

## **OPERATING PROCEDURES FOR THE BIOLOGY STUDENT FEE COMMITTEE**

Here's the way that the Bio-SFC currently works. These rules need not stay the same as changes can always be voted in.

### **BIO-SFC RESPONSIBILITIES**

- 1) Hold meetings – several per year depending on need.
- 2) Inform the students of Bio-SFC decisions and get as much student input as possible to bring to meetings.
- 3) Determine procedures for running the Bio-SFC and for allocating funds to various goals, see current budget.
- 4) Approve funds on student applications for research and travel that are over the current approval and lifetime limits.
  - a. Undergraduate Student Research and Travel
    - i. Lifetime limit of \$1000
    - ii. over \$1000 per student requires Bio-SFC approval
  - b. Graduate Student Research and Travel
    - i. Lifetime limit of \$2000
    - ii. over \$1000 per student requires Bio-SFC approval
  - c. Two deadlines are in effect at the moment for applications that require Bio-SFC approval.
    - i. For funding in Winter and Spring, the deadline is the sixth week of Fall Quarter.
    - ii. For funding in Summer and Fall the deadline is the eight week of Spring Quarter.
- 5) Make rebudgeting decisions as spending progresses through the year.
  - a. Excess funding not spent by predetermined deadlines must be reallocated.
  - b. New ideas for spending need approval.
- 6) Prepare a line item budget for spending in the next fiscal year by the middle of Spring Quarter.

## **BIO-SFC VOTING RULES**

- 1) Only student members may vote on Bio-SFC decisions.
  - a. Faculty have an advising-only position on the Bio-SFC.
  - b. The Bio-SFC chair position is currently held by a non-voting faculty member.
  
- 2) The Bio-SFC shall be composed of a maximum of 20 members, no more than 16 undergraduate and no more than 4 graduate student representatives.
  - a. Representation on the Bio-SFC is not voted for by the students at this time. If student interest exists then an election may become part of the process.
  - b. Any student present within the limits above shall be able to vote.
  - c. If more than the maximum number of students (undergraduate or graduate) are present then non-voting participants shall be agreed upon before business begins.
  - d. All Biology students are welcome to attend and participate in Bio-SFC meetings at any time.
  
- 3) Paper ballots for votes in the Bio-SFC meetings will be used if ANYONE requests it.
- 4) For any decision to be complete a quorum of at least ten (10) students must have voted on it.

## **DESCRIPTION OF BUDGET LINE ITEM:**

- 1) Undergraduate Student Research (\$25,000)
  - a) Conference/workshop travel expenses for students
  - b) Senior project funding for supplies in research
  - c) Internship assistance
  
- 2) MS Thesis Assistance (\$25,000)
  - a) Conference/workshop travel expenses
  - b) Thesis supplies
  
- 3) Field Trips and Faculty Sponsored Travel (\$20,000)
  - a) Support for field trips that used to require a course fee.
  - b) Support for faculty taking large numbers of students to professional meetings.
  
- 4) Faculty Development (\$5,000)
  - a) Release time for class development (e.g., development of new classes, incorporating new technology, etc...)
  - b) Support for travel to meetings and professional development training
  
- 5) Biology Journal Subscriptions (\$6,000)
  - a) Online subscriptions to major journals in biology (Science, Nature, Cell) that are not available online in Kennedy.
    - (i) Accessible to Biology majors in the computing facility.
  
- 6) Biology Computing Facility (\$10,000)
  - a) Student monitors for the Biology computing facility, including software and hardware support, security and maintaining restricted access.
  
- 7) Class Supplies (\$20,000) a) Expendable lab-related class supplies, for example: pipette tips, specimens, prepared slides, specialized costly reagents, gloves, etc...
  
- 8) Small Equipment Items (\$10,000) a) Small equipment items not listed as equipment due to low cost (<\$500 each), for example: Micropipettors, haemocytometers, global positioning units, binoculars, pH meters, etc...
  
- 9) Part-time Instructors and Student Assistants (\$150,000)
  - a) Access to classes and course support (lab and lecture)
  - b) Study sections/tutoring
  
- 10) Instructional Equipment (\$107,500)
  - a) Instructional equipment items with an individual cost >\$500