

## **CSUSM Student Fee Advisory Committee Fee Review Process:**

The CSUSM Student Fee Advisory Committee (SFAC) is established and operates under the guidelines contained in the California State University Student Fee Policy as outlined in Executive Order 1102 of July 22, 2015.

CSUSM SFAC voting membership is comprised of the President of Associated Students, Inc. and Chair of the Academic Senate (or designee), four students appointed by Associated Students, Inc., one staff member, and one faculty member. SFAC is chaired by the Vice President for Student Affairs (non-voting) and may include other ex-officio representatives.

CSUSM SFAC meets the 3<sup>rd</sup> Tuesday of the month from October through April from 12-1:00pm. Additional meetings may be schedule as needed.

Fee proposals need to be submitted at least one week prior to the next meeting in order to provide committee time for proposal review (see annual meeting schedule). If no proposals are submitted one week prior to the scheduled date, the meeting will be canceled.

Upon reviewing the fee proposal, SFAC has the option of inviting the proposal requestor to attend the meeting to provide additional clarification if needed, or directly voting on the proposal based on proposal paperwork.

A minimum quorum of five SFAC members is required for a fee proposal vote to take place, with a further requirement that students must comprise a majority of the quorum (i.e. 3 students to 2 faculty/staff or 4 students to 3 faculty/staff).

If, for an unforeseen circumstance, a committee member is unable to attend the SFAC meeting during which a fee proposal is to be deliberated, an absentee vote can be emailed to the SFAC Chair prior to the meeting at which the vote will take place.

Upon reviewing the fee proposal and gaining any additional clarification required, SFAC will vote to either approve or decline the proposed fee. If the fee proposal is denied, then no other steps are required beyond notification to the fee proposer.

If a fee is approved by SFAC, the Chair will forward the fee proposal and recommendation to the CSUSM President for review and approval. The CSUSM President will make the final decision on approving or denying the SFAC fee proposal recommendation.

The SFAC Chair will inform SFAC and fee proposal requestor of the President's decision.

If the fee proposal is approved, Student Financial Services will work on setting up the fee tables in order to implement the fee.

Approved Student Fee's effective date is dependent on approval date and Student Financial Services' implementation timeline, as well as in consideration of providing a timely notification to students.