Michael Bacon, Graduate Student Representative
Philip Baker, Porter College Representative
Nicholas Cheatham, Merrill College Representative
Callin Curry, Chair, Stevenson College Representative
Meghan Eppehl, Graduate Student Representative
Warren Fung, College 10 Representative
Edward Garcia, Kresge College Representative
Forest Hibbard, Crown College Representative
Joey Judson, Oakes College Representative
Chelsea Manlapig, Cowell College Representative
Free Moini, Planning and Budget Representative
Denise Onitsuka, Dean of Students Representative
Eric Peterson, Staff Representative
Lucy Rojas, Analyst to the Committee
Alma Sifuientes, Dean of Students
Clara Skaug, College 9 Representative
College 8 Representative, TBA
SUA ex-officio Representative, TBA
Faculty Representative, TBA

RE: 2011-2012 Student Fee Advisory Committee Appointment Letter and Charge

Dear Colleagues,

I am pleased to appoint you as members of the Student Fee Advisory Committee (SFAC). Student assessments and opinions are an essential and major consideration in decisions concerning various campus services and programs. To this end, the SFAC has been established as the primary agency for channeling student input into decisions regarding the allocation of these fees. I consider your work essential and critical, and recommendations will directly inform my decisions.

Charge

The general 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, Campus-Based Referenda Fees, the 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 he/she may pose regarding campus-based student programs and campus-based student academic support.
Membership

Undergraduate student members of SFAC are Philip Baker, Callin Curry, Nicholas Cheatham, Warren Fung, Edward Garcia, Forest Hibbard, Joey Judson, Chelsea Manlapig, and Clara Skaug. The graduate student members are Megan Eppel and Michael Bacon. The College 8 representative has not yet been appointed. All student representatives are voting members. The ex-officio SUA representative has not yet been appointed; the SUA representative is a non-voting member. The staff representative is Eric Peterson (voting member); the faculty representative is not yet appointed (voting member).

Alma Sifuentes, Dean of Students, will serve as the representative for the Executive Vice Chancellor. Free Moini from the Office of Planning and Budget will serve as the representative from that unit and will advise the committee regarding budget concerns. Lucy Rojas and Denise Onitsuka from the office of the Dean of Students will serve as advisers and provide administrative and policy support. These representatives and advisers are non-voting members.

Terms of Service

Members of SFAC are appointed on a staggered basis to terms of two years each, 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. A third year of service is strongly recommended for committee members who show unusual dedication in their second year, contingent upon consent of the entire committee. This is because SFAC advises on programs and issues which not only require some historical perspective but also foresight and continued involvement, and only experienced Committee members can most effectively deal with these types of situations.

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 Dean of Students of the resignation and request that a new member be appointed.

Chair and Vice Chair

In compliance with the committee by-laws, last year’s SFAC designated Callin Curry as the committee chair and Chelsea Manlapig as vice chair for one-year terms from July 1, 2011 through June 30, 2012.

The Chair’s specific duties include:

- Preparation and distribution of the agenda for all regular and special meetings;
- Presiding at all meetings of the Committee;
- Calling regular and special meetings;
- Preparing the Committee’s annual report of recommendations and format subcommittee reports;
- Serving on the Miscellaneous Fee Advisory Committee;
- Overseeing attendance of members;
- Responding to correspondence;
• Acting as liaison between campus media outlets and administration;
• Meeting bi-monthly with Vice Chair;
• Keeping SFAC’s web page information updated;
• Attending quarterly meetings of the Council on Student Fees;
• Attending budget consultation meetings; and
• Representing SFAC before all campus organizations (subject only to any limits the Committee may wish to impose).

The Chair also serves as an ex officio member of all SFAC sub-committees.

The Vice Chair’s specific duties are as follows:

• Assisting the Chair when requested;
• Organizing and facilitating the SFAC orientation process;
• Serving on the Miscellaneous Fee Advisory Committee;
• Overseeing and directing subcommittee work;
• Overseeing attendance of office hours;
• Acting as liaison between student leaders and student organizations; and
• In the absence of the Chair, and/or in collaboration with the Chair, attending systemwide Student Fee Council meetings and chairing SFAC meetings.

**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.

**2011-12 Objectives**

This year, I ask the committee to engage in the following activities, reviews and analyses:

• Complete the Measure 7 analysis and recommendations that were initiated during the 2010-2011 academic year. I hope to receive your recommendations and ideas regarding addressing the structural issues involved with Measure 7 funding no later than November 1, 2011.
• Finalize the allocation of Summer 2010 campus-based fee revenues deferred from 2010-2011. The total available is $19,528. Please complete this no later than November 1, 2011.
• After information is available, recommendation on the final allocation of Summer 2011 campus-based fees.
• Participate in a thorough review of the Resource Centers, provide restructuring options, and recommend preferred and secondary models for organization; recommendations may include budget allocations.
• Review all proposed referenda in the 2012 elections cycle and form an official opinion on all proposed referenda. SFAC’s opinions will become part of the official ballot statement for each proposed fee.
• Prepare a report summarizing the work of the SFAC during the 2011-2012 academic year.
In addition to the activities outlined above, for the first time in three years I ask the SFAC to make funding allocations of Student Services Fees and Measure 7 Fees. If the SFAC adopts the recommendations from Planning & Budget, SFAC would make recommendations on the following:

<table>
<thead>
<tr>
<th></th>
<th>One-Time Funds</th>
<th>Permanent Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Fee</td>
<td>$484,000</td>
<td>$172,000</td>
</tr>
<tr>
<td>Measure 7</td>
<td>$76,500</td>
<td>$76,500</td>
</tr>
<tr>
<td>TOTAL AVAILABLE</td>
<td>$560,500</td>
<td>$248,500</td>
</tr>
</tbody>
</table>

I ask that you: 1) Create a timeline and process to outreach to departments and solicit proposals; 2) adopt a data-driven method to receive and review proposals from departments seeking funding; and 3) make recommendations to allocate these one-time and permanent funds.

Thank you for agreeing to serve the campus in this important capacity. The state’s continuing economic problems make this an especially critical time in the university’s history to maintain the quality of our programs and services with constrained resources.

Sincerely,

Alison Galloway
Campus Provost and
Executive Vice Chancellor

cc: SUA Chair Buchanan
Vice Chancellor Delaney
GSA President Green
Staff Advisory Board Chair Steele