



University of North Texas at Dallas
Student Service Fee Advisory Committee (SSFAC) Procedures

Purpose and Responsibility:

- 1) To act as an advisory group to the University of North Texas at Dallas President in the budgeting of student service fees and, in that capacity, to recommend the allocation of funds to best serve the needs of the largest number of students. Members shall not speak for this committee without the prior approval of the committee.
 - a) The committee will delineate a procedure in seeking information about funding needs of University department and/or student programs, will suggest criteria and educational objectives to be achieved by programs to which funds are allocated, and will hold hearings for each agency requesting funds.
 - b) The committee will advise to the University President, for inclusion in the University Budget, a budget for the allocation of the Student Service Fee.
 - c) The committee, upon request of the University President, will make recommendations upon other student fees and assessments.

Membership:

- 1) The University of North Texas at Dallas SSFAC membership will be composed of members of the University student body and will represent a cross section of the general student body. SSFAC committee composition will be in line with and in compliance of Texas Education Code Chapter 54. Tuition and Fees.
- 2) SGA Appointed Positions
 - a) The SSFAC is comprised of nine (9) members.
 - i) Five (5) students are selected by the University's Student Government Association and four (4) members, who are representative of the entire institution, are appointed by the President of the University.
 - ii) All SGA appointed members must be enrolled in and maintain a minimum of six (6) credit hours during their term of office.
 - iii) The SSFAC prohibits any member of the committee to be a compensated Student Assistant of any student service fee funded departments other than the committee itself.
 - iv) Of the five (5) SGA appointed positions, the following composition should exist:
 - (1) One (1) must be filled by an Executive Officer of SGA who will serve as SSFAC Chair for a one (2) year term;
 - (2) One (1) must be filled by the SGA Budget Officer for a one (1) year term;
 - (3) One (1) must be filled by the Finance Officer of the Student Bar (SBA) Finance Officer at the College of Law for a Two (2) year term; and

- (4) Two (2) SGA appointed positions (including a graduate and undergraduate representative) must be approved by SSFAC liaison, the Dean of Students, and will serve two (2) year terms on the SSFAC.
 - (5) A vacancy in an appointive position on the committee shall be filled by the unexpired portion of the term in the same manner as the original appointment.
 - (6) *An SSFAC member of the committee who withdraws from the institution or if an elected position no longer holds office, must resign from the committee.
- 2) President Appointed Positions
- a) Four (4) students shall be appointed by the President of the University and shall be generally representative of the total university community including the College of Law.
 - b) Each student appointed by the President will serve a one (1) year appointment on the SSFAC.
 - i) A vacancy in an appointed position on the committee shall be filled for the unexpired portion of the term by appointment by the President of the institution.

Procedures

- 1) The President of the University shall review previous budgets and point out ideas, preference and limitations which will be transmitted to the committee through the Dean of Students.
- 2) The President of the University will take the initiative to keep the committee informed, through the Dean of Students, on resolutions passed by the Board of Regents and on legislation which will affect the level of student service fees.
- 3) The Dean of Students will initiate an orientation and will be available to meet with the committee as needed to assist with advice and information.
 - a) The Dean of Students will attempt to convey the President's interests and concerns.
- 4) The official records of all proceedings of the committee will be retained by the Secretary of the committee on the Office of Student Life shared drive.
- 5) The SSFAC shall conduct its meetings in accordance with Section 54.5033 of the Texas Education Code.
 - a) Notice of the SSFAC meeting (date, hour, place, and subject of the meeting) will be published in various public areas throughout campus and on the webpage <https://www.untDallas.edu/sa/about/policies/student-service-fee.php>
- 6) The committee will, upon receiving a budget request from each department requesting funding from Student Service Fees, attempt to ascertain the most feasible level of funding for each respective department.
 - a) Deliberations of the committee will take place in open meetings hearings for the various departments will be open to the public.
 - b) A member of the campus community is allowed to be present at a meeting and may present written and/or oral testimony, for a reasonable amount of time, as determined by the SSFAC Chair, on any subject listed on the meeting

announcement. Testimony on subjects not listed on the agenda will not be allowed.

- c) While the meetings are open to the public, visitors to the meetings must register their intentions to testify with the committee chair at least 15 minutes prior to the convening of a meeting. Registration must include the name of the person submitting testimony and the agenda item/subject to be addressed.
- 7) The committee may recommend the establishment of ad hoc or sub-committees to assist in analysis of requests for funds.
 - a) To expedite the committee's business, hearings may be held by as few as five (5) voting members but voting on requests may only be done by a quorum of the full committee.
 - b) All committee members shall be notified of the date, time and location prior to any hearings on funding requests.
- 8) The committee will work with the Dean of Students to make a written report of the recommendations to the President of the University through the Vice President of Student Access and Success.
 - a) The Dean of Students will inform the committee of the approved funding amounts before forwarding the budget recommendations through administrative channels.
- 9) The President's recommendations for allocation of student service fees will be forwarded to the Board of Regents through the normal administrative process.
- 10) Changes in the composition, procedure and responsibility of the committee must be submitted through the Dean of Students, for approval by the President of the University.
- 11) The final recommendation made by the committee will be recorded and made public through the SSFAC webpage, <https://sa.untDallas.edu/student-service-fee>