



Office of the Provost

Governing Documents

Office of the Provost
First Year Student Fee Advisory Board
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GOVERNING POLICIES

I. Fee

i. Definitions

The First Year Student Fee (fee), by vote of Arizona Board of Regents (ABOR), will be levied on all First Year Students at the University of Arizona at \$10 per semester. The monies will be held and monitored by the Office of the Provost.

ii. Purpose

The fee will be allocated to departments within the University with the mission of improving the First Year Student experience.

iii. Mandatory Allocations

A minimum percentage of the fee will be retained for University Health and Wellness support. This is determined by University Senior Leadership.

A small portion of the fee will be retained by the Office of the Provost for emergency and administrative expenditure. However, the Office of the Provost will submit yearly spending reports to the First Year Student Fee Advisory Board (Board). The emergency fund is not to exceed \$50,000. All funds in excess will be included in the funds for the Board to allocate or may be allocated by the Provost as specified in the First Year Student Fee Reserve Analysis procedure.

II. Role of the Board – Business of the Board

It is the Business of the Board to

- Serve as the deliberating body on the use of the fee – making its recommendations to the Provost based on direct First Year Student input along with applications received from University Departments.
- Monitor the current usage of the fee; require regular reporting from the recipients and publish these reports along with the Board budget detail on the website.

Exclusion: The Board may not allocate money to departments for programs not applied for.

III. Role of the Provost – Responsibility Clause

The Provost has final authority on the use of the fee, final authority on the actions of the Board, and final responsibility on safeguarding the integrity and transparency of the fee and the Board; therefore, any decision by the Provost, whether in agreement with Board directives or not, is final.

IV. Composition of the Board

The Board will comprise 14 members in two groups

- Voting Members – 9 members
- Advisory Members – 4 members

Of the Voting Members

- 5 First Year Student Class Council Members will be nominated for appointment by the ASUA AVP, FCC Directors, and the FCC President
- 3 Student Services Fee Advisory Board Members will be nominated for appointment by the SSFAB Chair.
- 1 Residence Hall Association Members will be nominated for appointment from the appropriate entity within RHA

- Of the Advisory Members 1 FCC President (or appropriate appointee)
- 1 SSFAB Chair (or appropriate appointee)
- 1 RHA President (or appropriate appointee)
- 1 Senior Director of Finance, Office of the Provost (or appropriate person)
- 1 Associate Vice President, Office of the Provost (or appropriate person)

In making their recommendations for Board appointments, the appointing organizations should strive for nominations which represent diverse First Year Student interests.

i. Role and Responsibilities of the Voting Members of the Board

The Board will act as the deliberating body on the use of the fee. As such, it will provide advice and recommendations to the Provost on how to allocate the fee based on the requests that come before it and direct First Year Student input.

The Voting Members will be responsible for the following:

- Representing all First Year Students of The University of Arizona regardless of a member's constituency, if any exist.
- Maintaining an unbiased approach to all deliberations and decisions - including freedom from direct conflicts of interest.
- Understanding the First Year Student's needs at the University.
- Reading, understanding, and deliberating on all of the submitted applications.
- Communicating to the several University directors and all of the applicants the status of applications and the current and past use of the fee.
- Recommending to the Provost on the use of the fee, terminations of funded programs (at the request of the Provost), members of the incoming Board, and all other foreseen or unforeseen situations that may arise.

ii. Role and Responsibilities of the Advisors

It is the responsibility of the Advisors to provide support to the Board by sharing their unique perspectives. This support is intended to allow the Board to run successfully with the experience, specialized knowledge, and expertise of the Advisors. Also, as members of the campus community, the Advisors are in the unique position to aid in achieving the directives of the Board and the goals of the Office of the Provost while understanding the needs of the campus community.

Office of the Provost Senior Director of Finance (or appropriate person)

It is the responsibility of the Senior Director of Finance to provide specialized understanding and direction in the case of past allocations, current allocations, and future allocations. Furthermore, it is his or her responsibility to ensure proper steps are taken in fee allocation, and that the money is returned when necessary, and to provide up to date information regarding current usage of the fee.

Also, it is his or her responsibility to monitor the current spending of the fee and ensure the monies are being used faithfully to accomplish the goals set forth in the Requests.

Associate Vice President, Office of the Provost (or appropriate person)

It is the responsibility of the Associate Vice President to provide the necessary logistical, institutional, and practical support to the Board – aiding in execution of Board directives. Furthermore, this role is, *de facto*, the presence of the Provost, and as such is charged with keeping consistent, open, and casual communication between the Board and the Provost. (Formal communications will be made by the Board itself to the Provost).

V. Allocation Process

All Board Meetings will be conducted according to Robert’s Rules of Order.

i. Requests

A Request must be completed and submitted to the First Year Student Fee website by the appointed date for the funding cycle beginning the following fiscal year.

All portions of an application must be completed before the due date or the Board will not deliberate on the application. Once the window for completing applications closes, the Board will deliberate on only the applications submitted by the deadline. No material submitted afterward will be considered.

The Board may, but is not required to, solicit additional information from an applicant, in order to clarify parts of an application.

Specific directions for filling out applications are on the website.

ii. Disbursement of Fee

Within 10 business days of the decision date the Board will advise the Provost on its recommendations. The Provost may, wholly or partially, accept or reject these recommendations within a timely manner. The applicants will be notified in a timely manner. The website will also be updated to reflect the decisions of the Board.

VI. Acceptance of Fee Monies

It is understood by the Board and Provost that all allocated monies will be used faithfully to execute both the intent and the letter of the Request as accepted by the Board. Any

alteration in timing or budget for the project funding must be approved by the Office of the Provost Senior Director of Finance in consultation with the FF Board Chair.

All recipients must submit a mid-year and end-of-year report to the fee website. These reports are due by December 31st and August 31st every year unless the Board or Provost publicize otherwise. If a project is complete prior to Dec 31, the mid-year report will serve as the final report for the project. Furthermore, the Board or the Provost may require extra reports throughout the year. These requests must be honored within 10 business days or, if for regular reporting, on the dates determined by the aforementioned parties.

i Routine Recovery of Funds

First Year Student Fee unspent funds will be retained to be allocated in the next fiscal year or the funds may be allocated by the Provost as specified in the First Year Student Fee Reserve Analysis procedure. The board may also, based on interim progress reports, or financial statements, withhold previously allocated funds that appear excessive or unlikely to be allocated as intended, for example personnel funds for unfilled positions. The board should request an explanation for the apparent surplus from the program director and allow 5 business days for a response. Whether or not the time period is honored, the board may take action.

VII. Appointment of the Board

Nominations will be made in full faith that the nominees will honorably perform the duties of a member of the Board. These nominations may be, wholly or partially, approved or rejected by the Associate Vice President, Office of the Provost.

VIII. Guidelines on Voting Privileges

Voting privileges will be held according to Robert’s Rules of Order.

IX. Terms of Membership

Voting members will hold one fall-spring term. The Board will convene at the discretion of the Associate Vice President, Office of the Provost, through the Chair of the SSFAB. The Chair of the SSFAB will then immediately assemble the Board to consider Board business.

The Advisors have permanent seats on the Board and are not subject to term limits. They will, however, cease their service on the Board when they cease to hold their position.

X. Vacancies

Vacancies will be replaced in the same manner as provided for new appointments. All vacancies will be filled by the originating entity (FCC, SSFAB, or RHA).

XI. Expulsions and Impeachment

The Provost may expel a member of the Board. All other expulsions and impeachments will be conducted according to Robert’s Rules of Order.

XII. Transition Period

During the Transition Period all inquiries concerning the fee will be directed to the Office of the Provost Senior Director of Finance and the Associate Vice President, Office of the Provost, who have the authority to address those concerns.

XIII. Amendments

Amendments to these documents will be made according to Robert's Rules of Order.