



UNIVERSITY OF CALIFORNIA

## COUNCIL ON STUDENT FEES

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### 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

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