

CAMPUS FEE ADVISORY COMMITTEE

November 16, 2023



CAL POLY

OVERVIEW

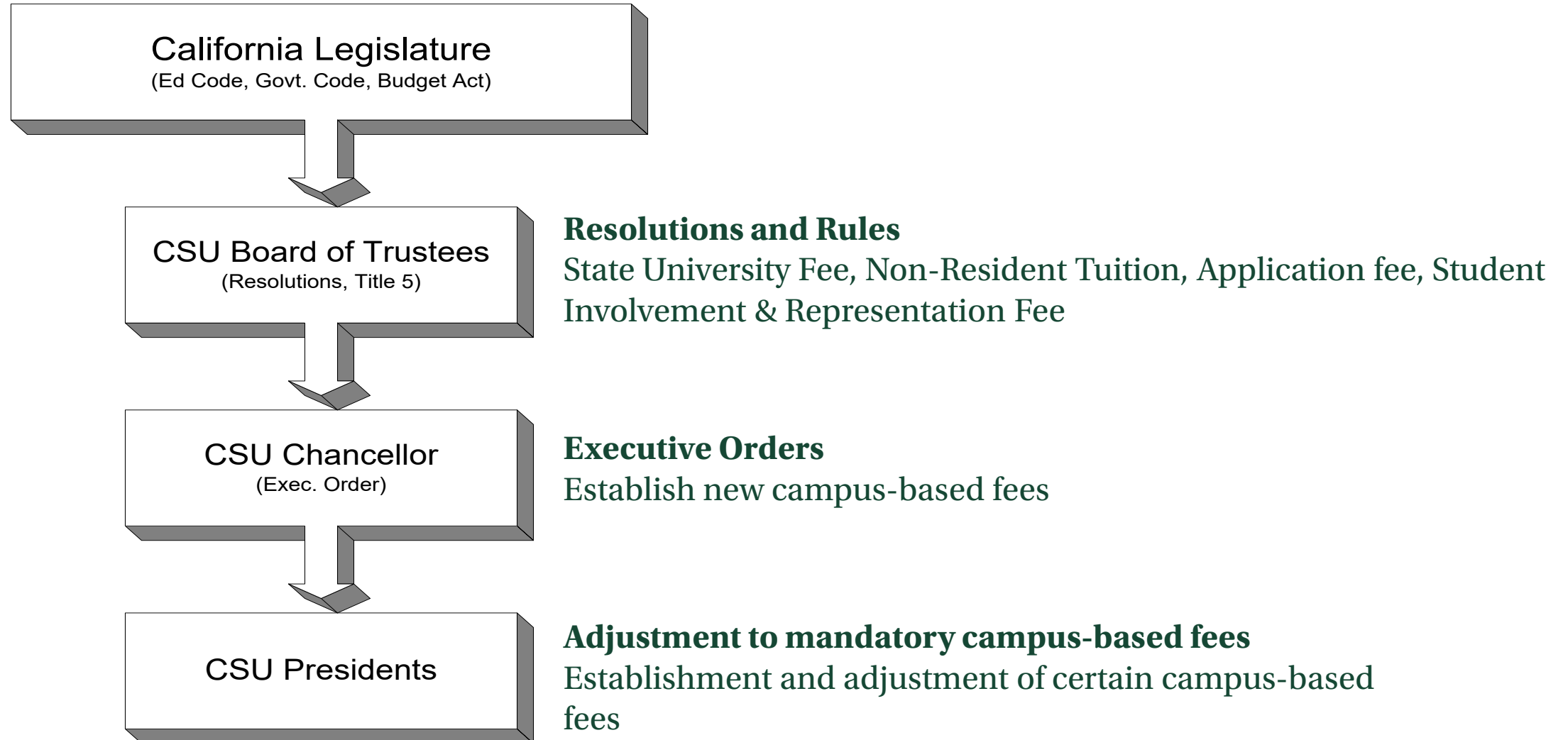
Fees

- Definition & Authority
- Executive Order 1102
- Category Classifications

CFAC

- Role
- Structure
- Referendum Process
- Alternative Consultation Process

FLOW OF AUTHORITY



EXECUTIVE ORDER (EO) 1102

- Effective July 22, 2015
- Maintains Campus Fee Advisory Committee (CFAC)
- Continues practice of seeking advice from the Campus Fee Advisory Committee combined with student referenda and/or alternative consultation processes for mandatory student fees
- Expanded category fees from five to six
- Continue reporting requirement for all student fees
- Implemented certain requirements on Student Success Fees

FEE CATEGORIES

Category I

System wide mandatory tuition and other fees that must be paid to apply to, enroll in, or attend the university or pay full cost of instruction.

State University Fee
Non-resident Tuition
Application Fee

Category II

Campus mandatory fees that must be paid to enroll in or attend the university.

Academic Fee/Cal Poly Plan
Student Success Fee
Health Services Fee
Health Facility Fee
IRA Fee
ASI Fee
*University Union Fee (UU,
rec center and sports
complex)*
Campus Services Card

Category III

Fees associated with state-supported courses.
Specifically for materials and services used in concert with the basic foundation of an academic course offering.

Course Fees

FEE CATEGORIES (CONT.)

Category IV

Fees, other than Category II or III fees, 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, misuse of property, or security deposits.

*Off-campus study abroad
Commencement, testing, bike
lockers, etc.*

Category V

Fees paid to self-support programs. Self-support programs are defined as those not receiving state general fund appropriations; instead fees are collected to pay the full cost of the program

*Housing License
Parking Permits
Continuing Education
Courses*

Category VI

System-wide voluntary fees.

*Student Involvement &
Representation Fee*



CAMPUS FEE ADVISORY COMMITTEE (CFAC)

CFAC ROLE

- Advise the President on *Category II* fees
- Advisory vs. Oversight
 - Scope of the committee limited to advisory role in establishment and/or determination of Category II fees
 - Implementation and oversight responsibility resides with campus administration
 - Advise on referendum or alternative consultation processes
- The President has authority to adjust *Category III* fees within a prescribed range
- *Category IV and V* fees may be established and/or adjusted by the President
 - CFAC will be advised of such actions

CFAC STRUCTURE

- ASI President (or designee) and Senior Vice President for Administration & Finance preside as co-chairs and voting members
- The Senior Vice President for Administration and Finance schedules both committee and advance preparation meetings
 - During the advance preparation meetings agendas are set with appropriate support materials gathered for distribution to the committee
- A quorum exists if at least one co-chair is in attendance and at least three voting members are present (committee includes seven voting members)

FEE REFERENDUM PROCESS

- An advisory student referendum may be conducted by the University or ASI as determined by the President
 - The President may waive the referendum requirement (unless it is required by education code or Student Success Fee policy VI.B) if he/she determines that a referendum is not the best mechanism to achieve appropriate and meaningful consultation
- Provided minimum requirements of EO 1102 are met, elections are governed by the policies and guidelines of the organization conducting the referendum
 - (University guidelines vs. ASI guidelines)
- University has delegated the administrative oversight and supervision of the election process to the Vice President for Student Affairs



FEE REFERENDUM PROCESS - CFAC'S ROLE

- Advise on election date
- Prepare objective statement including financial analysis
- Solicit and review Pro/Con statements for inclusion in voter pamphlet
- Advise on ballot language for Office of General Counsel (OGC) review and approval
- Issue voter pamphlet, ballot, and other information

ALTERNATIVE CONSULTATION PROCESS

- An advisory student alternative consultation may be conducted by the University or ASI as determined by the President
- Provides an opportunity for written input which is gathered by the fee recommender/proposer
- University has delegated the administrative oversight and supervision of the election process to the fee recommender/proposer

ALTERNATIVE CONSULTATION PROCESS – CFAC’S ROLE

- Develop alternative consultation strategies with input from ASI and CFAC to ensure a transparent process
- Prepare objective statement including financial analysis
- Solicit and review Pro/Con statements for inclusion in informational pamphlet
- Advise on language for Office of General Counsel (OGC) review and approval
- Issue pamphlet and other information
- Summarize results of the alternative consultation process to be used as additional advisory materials

CFAC RESOURCES

- Fees and Payment Definitions
 - <https://afd.calpoly.edu/fees/fee-descriptions>
- Fee Schedule
 - <https://afd.calpoly.edu/fees/estimated-fees>
- Fee Policies
 - <https://afd.calpoly.edu/fees/policies>
- CFAC Information
 - <https://afd.calpoly.edu/fees/cfac/>
- Executive Order 1102
 - <https://calstate.policystat.com/policy/6590675/latest/>