SJSU Campus Fee Program

An Overview: Campus Fee Program & the Role of Campus Fee Advisory Committee (CFAC)
Overview Outline

- Fees
  - Definition & Authority
  - Executive Order 1054
  - Classification of Fees
  - Authority and Steps
- CFO Review
  - Purpose & Role
- Campus Fee Advisory Committee (CFAC)
  - Purpose & Role
  - Administration
- Fee Proposal Process
What do we mean by “fees”?

- Payments due to the University by *individual students*, or on behalf of individual students.

- Exclusive of refunds, vendor payments, interest earnings, royalties, and gifts.

- Exclusive of non-student payments for rents, licenses, and leases.

- Exclusive of campus recharge programs.
Flow of Authority

California Legislature
(Ed Code, Govt. Code, Budget Act)

CSU Board of Trustees
(Resolutions, Title 5)

CSU Chancellor
(Exec. Order)

CSU Presidents
Flow of Authority (cont.)

- Board of Trustees: Resolution and Rules
  - Undergraduate Tuition Fee, Non-Resident Tuition, Application fee

- CSU Chancellor: Executive Order
  - Establish new campus-based fees

- President:
  - Adjust mandatory campus-based fees
  - Establish & Adjust certain campus-based fees
Exec. Order No. 1054 – CSU Student Fee Policy

• Effective January 14, 2011

• Maintains Campus Fee Advisory Committee
  • Continues practice of seeking the advice of the Campus Fee Advisory Committee combined with student referenda and/or alternative consultation processes for mandatory student fees
  • Continues reporting requirements for all student fees to CFAC

• Defines five categories of Student Fees
Fee Categories

- Category I: Systemwide mandatory fees. Fees that must be paid to apply to, enroll in, or attend the university or pay full cost of instruction.
  - Undergraduate Tuition Fee (formerly State University Fee)
  - Non-resident tuition
  - Professional Program Fee
  - Application Fee

- Category II: Campus mandatory fees. Fees that must be paid to enroll in or SJSU.
  - Facility Fee
  - Student Association Fee
  - Student Success, Excellence, and Technology (SSET) Fee
  - Student Union Fee
  - Student Health Fee
  - Document Fee
Fee Categories – Cont’d

• Category III: Miscellaneous course fee. Fees associated with a state supported course for materials and services used in course instruction.
  • Effective Fall 2012, SJSU only has Miscellaneous Course Fees for Field Trips. All other previous miscellaneous course fees have been subsumed into the SSETF Category II fee.

• Category IV: Fees other than Category II or III paid to receive materials, services, use of facilities, fees resulting from dishonored payments, late submissions, misuse of property, or security deposits.
  • Late submission
  • Orientation
  • Off-campus Study Abroad programs
  • Testing
Fee Categories – Cont’d

• Category V: Fees paid to self-support programs such as Parking, Housing, and Continuing Ed
  • Housing License
  • Parking permits
  • Continuing Ed courses
Facility Fee
- This fee supports the operation of the student Health Center, lease, construction, and maintenance.

Student Success, Excellence and Technology (SSET) Fee
- This fee replaces the Instructionally Related Activities (IRA) Fee and miscellaneous course fees, except those associated with field trips, as of the Fall 2012 semester. This fee supports miscellaneous classroom needs and instructionally-related activities, and also facilitates student and student athlete graduation and retention rates and strengthens student learning through improved use of technology.

Student Association Fee
- Supports student body organizations established for the purpose of providing essential activities closely related to regular instruction programs. Examples of these activities are student government, athletic, and cultural programs.
- Provides for the unlimited use of Santa Clara County transit services like buses and Light Rail.
- Supports the operation of the Child Care Center on campus that provides available services to children of eligible enrolled students.
- Supports the operation of recreational activities like intramural sports, aerobic classes and other organized adventure classes.

Student Union Fee
- This fee supports the financing and operation of the Event Center and Student Union building.

Student Health Fee
- This fee, which is mandatory for all students at most campuses, supports the delivery of services to students at the campus.

Document Fee
- This fee covers the issuance of the student identification card, transcripts, and the diploma fee.
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<tr>
<th>Fee Type</th>
<th>Authority</th>
<th>Steps</th>
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| I Systemwide Mandatory Fees | Board of Trustees                | Alternative Consultation:  
1. Sponsor to work with constituents  
2. CFAC review and recommendation to President  
3. President Approval |
| II Campus Mandatory Fees  | Chancellor establishes fees.  
Campus Level: President has oversight and may adjust or eliminate fees.  
Steps:  
• CFO Review  
• Sponsor and President determine Alternative Consultation or Referendum  
*All AS fees must go through referendum* | Referendum:  
1. CFAC coordinates referendum  
2. Vote occurs  
3. CFAC review and recommendation to President  
4. President approval |
| III Course Fees           | Chancellor authorizes a dollar range for fees.  
• $0 - $150 Course fees  
• $0 - $3000 Field Trips  
Campus Level: Campus President approval of in range,  
Chancellor’s Office for out of range. | 1. CFO review  
2. CFAC review  
3. CFAC recommendation to President  
4. President approval |
| IV Fees Other than Category II/III | CFO review of fee proposal, with recommendation to campus President for approval.  
Notification follows to CFAC. | 1. CFO review  
2. CFO recommendation to President  
3. President approval  
4. Notification/advisory only to CFAC |
| V Self Support Program    | CFO review of fee proposal, with recommendation to campus President for approval.  
Notification follows to CFAC. | 1. CFO review  
2. CFO recommendation to President  
3. President approval  
4. Notification/advisory only to CFAC |
Per Executive Order 1054 the President is responsible for;

- assuring that appropriate and meaningful consultation occurs prior to adjusting any campus-based fee and before requesting that the Chancellor establish a new
- the establishment, oversight and adjustment of Category IV and Category V fees

All fee proposals are reviewed by the CFO and Associate Vice President for Finance. Based upon the fee type, the proposal will be forward to either the President for approval or to CFAC for recommendation to the President. Following Presidential approval, a formal notice of the fee will be provided to the Department, the Bursar’s Office, and CIES (if appropriate) for implementation.
The role of the Campus Fee Advisory Committee is to advise the president on Category II fees.

- Advisory vs Oversight
  - Scope of committee limited to advisory role in establishment and/or determination of Category II fees. Implementation and oversight responsibility of campus administration.
  - Receive in advance of implementation.
  - Advise on referendum or alternative consultation.

- Information vs Advisory
  - President has authority to adjust Category III miscellaneous course fees within a prescribed range.
  - Category IV and V fees may be established and/or adjusted by the President.
  - An annual fee report is presented annually that identifies all student fees by Category.
The committee is comprised of 11 members who serve one fiscal year terms, with reappointments allowed. Membership is as follows:

- Associate Students President, or designee
- Five students selected by Associated Students in accordance with normally established procedures
- Academic Senate Chair, or designee
- One faculty member, appointed by the campus President after consultation with the Executive Committee of the Academic Senate
- One representative from the Academic Affairs Division, appointed by the campus President
- One representative from the Administration and Finance Division, appointed by the campus President
- Once representative from the Student Affairs Division, appointed by the campus President

From these members, the campus President annually appoints one person to act as the chairperson of CFAC.

The committee meets at least once a semester, and as needed when fee proposals are brought forward for review.
Fee Proposal Process

• PREPARING A FEE PROPOSAL
  • All fee proposals are reviewed by the CFO and Associate Vice President for Finance. Based upon the fee type, the proposal will be forward to either the President or CFAC for approval. Following approval, a formal notice of the fee will be provided to the Department, the Bursar’s Office, and CIES (if appropriate) for implementation.
  • An Executive Summary (doc) that includes:
    • A narrative as to why the new/change in fee(s) is necessary.
    • Identification of the course(s) and sessions to which the fee is proposed for (example: winter intersession or state regular term)
    • Description of how the fee will be used
    • Market analysis of comparable courses
    • References to any detailed, relevant, supporting materials included with the proposal
    • Signature of Division Vice President, plus any other signatures deemed appropriate by the Division
  • Financial Statement (xls) that includes:
    • Two fiscal years of projected revenue and expenditures for the fee supported activity
    • Existing Fee Modification: A minimum of one full year of actual revenues and expenses plus current fiscal year estimated revenues and expenditures
    • Number of persons served each year by category, i.e.: Students, Faculty, Staff, and/or members of the general public (if applicable)
    • A specified chartfield string where revenues are to be deposited
  • Trust Fund Agreement:
    • If new proposal, a new Trust Fund Agreement (pdf) is needed
    • If proposal is modification to an existing fee, a copy of the existing Trust Fund Agreement must be submitted

NOTE: All Special Session Courses require an IES Program Review Form (xls) to be completed in lieu of the Financial Statement.
References

• SJSU Campus Fee Program
  • [http://www.sjsu.edu/finance/about_us/core_services/campus_fee_program/](http://www.sjsu.edu/finance/about_us/core_services/campus_fee_program/)

• CSU Executive Order 1054 – Student Fee Policy
  • [http://www.calstate.edu/eo/EO-1054.html](http://www.calstate.edu/eo/EO-1054.html)

• CSU Budget Office

• Fee and Payment Schedules – Bursar’s Office
  • [http://www.sjsu.edu/bursar/fees_due_dates/tuition_fees/index.html](http://www.sjsu.edu/bursar/fees_due_dates/tuition_fees/index.html)