

PM 2021-04 (Supersedes PM 2015-04)

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Student Fee Advisory Committee (SFAC)

1.0 General Provisions

Consistent with CSU Executive Order, the President shall establish a Student Fee Advisory Committee (SFAC) comprised of students, faculty, staff, and administrative representatives to provide advice to the president on Category II and III student fees.

2.0 Procedures

2.1 Scope & Work

A statement of revenues and expenditures including a minimum of two years of projected revenue and expenditures and, for existing fees, one year of actual costs for the fee revenue supported activity shall be developed by the University Budget Director and considered by the President prior to establishing or adjusting any Category II or III fee.

The SFAC shall consider proposals for the establishment and adjustment of Category II or III fees, and shall then make a recommendation to the President. The President may consult with the SFAC before adjusting or requesting that the Chancellor establish any Category II or III fees.

The SFAC shall meet each fall semester to review actual and projected annual revenues and expenditures generated from Category II and III fees; evaluate proposals; and recommend adjustments and new Category II and III fees to the President, who may accept, reject or modify SFAC recommendations. Unless otherwise required by Education Code or CSU Student Fee Policy, the President shall determine the appropriate consultation process before adjusting any Category II fees and/or recommending approval for new Category II or III fees to the Chancellor. Adjusted Category II and III fees approved by the President shall be implemented no earlier than the fall semester of the subsequent year.

Category IV and V fee proposals will be provided to SFAC for informational purposes, although no formal SFAC action is required. Annual reports will also be provided to SFAC for Category II, III, IV and V fees, which will include actual revenues and expenditures generated from these fees.

2.2 Membership & Terms

The SFAC shall be comprised of seven students appointed by the ASI President (with representatives from the broader student body) and six additional at-large members selected from faculty, staff, and administrators. Faculty, staff, and administrators shall be appointed as follows: two faculty appointed by the Chair of the Academic Senate; two staff (non-MPP), and two administrators (MPP), appointed by the University President.

Student members shall be appointed to a one-year term and may be reappointed for one

additional term, up to a maximum of two one-year terms. Faculty, staff and administrators shall be appointed on a staggered basis to a two-year term and may be re-appointed for one additional term, up to a maximum of two two-year terms.

The co-chairs of the SFAC shall be the ASI President and an MPP who is appointed by the President. The University Budget Director the MPP co-chair-elect, and MPP past-co-chair shall serve as non-voting ex officio members.

2.3 Advisory Process

The following process shall occur chronologically:

- a) The University Budget Office shall provide a report to SFAC of all Category II, III, IV and V fee revenue, expenditures, and fund balances from the prior fiscal year. The SFAC may request additional information as necessary, including information regarding Category IV and V fees. Following this review, the University Budget Director shall prepare a report on behalf of the SFAC to the University President including prior fiscal year Category II, III, IV and V fee revenue, expenditures and fund balances and a summary of the SFAC review.
- b) On behalf of the SFAC, no later than November 1 annually, the University Budget Director shall issue a campus-wide request for new or adjusted Category II and III fee proposals for consideration by the SFAC. The University Budget Office shall review fee proposals for accuracy and completeness and for conformance with CSU Student Fee Policy requirements for establishing or adjusting Category II or III fees prior to presentation to the SFAC.
- c) The SFAC shall review all Category II and III fee proposals, meet with fee proposal requesters to better understand and evaluate their requests, and evaluate CSU Student Fee Policy requirements, as necessary. The SFAC shall deliberate, vote on each fee proposal, and provide fee recommendations for approval by the President. There must be a quorum of 50% student representation and 50% plus one Presidential and Faculty Senate appointees to vote on fee recommendations. Additionally, the SFAC shall be informed of any proposed changes to Category IV or V fees.
- d) On behalf of the SFAC, the University Budget Director shall prepare and submit a summary report of all fee proposals submitted to the SFAC, the committee's recommendations, and relevant CSU Student Fee Policy requirements for establishing or adjusting Category II or III fees to the University President no later than February 1 annually.
- e) The President shall review SFAC fee recommendations, request additional information as necessary, determine the method for appropriate and meaningful consultation for adjusting any Category II fees and/or recommending approval for new Category II or III fees to the Chancellor, except when a prescribed method is required by Education Code or CSU Student Fee Policy, recommend approval of new Category II or III fees, and communicate all adjusted Category II-V fee decisions to the SFAC by the first week of March.

- f) New and adjusted fees shall be published online on the University's Student Financial Services and Budget Administration website by mid-March for implementation the following fall semester or later.

Approved



Thomas A. Parham, Ph.D.
President

9/23/21

Date