

**PM 2015- 04**

President Willie J. Hagan

August 14, 2015

**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, III, IV and V 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 one year of actual costs for the fee revenue supported activity shall be developed by the campus chief financial officer and considered by the president prior to establishing or adjusting any Category II or III fee.

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

**2.2 Membership & Terms**

The SFAC shall be comprised of seven students appointed by the ASI President 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 chair of the SFAC shall be appointed by the president. The Associate Vice President of Administration and Finance and the University Budget Director 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 – V fee revenue, expenditures, and fund balances from the prior fiscal year and projected revenue and expenses for the current year. The SFAC may request additional information as necessary. Following this review, the Associate Vice President for Administration and Finance shall prepare a report on behalf of the SFAC to the University President regarding prior and current fiscal year Category II – V fee revenue, expenditures, and fund balances and the SFAC review.
- b) On behalf of the SFAC, no later than September 15 annually, the Associate Vice President for Administration and Finance shall issue a campus-wide request for new or adjusted Category II – V fee proposals for consideration by the SFAC. The University Budget Office shall review fee proposals for accuracy and completeness and CSU Executive Order requirements for establishing or adjusting campus-based fees and requesting the Chancellor establish a new Category II or III fee prior to presentation to the SFAC.
- c) The SFAC shall review all Category II – V fee proposals, meet with fee proposal requesters to better understand and evaluate their requests, and evaluate CSU Executive Order fee requirements, as necessary. The SFAC shall deliberate and vote on each fee proposal and shall discuss and recommend.
- d) On behalf of the SFAC, the Associate Vice President of Administration and Finance shall prepare and submit a summary report of all fee proposals submitted to the SFAC, the committee's recommendations, and relevant CSU Executive Order fee requirements for establishing or adjusting campus-based fees and requesting the Chancellor establish a new Category II to the University President no later than December 15 annually.
- e) The President shall review SFAC fee recommendations, request additional information as necessary, determine the method for appropriate and meaningful consultation for establishing or adjustment to Category II – V fees, recommend approval of new Category II or III fees by the CO, and communicate all adjusted Category II – V fee decisions to the SFAC by the end of January. New and adjusted fees shall be published online on the University's student financial services website by the end of February for implementation the following fall semester or later.

Approved: W.J. Hagan  
Willie J. Hagan, President

8/21/15  
Date