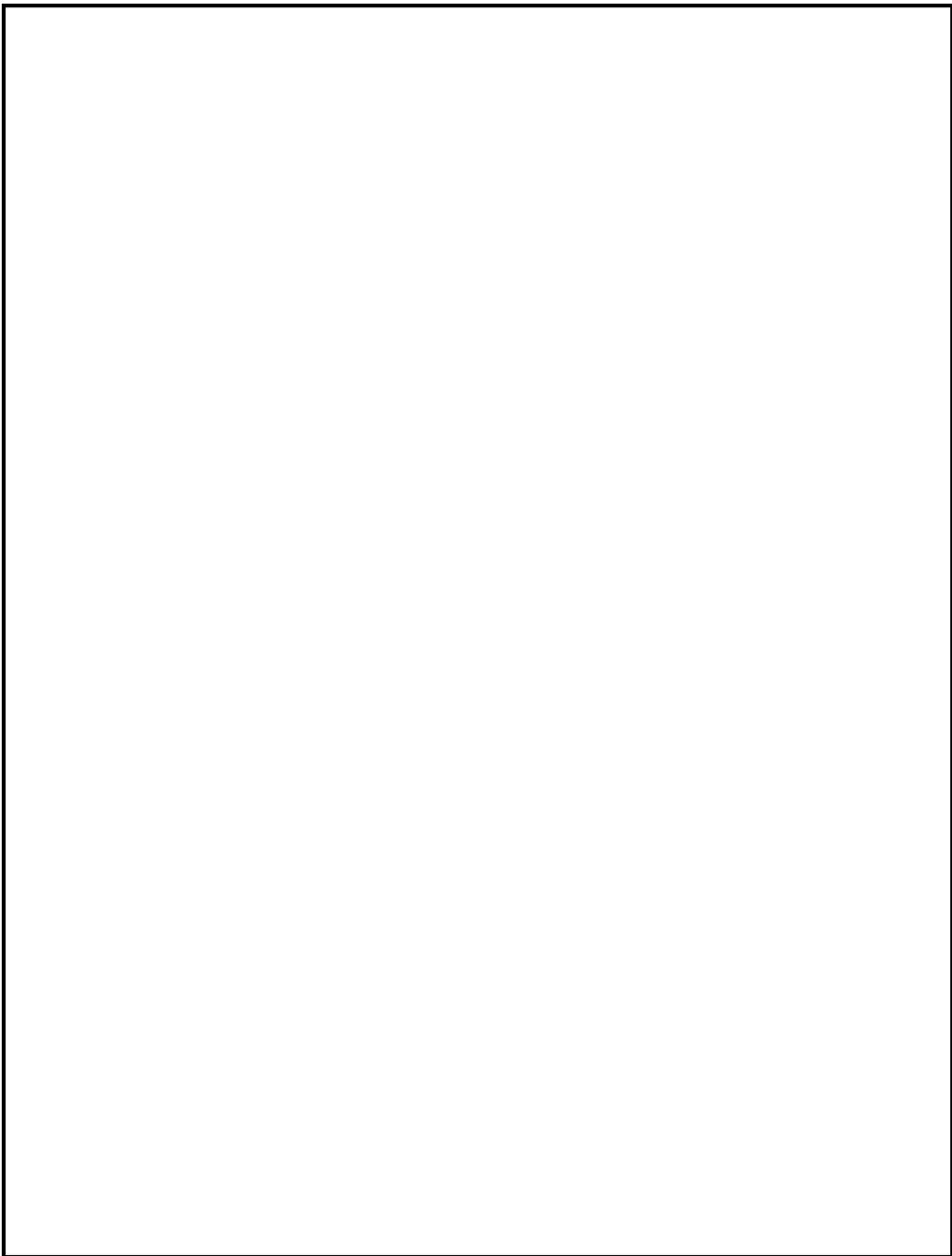
*This fee is waivable if the student already has private insurance. [Contact the Health Center](#) for information on waiving this fee.

Graduate Academic Student Fees	Annual	Fall 2015	Winter 2016	Spring 2016
Student Services Fee (formerly University Registration Fee)	1020.00	340.00	340.00	340.00
Tuition (formerly Educational Fee)	11220.00	3740.00	3740.00	3740.00
Campus Programs Fee	6.00	2.00	2.00	2.00
College Student Govt. Fee	43.50	14.50	14.50	14.50
Student Programs Fee	153.00	51.00	51.00	51.00
Grad Student Facilities Fee	96.00	32.00	32.00	32.00
Student Life Facilities Fee	90.00	30.00	30.00	30.00
Seismic/Safety Fee	120.00	40.00	40.00	40.00
Free/Anonymous HIV Testing Fee	2.25	0.75	0.75	0.75
Transportation Fee	334.98	111.66	111.66	111.66
OPERS Fitness Facilities Fee	45.00	15.00	15.00	15.00
Campus Childcare Fee	24.00	8.00	8.00	8.00
Intramural & Sports Club Team Activities	6.75	2.25	2.25	2.25

Fee

Recreation Programs Fee	12.00	4.00	4.00	4.00
Renewable Energy Fee	9.00	3.00	3.00	3.00
Intercoll. Athletics Sports Team Fee	15.00	5.00	5.00	5.00
Physical Education Program Fee	13.50	4.50	4.50	4.50
Student Health Center Expansion Fee	81.00	27.00	27.00	27.00
Student Health Center Green Building Fee	15.60	5.20	5.20	5.20
UC SHIP Health Insurance (waivable)	3942.00	1314.00	1314.00	1314.00
Total California Resident	17249.58	5749.86	5749.86	5749.86
Nonresident Supplemental Tuition (formerly Nonresident Tuition)	15102.00	5034.00	5034.00	5034.00
Total Non-Resident	32351.58	10783.86	10783.86	10783.86

Revised 07/14/15



Campus-Based Fees

Here is a description of each fee.

Campus Programs Fee

Supports campus-wide student activities and service projects and the Educational Opportunity Program.

College Student Government Fee

Funds extracurricular programs in the colleges and the Division of Graduate Studies.

Measure 7 Student Programs Fee

Helps preserve the existing variety and quality of UCSC Student Programs. For more information, go to elections.ucsc.edu.

Campus Sustainability Program Fee

Distributes funds to UCSC student organizations for programs and events that facilitate collaboration between students, the administration, faculty, and the community to create, implement, and monitor environmentally sound practices on campus.

Engaging Education Program Fee

Supports programming that addresses issues such as the low rates of recruitment, retention, and graduation that historically underrepresented communities face within the university system.

Community and Resource Empowerment Fee

Funds existing and future K-12 Student-Initiated Outreach programs, the American Indian Resource Center, African American Resource and Cultural Center, Asian American/Pacific Islander Resource Center, Chicano Latino Resource Center, the Lionel Cantú Gay Lesbian Bisexual Transgender Intersex Resource Center, and the Women's Center.

Student Voice and Empowerment Fee

Provides funding to the Student Union Assembly (SUA) Student Committee on Committees (SCOC) to ensure student representation and voice on all major campus decision-making and advisory committees, ensure communication with and between student representatives on committees, and facilitate campus-wide outreach for available positions.

Student Media Council Fee

Provides funding to the Student Media Council for equipment, software and facilities improvements to support registered campus student media (television, print, and radio) organizations.

Theater Arts Fee

Provides funding to the Theater Arts Department to primarily subsidize ticket office costs as well as replace income formerly gained through student ticket sales.

Student Facilities Fee

Provides and maintains student lounge and recreation facilities in the colleges and the Division of Graduate Studies, including repayment of construction loan(s) for new and existing facilities.

Student Life Facilities Fee

Funds the capital construction and furnishing of the Student Center and expanded sports and recreation facilities.

Seismic/Life Safety Fee

Revenue from the proposed fee would be used to fund seismic retrofitting projects and health and safety improvements in various student fee-supported buildings.

Transportation Fee (increased fee)

Supports the contracted free-fare use of the local transit system and the campus shuttle systems.

OPERS Fitness Facilities Fee

Funds the capital construction and furnishing of the OPERS Fitness Center.

Free/Anonymous HIV Testing Fee

An augmentation to HIV testing at Student Health Service, supports outreach testing by HIV Peer Test Counselors at colleges and campus events.

Campus-wide Student Government Fee

Assessed to undergraduates only. Supports administrative and office expenses for the Undergraduate Student Union Assembly (SUA) and the UCSC representatives to the University of California Student Government Association (UCSA). Gives UCSC automatic membership into the University of California Student Association (UC system-wide student government). Provides resources for outreach to the undergraduate student body.

Campus Child Care Fee

Provides general operating subsidies to the two child care centers on campus and a fee subsidy for students with children enrolled in the infant program.

Health Insurance Fee

Premium for mandatory health insurance plan. Students with their own insurance may waive this fee. For information, contact <http://www2.ucsc.edu/healthcenter/>.

Intramural & Sports Club team Activities Fee

Provides funding for a variety of UCSC Intramural and Sports Club team activities (including team allocations, travel, equipment purchase, and officials).

Recreation Programs Fee

Provides funding for a variety of UCSC Recreation Programs (including trips, clubs, vehicles, the Fall Festival, holistic health, and leadership).

Seymour Marine Discovery Center Fee

Provides funding to allow free, unlimited, admission to all registered undergraduate UCSC students to the Seymour Marine Discovery Center at Long Marine Lab and to help fund animal care and facility costs (not currently supported by other UC funds).

Renewable Energy Fee

Provides funding to purchase renewable energy certificates in order to offset campus use of electricity.

Learning Support Services Sustainability Fee

Funds Subject Tutoring and Modified Supplemental instruction, tutoring services that currently provide academic assistance to more than 2,500 undergraduate students in over 100 courses each quarter.

Intercollegiate Athletic Sports Team Fee

Provides funding to expand the athletic department training room hours, support athletic team allocations, travel, equipment, game management, student workers, membership fees, salaries for administrative staff and coaches.

Physical Education Program Fee

Provides funding for a variety of physical education programs such as new classes offerings, educational outreach at colleges to encourage participation, equipment replacement, and salary equity for P.E. instructors.

Sustaining the Student Media Voice Fee

Provides funding to support and strengthen the diversity of the student voice in television, print, radio, and inter-media by ensuring training and advising for student-run media.

Student Health Center Expansion Fee

Provides funding for the expansion of the UCSC Health Center.

Student Health Center Green Building Fee

Provides the funding to ensure the expansion of the UCSC Health Center includes sustainable and green technology and construction.

Support Global Information Internship Program (GIIP) Fee

Provides funding for the GIIP at UCSC, which will enable more UCSC student to learn information technology skills and implement social justice and sustainable development internships with global and local community organization.

Sustainable Food, Health, and Wellness Fee

Provides funding for programming and educational support related to sustainable food, health and wellness initiatives, for on-campus and off-campus undergraduate students at UCSC.

Sustainability Office Fee

Provides funding for the Sustainability Office to engage undergraduate students through instances such as hiring more student interns, funding collaborative projects outlined in campus sustainability plan and providing initial funds for a revolving loan fund for projects that implement sustainable and cost saving technology and practices.

Cultural Arts & Diversity Fee

Provides funding to the Cultural Arts and Diversity Center for the support of student-directed cultural arts performance organizations and campus-wide cultural programs.

Section 6: Measure 7

SFAC and Measure 7

Measure 7 on the 2003 Winter quarter campus elections, now known as the UCSC Student Programs Fee, was a ballot measure that the SFAC created, sponsored, and helped to pass. SFAC decided, in response to a state budget that would cut funding to Student Services by 20-30% for 2003-2004, to sponsor a student ballot measure to supplement the loss of State funding and preserve the existing Student Services and supplement the 50% outreach cut to EOP. Using calculations of a 20% cut to Student Services and the 50% cut to EOP, it was decided that the maximum fee level would be set at \$51 per quarter.

Nearly 37% of the student body voted in the 2003 Winter election. Measure 7 was the only measure on the ballot. It passed with a 91% approval rating. The success of Measure 7 was a result of a coalition of units and student groups, including the SFAC.

In 2003-2004, while deciding on budget cut issues the SFAC decided to increase the Measure 7 fee from \$44 a quarter to \$51 a quarter to minimize budget cuts directed at student services.

****See Section 7 for SFAC's concerns surrounding Measure 7, as noted from its review of Campus Fees in 2009-2010.**

MEASURE 7

UCSC Student Programs Fee

In order to help preserve the existing variety and quality of UCSC Student Programs, shall students assess themselves up to \$51 per quarter commencing Fall Quarter 2003?

BALLOT STATEMENT

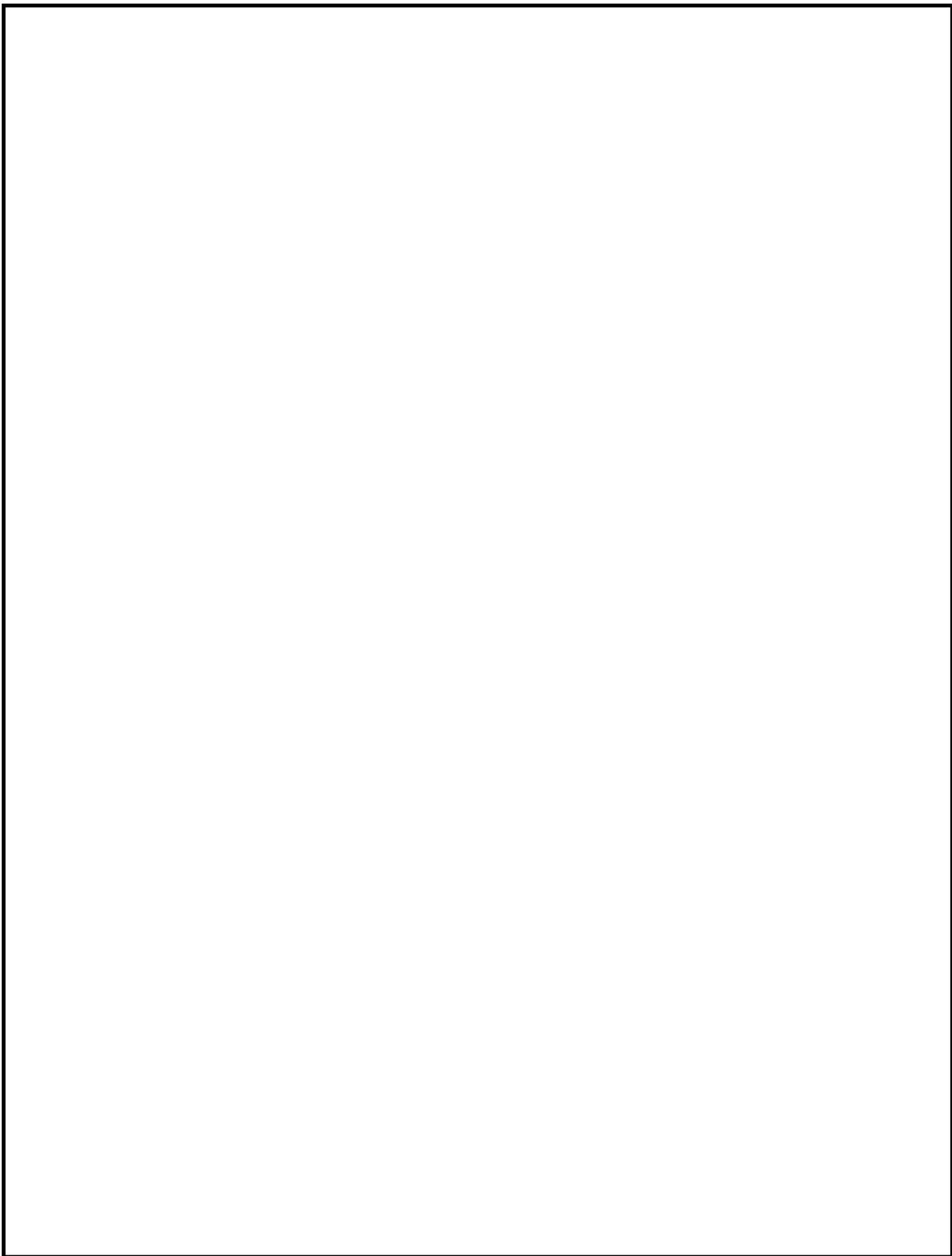
The revenue generated from this fee will fall under the purview of the [Student Fee Advisory Committee](#)* and will be used to support a wide variety of existing, and future, student programs that provide a supportive and enriching learning environment, that are complementary to, but not a part of, the instructional program. Student Programs include, but are not limited to, services related to the physical and psychological health and well-being of students; social and cultural activities, resources, and programs; services related to enriching campus life; and educational and career support.

*The Student Fee Advisory Committee is currently comprised of one undergraduate representative from each college, one graduate student, one Staff Council representative, one Faculty representative, and two non-voting representatives (one from Student Affairs and one from the Planning & Budget office).

The actual amount of the fee (up to \$51/quarter) that will be necessary to preserve the existing variety and level of UCSC Student Programs will be determined by the Student Fee Advisory Committee in consultation with the Vice Chancellor, Student Affairs.

Existing Student Programs that would be eligible for supplemental funding from this fee include:

- Academic Information System & Student Portal
- Academic Resource Center (ARC)
- African American Student Life Resource Center
- African American Theater Arts Troupe
- Alcohol & Other Drugs Prevention Education
- Asian American/Pacific Islander Resource Center
- Bay Tree Conference Center (3rd floor meeting rooms)
- Career Center
- Chicano Latino Resource Center
- Child Care Services
- College Eight Student Life
- College Nine Student Life
- College Ten Student Life
- Committee on Ethnic Programming (CEP)
- Community Rentals
- Community Service/Volunteer Programs
- Core Council
- Counseling and Psychological Services (CPS)
- Cowell Student Life
- Crown Student Life
- Educational Opportunity Programs (EOP)
- Family Student Housing Programs
- Gay, Lesbian, Bisexual and Transgender Network
- Gay, Lesbian, Bisexual, and Transgender Resource Center
- Graduate Student Association
- Graduate Student Commons
- Health Promotion Education
- HIV Prevention Education
- Institute for Student Leadership & Social Responsibility
- Kresge Student Life
- Merrill Student Life
- Native American Student Life Resource Center
- Oakes Student Life
- Office of Physical Education, Recreation, and Sports (OPERS)
- Porter Student Life
- Rainbow Theatre
- Rape Prevention Education Program
- Services for Transfer & Re-Entry Students (STARS)
- Stevenson Student Life
- Student Committee on Committees
- Student Development & Community Service
- Student Facilities Building Maintenance & Custodial Costs
- Student Fee Advisory Committee (SFAC)
- Student Health Services
- Student Media
- Student Organization Advising and Resources (SOAR)
- Student Union
- Student Union Assembly (SUA)
- University Events Office (UEO)
- Women's Center



Section 7: Important Documents

Student Services Fee Policy