



California State
University **Chico**
Office of the President

Executive Memorandum 22-014

May 25, 2022

From: Gayle E. Hutchinson, President

A handwritten signature in black ink that reads "Gayle E. Hutchinson".

Subject: Campus Fee Advisory Committee; Revised

Upon the recommendation of the Academic Senate and the concurrence of the Provost, I approve the Campus Fee Advisory Committee.

Policy Title:	Campus Fee Advisory Committee; Revised
Contact:	Office of the President
Supersedes:	EM 16-002
Revision:	March 25, 2011 (Revised January 26, 2012)
Enabling Legislation or Executive Order:	EO 1102, EO 1049

RATIONALE

Executive Order [1102](#): The California State University Student Fee Policy requires that the President establish a campus fee advisory committee comprised of student, faculty, staff, and administrative representatives to provide advice to the President. To promote the student voice in fee-related decisions, the Campus Fee Advisory Committee is to review all campus-based fees and consider proposals for the establishment and adjustment of Category II and III fees as defined in EO 1102. The President is responsible for meaningful consultation prior to implementing changes to campus-based student fees.

CHARGE

1. Establishment and Adjustment of Fees: The committee will consider proposals for the establishment and adjustment of Category II or III fees, and make recommendations to the President.
2. Consolidated Course Fee (CCF): The CFAC will review college CCF allocations annually and make recommendations to the Provost for any adjustments to those allocations. Guidelines for the use of CCF funds are maintained by the University Budget Office; changes to these guidelines shall be reviewed and approved by the CFAC.

3. Category II Student Learning Fee (SLF): The committee will review and make annual recommendations to the Provost for SLF allocations and expenditure plans. The committee is responsible for establishing SLF proposal guidelines, timelines, and assessment requirements.
4. Category II Instructionally Related Activities (IRA) Fee – Baseline and Work Study: The committee will review and make recommendations to the Provost on applications for new IRA programs and annual IRA funding allocations. The committee is responsible for establishing IRA program guidelines, timelines, and assessment requirements.

MEMBERSHIP

The Campus Fee Advisory Committee (CFAC) at California State University, Chico is composed of eleven voting members and two non-voting members.

- Associated Students President
- Associated Students Executive Vice President
- Associated Students Vice President of Business and Finance
- Associated Students Director of University Affairs (or Designee)
- 1 student at large appointed by the Student Academic Senate (SAS)
- 1 student appointed by the Student Academic Senate (SAS)
- Two faculty members, appointed by the President, following consultation with the Executive Committee of the Academic Senate
- Chair of the Academic Senate (or Designee)
- Vice President for Business and Finance (or Designee), non-voting
- Vice President for Student Affairs (or Designee)
- One college dean, designated by the Provost
- President-appointed committee chair (non-voting)

Student members are appointed annually and faculty, staff, and MPP members will be appointed for staggered two-year terms. All appointments shall be made within 30 days of the beginning of the academic year. When possible, appointments should be made prior to the end of the prior academic year.

The Office of the Provost shall provide staff support to the committee to coordinate meetings, take minutes, track allocations, and generate relevant campus communications.

MEETING GUIDELINES

The Committee will hold its first meeting by the second week of the fall semester to review committee purpose and procedures, and to familiarize the committee with the fees over which the committee has purview. A Student Fee Index shall be presented at the first meeting. Each September, the CFAC will review the annual Student Fee Report that was submitted to the Chancellor's Office.

Voting: When possible, the committee will seek consensus on the advice to be given to the campus President. When consensus is not possible, the majority opinion, established by votes,

will be given to the President. The Associated Students (AS) President casts the deciding vote in the case of a tie. Individual committee members may forward advice different from the majority opinion.

Quorum: A quorum must be present for the CFAC to take any actions requiring a vote. A quorum shall constitute a simple majority of voting members, with students constituting the majority of voting members present.

Proxy: A voting member may designate a proxy; a proxy may be another committee member or a representative of the member's campus constituency. A proxy may only serve in the place of one voting member at any given meeting.

Robert Rules of Order: Shall apply on any matters upon which these guidelines are silent.

AUTHORITY AND RESPONSIBILITIES

Category II Fees (Campus Based Mandatory Fees)

Category II fees are mandatory campus-based fees paid to enroll in or attend the University.

Instructionally Related Activities Fee – Baseline and Work Study: Based on review of IRA Annual Activity/Program Review, the CFAC will make annual recommendations to the Provost on the allocation of IRA Baseline and Work Study funds. The CFAC has authority to determine the types of activities funded by IRA fees, consistent with California Education Code, Section 89230 and pursuant to Title 5, California Code of Regulations, section 41800.1.

Each college will manage funds allocated to their IRA program(s) and any revenue generated by those programs, subject to budget approval by the Provost. Programs newly seeking IRA status must first obtain approval from their college dean or appropriate administrator. The CFAC will establish annual program review guidelines.

Student Learning Fee: The CFAC will make annual recommendations to the Provost, based on a review of awardees' annual reports, for allocation of SLF funds to the academic colleges, Student Affairs, and projects that cross college or divisional lines or that come from non-college Academic Affairs units. The CFAC has the authority to determine the types of awards funded by SLF consistent with EO 1049. The CFAC will establish guidelines for requesting, awarding, and assessing SLF awards.

Unit-level committees representing student voting majorities are established to determine allocation of SLF and IRA funds in each college and non-academic unit, to allow students the opportunity to be directly involved in how their fee dollars are used. Each unit-level committee will report to the CFAC on a regular basis. Each fall, unit-level committees will be formed following the Provost's Office call for nominations of faculty, student, and staff IRA committee members. Additional information regarding unit-level guidelines may be found on the respective SLF and IRA websites.

The CFAC will establish subcommittees for oversight of IRA and SLF processes. Subcommittees are composed of CFAC members and shall maintain student voting majorities and include at least one faculty member.

Adding or Adjusting Category II Fees - Referenda Guidelines: Per the Chancellor's Office Executive Order Number 1102, California State University Student Fee Policy, an advisory student referendum is expected in order to measure student support prior to adjusting a category II fee or requesting the chancellor to establish a new Category II fee. Refer to EO 1102 for further details.

Category III Fees (Miscellaneous Course Fee)

Category III fees are associated with state-supported courses and are established specifically for materials and services used in concert with the basic foundation of an academic course offering. The majority of individual course fees are consolidated into the Category II Consolidated Course Fee (CCF), authorized by EO 1049. Category III fees are generally limited to fees where the cost per student is over \$200 or affects a select group of students. The President is delegated authority to establish Category III fees within ranges established by the Chancellor as outlined in EO 1102. The CFAC will consider proposals for the establishment and adjustment of Category III fees and make a recommendation to the President.

Category IV and V Fees

Category IV fees are fees, other than Category II or III, paid to receive materials, services, or for the use of facilities provided by the University; and fees or deposits to reimburse the University for additional costs resulting from dishonored payments, late submissions or misuse of property or as a security or guaranty.

Category V fees are fees paid to self-support programs such as Professional & Continuing Education, Parking and Housing, including materials and services fees, user fees, fines and deposits.

The President is delegated authority for the establishment, oversight and adjustment of Category IV and V fees. Each September, for information only, the CFAC will be presented with the annual student fee report submitted to the Chancellor's Office. This report will serve as notification of new or adjusted Category IV and V fees.