STANDING POLICY 1
CSF POLICY ON SFAC-MINIMUM STANDARDS

Approved: May 1, 1999
Amended: January 27, 2002
Amended: April 13, 2002
Amended: May 1, 2011
Amended: May 19, 2012
Amended: April 20, 2013

The Council on Student Fees has agreed upon the following list of qualities considered to be the minimum requirements for each campus' SFAC:

1 Majority of voting student membership
2 Graduate, professional and undergraduate students have the opportunity to be represented
3 Membership to CSF, subject to payment of dues
4 Staff support to committee
5 Budgetary advisor for committee
6 SFAC included in decisions regarding all student fees and tuition, especially the Student Services Fee
7 Stipend for work, at a minimum for Chair and Vice Chair
8 Office space with phone and computer
9 Ability to advise Vice Chancellor, Executive Vice Chancellor, or Chancellor (or their designee) on the allocation of the Student Services Fees, as well as campus-based fees
10 Ability to review and audit student fee-funded and non student fee-funded student services, programs and operations.
11 Maintain a website that provides general information on the Student Fee Advisory Committees which includes relevant detailed materials (including but not limited to committee meeting minutes, reports, SFAC membership information)

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SP1: SFAC Minimum Standards

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

STANDING POLICY 2
CSF POLICY ON THE APPROPRIATE USE OF THE UNIVERSITY STUDENT
SERVICES FEE (FORMERLY, REGISTRATION FEE)

Approved: April 13, 2002
Amended: February 2, 2003
Amended: May 1, 2011
Amended: May 19, 2012

The Council on Student Fees has agreed that:

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

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

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

Class Two: Inappropriate for **majority** Student Services Fee funding
1. Intercollegiate Athletic Programs
2. New Student/Transfer Student Orientation Programs
3. Learning Skills Centers
4. Educational Opportunity Programs
5. International Student Programs

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

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

SP2: Appropriate Use of the University Student Services Fee

UNIVERSITY OF CALIFORNIA
COUNCIL ON STUDENT FEES

STANDING POLICY 3
CSF POLICY ON THE MINIMUM INVOLVEMENT OF SFACs IN THE BUDGETING, ALLOCATION AND OVERSIGHT OF THE STUDENT SERVICES FEE

Approved: April 13, 2002
Amended: October 20, 2002
Amended: February 2, 2003
Amended: May 1, 2011
Amended: April 20, 2013

The Council on Student Fees has agreed upon the following list which denotes the minimum qualifications required for each campus's SFAC to participate in the Student Services Fee budgeting and allocation process:

1 Each SFAC should have, among its membership, a representative from the campus budget office
2 Each committee should be fully briefed on the overall campus budget climate each year
3 Both the SFAC and their administrative liaisons are responsible for striving to maintain a positive working relationship
4 In order to maintain continuity and provide a historical perspective, both appropriate Vice Chancellors and budget personnel should work with the SFAC throughout the budget process
5 Each SFAC should have access to staff support for administrative assistance throughout the budget process
6 Each committee should be provided comprehensive 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, one-time allocations, and budget requests of Student Services Fee-funded units
7 Each SFAC should be welcome to visit and review Student Services Fee-funded units
8 Budget presentations made by Student Services Fee-funded units should be made directly to the SFAC upon request.
9 SFAC should have access to the complete history of Student Services Fee(formally known as Registration Fee) fund allocations overall and by specific unit, along with explanation in layman's terms.
10 Each SFAC should have the ability to exercise oversight over and make allocation recommendations on all 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 CSF Standing Policy 2.
11 Allocation recommendations made by each SFAC should be sent directly to the administrator with final allocation authority, in most cases the Chancellor, Executive Vice Chancellor, or Vice Chancellor for Student Affairs.

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SP3: SFAC Minimum Budget Standards

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STANDING POLICY 4
CSF POLICY ON CAMPUS PRIORITIES IN TIMES OF STUDENT SERVICE
REDUCTIONS PLANNING

Approved: May 3, 2003
Amended: May 1, 2011
Amended: April 20, 2013

The Council on Student Fees has agreed that in times of student service reductions, the following criteria should be used to prioritize student services, while recognizing unique situations on each campus:

- Total amount of Student Services Fee allocation
- Proportion of Student Services Fee in total unit budget
- Percentage of the entire Student Services Fee budget being used on a given unit/program
- Overall impact on student welfare, including degree of tangible service level impact
- Size of service target population
- Impact on service target population
- Ability of the unit to find supplemental funding or otherwise absorb cuts
- Impact on staff and layoffs
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- Effect of reductions on other units and other student services
- Quality and value of information provided by unit/presentation

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SP4: Budget Reduction Planning Priorities

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CSF STANDING POLICY 5
CSF Policy on the Results of Budget Cuts, and the Restoration of Funding

Approved: May 3, 2003
Amended: May 1, 2011
Amended: May 19, 2012
Amended: April 20, 2013

While the Council on Student Fees generally opposes budget reductions, especially those impacting departments funded by the Student Services Fee, CSF has agreed that when student service reductions are implemented, the following conditions shall be met:

1   If the need arises to fund departments that are not historically funded by the Student Services Fee, the campus' SFAC shall review requests and make recommendations.
   a   None of these changes should be in violation of the CSF Standing Policies; specifically CSF Standing Policy 2 which delineates the appropriate proportions of Student Services Fee funding for specific departments.
   b   A Chancellor must justify the rationale for shifting funds within the Student Services Fees Budget.
2   Any department currently receiving Student Services Fee funds, or those newly shifted onto Student Services Fee funding, should be under the purview of that campus' SFAC.
3   The SFAC should be directly involved in planning for budget reductions in any department funded in part or in whole by Student Services Fees during the fiscal year prior to the reductions taking effect. The committee should also contribute to the establishment of budget priorities and principles to guide current and future reductions according to CSF Standing Policy 2.
4   Any budget reductions regarding the Student Services Fee shall be explained in writing by campus administration with reference to the SFACs deliberations. This report shall also contain a commitment that these funds will be restored as soon as fiscally possible as well as a detailed explanation of how funds will be restored.

SP5: Results of Budget Cuts and the Restoration of Funding

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STANDING POLICY 6
CSF POLICY ON CAMPUS REFERENDA PROCEDURE AND REQUIREMENTS ON CAMPUS BASED FEES

Approved: May 20, 2012
Amended: April 20, 2013

The Council on Student Fees is the official system-wide body which represents student opinion in areas of student fees, including campus based fees. Self-assessed fees exist in order to enhance the lives of students attending the University by providing a stable funding source for extracurricular activities, advocacy related activities, and programming. The Council on Student Fees has agreed upon the following list which denotes the requirements and procedure for bringing proposed referenda to the student body and requirements for language within the referendum.

Procedure
1. Any newly proposed campus based fee, or increase to an already established campus based fee, that does not directly relate to the academic mission of the University, shall be considered a student referendum and thus be presented to the campus-wide student government for approval of balloting the question.
2. When developing a proposal to initiate or increase a fee, the impact on students for the total fee package shall be a primary consideration.
3. Referenda should be presented to the campus Student Fee Advisory Committee and the campus-wide student governments representing bodies affected by the referendum, at least 5 weeks prior to presenting to the student body. The Student Body should have sole authority for the appropriation of campus based fee revenue, unless a Chancellor specifically calls for a campus based fee to be collected for a specific purpose. This may be done through the budget process of the appropriate student government(s), a student-controlled governing board representing all affected students, or ballot language in the fee initiative.
4. Equal funds should be made available for campaigning to both a pro and con group, if required by campuses' campaign rules and if money is available through the Associated and/or Graduate Student Assemblies.
5. All student governments should take a neutral stance on the referenda, unless it was created within the given student assembly. In either situation, the focus should be on encouraging voter turnout. Unaffiliated campus administration should not promote or provide positions on proposed referendum.
6. Any documents that support the referendum language shall be presented and publically available in their final form with the referendum at the time of voting, including Statements of Condition, Memoranda of Understanding, etc. The Chancellor shall establish in-campus regulations and procedures for reducing or eliminating a compulsory campus based fee.

Language
1. Referenda should include a return-to-aid component that constitutes at least 29% of the total fee, in accordance with UC policy.
2. The amount, type, and purpose of the fee must be stated explicitly on the ballot.

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3. Referenda should include a student oversight component either through establishment of a student majority advisory committee or by granting a student advisory role to an established student majority committee.
4. The student oversight board shall, at the minimum, annually review the operating budget of the department receiving the funds.
    a. This board should be given adequate budget data regarding the department receiving the funds including organizational charts, permanent budget, budget carry forward, and anything else it deems necessary.
    b. This board shall be given adequate staff support either through participation on the committee or willing support to committee members.
    c. This board should review and make recommendations at set intervals (set within referendum language) to determine if cost of living increases are needed to address long- and short-term financial planning.
5. Language should forbid subsequent modifications of the purpose of the referendum without a revote of the entire student population.
6. Language shall address collection of the fee during the summer sessions.
7. Referenda should include any language deemed necessary and called for by the campus-wide student governments.
8. Referenda should have a sunset clause.

SP7: CSF Policy on Campus Referendum Procedure and Requirements

STANDING POLICY 7
CSF POLICY ON TECHNOLOGY FEES ON ALL UC CAMPUSES

Approved: April 20, 2013

The Council on Student Fees is the official system-wide body which represents student opinion in areas of all student fees, including technology -based fees. Technology fees exist in order to enhance the technology available to students on a given campus by providing a stable funding source. Passage of a Technology Fee Refendum should follow the procedure set forth in the CSF SP6: CSF Policy on Campus Referendum Procedure and Requirements. Campuses who establish a Technology or Course material fee by approval from administration (including the Chancellor, Vice Chancellors, etc) should also follow the criteria below. The Council on Student Fees has agreed upon the following which denotes the acceptable areas/programs/etc for the technology fee to cover, inappropriate in most cases, the cost of a given technology fee and who administers the technology fee on campus:

The following products and services are appropriate for majority funding from Technology Fees:

- Supporting the creation of:
  - Enhanced digital classroom content and information
  - Blended learning environments
- Webcasting and podcasting services
- Printing services above and beyond basic requirement as listed below
- Free Software

The following services should <u>NOT</u> receive majority funding from any combination of Technology Fees and/or Student Services fee:
- Internet connectivity
- Common IT platform for:
  - Basic classroom technology (projectors, etc)
  - Class Schedules
  - Financial Aid
  - Course management systems
- Course web sites
- Online classes
- Basic access to necessary computers, printing/scanning services, etc.

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Any Technology Fee implemented on a campus should:

- Include oversight provided by a student-majority body such as:
    - Student Technology Fee Advisory Committee (created for this purpose)
        - This type of body should work in close conjunction with campus SFACs
    - Campus Student Fee Advisory Committee, in conjunction with:
        - Office of Academic Planning and Budget
        - Deans of various school
- Comply with UC and Council on Student Fee policies on fees (e.g. SSF, MSF, CMF policies)

SP7: CSF Policy on Technology Fees on all UC Campuses