



SAN FRANCISCO STATE UNIVERSITY
Procedures to Implement California State University Student Fee Policy –
Executive Order 1102 (see <http://www.calstate.edu/EO/EO-1102.html>)

Executive Order 1102 supersedes all other Executive Orders pertaining to student fees, as well as local campus implementations.

Policy Authority

Section IV of EO 1102 stipulates the following:

1. The president shall establish a Campus Fee Advisory Committee comprised of student, faculty, staff, and administrative representatives to provide advice to the president. Membership of the Campus Fee Advisory Committee shall be established in consultation with the campus student body association and the campus faculty senate and shall include the president of the campus student body association and the chair of the campus faculty senate or their designees. The president shall appoint the chair of the Campus Fee Advisory Committee.
2. The president shall appoint members to the Campus Fee Advisory Committee, excluding the student representatives who shall be appointed by the campus student body association. Faculty members shall be appointed consistent with normal campus processes for selecting faculty members to serve on similar committees.
3. Students appointed by the campus student body association shall constitute a majority of the voting members of the Campus Fee Advisory Committee.

In recognition of SF State’s organizational structures and naming conventions, the Campus Fee Advisory Committee is hereafter referred to as the “Student Fee Advisory Committee” and the faculty senate is hereafter referred to as the “Academic Senate.”

Membership

At SF State the Student Fee Advisory Committee is comprised of 10 members: six students and four administrative representatives. The following administrative members are appointed by the President of SF State:

- Vice President for Student Affairs & Enrollment Management, who is also the chair;
- Provost & Vice President for Academic Affairs or designee
- The Vice President for Administration & Finance or designee
- The Chair of the Academic Senate or designee

The President of Associated Students at SF State co-chairs the Student Fee Advisory Committee with the Vice President for Student Affairs & Enrollment Management. In addition, the AS President designates the following additional student members to the SFAC, such that students constitute a majority of the Committee:

- Vice President for Internal Affairs
- Vice President for External Affairs
- Vice President for University Affairs
- Vice President for Facilities & Services
- Vice President for Finance

To be in keeping with the academic year calendar, terms of appointment are from August 1st through July 31st of each year. The Committee shall meet at least four times each academic year during the regular Fall and Spring semesters to ensure that matters relevant to the purview of this Committee are handled in a timely manner. Additional meetings may be called, including during the summer, to handle Committee business.

*In the event that any of the Associated Student members are unable to attend a meeting, the Corporate Secretary and/or Chief Justice are approved designees. If neither of them are available, other members of the Associated Students Board of Directors may be designated, if done so in writing at least 48 hours prior to the meeting.

The Vice President for Student Affairs & Enrollment Management is responsible to provide administrative staffing for the Committee who shall assist with preparing/disseminating agendas, generating notes and applicable communications regarding Committee discussions/decisions, and maintaining all relevant records of the Committee's business.

Agendas & Minutes

The Chair is responsible to prepare the agenda and distribute it along with supporting materials to Committee members at least 72 business hours prior to each scheduled meeting. Any member of the Committee may submit a request for an agenda item as long as one other member of the Committee endorses the inclusion. The Chair will consult with the Co-Chair on preparing each agenda before it is disseminated.

The Chair and Co-Chair are jointly responsible to ensure that staff support is provided so that accurate minutes can be taken and distributed in a timely manner. Draft minutes for any given meeting shall be reviewed and approved at the subsequent meeting of the Committee.

Whenever the vote on any given action item is not unanimous or endorsed by consensus, a record of the vote (i.e., yays, nays and abstentions) shall be recorded with the decision.

Quorum & Decision-Making

Good faith effort shall be made by the Chair to schedule meetings that accommodate the availability of members, and consultation with the Co-Chair shall take place prior to confirmation of a meeting date and time.

Quorum is defined as the presence of the Chair (who does not vote) along with at least five voting members, with a majority of these members present comprised of students. Voting outcomes of the Committee are advisory in nature and intended to guide the President in final decision-making in matters under their delegated authority. As such, recommendations are forwarded to the SF State President following a simple majority vote or consensus of the membership. The Chair of the SFAC does not vote.

The Chair is responsible to forward recommendations of the Committee to the President of SF State in writing for final action as appropriate, within 15 business days of the SFAC reaching a decision. The President shall respond no later than 15 business days after receiving a written recommendation from the SFAC.

Student Fee Advisory Committee Deadlines

Units/departments submitting fee proposals are asked to submit them as early as possible to maximize the amount of time that SFAC members can devote to adequate consultation and thorough consideration of each request. However, to ensure there is adequate opportunity to notify impacted students in a timely manner, and allow for effective administrative implementation, SFAC has established deadlines for submission.

- Fees intended to go into effect for any given Fall semester should be submitted no later than February 1st prior.
- Fees intended to go into effect for any given Spring semester should be submitted no later than September 1st prior.
- Fees intended to go into effective for any given Summer semester should be submitted no later than November 1st prior.

Instructionally-Related Activities (IRA) Fees

Per EO 1102, the Student Fee Advisory Committee (SFAC) at SF State is responsible for making recommendations to the President on the establishment of Category II fees, adjustments to the amount of Category II fees, and uses of Category II fee revenue. As a Category II fee, **Instructionally-Related Activities** (or IRA) Fees fall under the purview of the SFAC.

The IRA Advisory Board is convened to specifically review requests for IRA fees and make recommendations on these requests for consideration by the President. The Board will consist of the AS President (Chair of the IRA Advisory Board) and three additional AS representatives, two appointed members from Academic Senate, two appointed members from the Provost's Office and a SFAC (non-voting) representative for administrative support. The appointed IRA

Advisory Board will meet during the Fall and Spring terms of the academic year for submitted recommendations to go into effect the following academic year.

As a sub-committee of the SFAC, recommendations made by the IRA Advisory Board will be forwarded to members of the (SFAC), via the Chair, who shall either endorse these recommendations, deny the recommendations, or remand them to the IRA Advisory Board for further clarification or consideration. This should be done in whole or in part. If the recommendation is endorsed, it will be forwarded to the President for action.

Below is the annual timeline for activities of the IRA Advisory Board:

- IRA Advisory Board members will be appointed in early Fall – no later than September 15th (or the following business day)
- A written call for submissions requesting allocation of IRA fees for the subsequent academic year will be sent by October 1st (or the following business day) to all college deans and department chairs, with copies to the Office of Academic Resources, the Budget Office, and Fiscal Affairs
- Completed submissions will be due by November 30th (or the following business day)
- The IRA Advisory Board will meet, as needed, such that recommendations will be submitted to SFAC by March 15th (or the following business day)
- Appeals shall be completed and final notifications sent to colleges by May 15th (or the next business day)

Statement of Philosophy

Units, academic departments and other departments requesting approval for a new fee or for allocation of student fees are expected to honor the shared governance process guiding these decisions. As such, no submission or application shall be regarded as an entitlement, and units/departments making such requests should expect that applications or submittals may potentially be denied, returned for further clarification and revision, or otherwise delayed. Therefore, units and departments should not rely on potential fee revenue until they have received formal notification of final approval by the President’s Office.

APPROVED:

- signature on file in VPSAEM Office -
Leslie E. Wong, President

October 24, 2018
Date

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