MEMORANDUM

TO: Carol Tomlinson-Keasey, Chancellor  
    David Ashley, Executive Vice Chancellor and Provost  
    Keith Alley, Interim Vice Chancellor for Administration

FROM: Jane Lawrence, Vice Chancellor for Student Affairs

RE: Establishment of a Student Fee Advisory Committee

DATE: January 4, 2006

Now that we are open and have both undergraduate and graduate students, it is time for UC Merced to formally establish a Student Fee Advisory Committee (SFAC) or a Registration Fee Advisory Committee (RFAC) similar to the ones in existence on our sister campuses. The main responsibility of a SFAC/RFAC is to review and make recommendations on the use of Registration Fees and other campus-based fees. In addition, on some campuses SFAC/RFAC have the authority to undertake reviews and make recommendations on departments that offer services to students. Also each campus’ SFAC/RFAC is represented on the system-wide Council on Student Fees (CSF) that meets regularly and makes policy and procedural recommendations on the student fees. We are very fortunate to have this year’s chair of the CSF, Joel Beutel, as one of our graduate students. For 2005-06, I, in close consultation with Student Affairs directors, made the Registration Fee allocations. For 2006-07 allocations, we need a functioning SFAC/RFAC.

I have reviewed the composition/membership, terms of service, selection process and charge to the SFAC/RFAC on the other campuses. In addition, in prior years Student Affairs hosted two CSF meetings in Merced which allowed me to talk with members from other campuses as well as with Joel about the establishment of a SFAC here. I also have been collecting information on how other SFAC actually work on the other campuses so that we would be able to get our Committee underway smoothly and efficiently. On UC campuses the Vice Chancellor for Student Affairs is very involved with the SFAC/RFAC because all or the majority of Registration fees and other student fees go to support student services. The campus budget office also is involved with the SFAC/RFAC and provides budget information and analysis to the Committee.

Below are my recommendations as to membership, terms of service, selection process and an initial charge. Once the SFAC is operational and as the campus grows, these will undoubtedly change, but this should get us started in our early years. I also have attached two policies issued by the CSF on the operation of SFAC/RFACs. As you’ll see, the CSF has quite specific recommendations about how the SFAC/RFAC should operate.
Membership:
15 voting members: 6 undergraduate students (sophomores to seniors), 2 graduate students, 2 staff representatives, 1 faculty member, 1 AS representative, 1 GSA representative, budget office representative, VCSA representative. As the campus grows larger, alternate student members may attend committee meetings. Chair and vice-chair are elected by the SFAC and must be student members. After the first year of operation, the chair and vice-chair are elected in the final official meeting of the year for the subsequent year.

Term of Service
Faculty: one year, maximum of two years. Students: AS and GSA for term of office. Other students: three year terms. Staff and representatives: terms to be determined

Selection Process
AS and GSA appoint their representatives. Senate Committee on Committees appoints faculty member. Chancellor or EVC sends out a call for student members and applications submitted to VCSA. Members should reflect the diversity of the campus. Applications and interviews conducted by outgoing SFAC members. For 2006-07 Committee, Chancellor or EVC broadly announces opportunity, applications collected by VCSA and student/faculty/staff committee selects the initial members and assigns terms.

Charge
UC Merced’s Student Fee Advisory Committee will advise the Executive Vice Chancellor and the Vice Chancellor for Student Affairs with regard to the allocation of registration and other campus-based student fees. The SFAC has the authority to review fee-supported budgets and programs/services and make recommendations as to changes and priorities for funding.

Timeline:
January Approve creation of UC Merced SFAC
February Selection process and initial meetings
March Review of budget submissions
April Submission of recommendations