



# Channel Islands

CALIFORNIA STATE UNIVERSITY

**Training Workbook & Manual  
Materials, Services, Facilities & Technology  
Fee Advisory Committee  
2018-2019**

**Collaborators:  
Academic Affairs  
Student Affairs**

Budget and Operations  
Office of the Vice President  
Division of Student Affairs

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## Welcome Address



Thank you for serving on the Materials, Services, Facilities and Technology (MSFT) Fee Committee. I appreciate your willingness to take on this assignment, and want you to know that your work directly and positively impacts our campus's commitment to student success and achievement.

I have no doubt this guidebook will serve as an important resource for you and other members of this committee.

Once again, thank you for your work and your commitment to CSUCI.

Sincerely,

Geoff Chase  
Provost and Vice President for Academic Affairs

## Section I

### Manual Overview

Section I of this document is an introduction to student committees, fees, background and historic information. Section II is specifically related to the MSFT fee advisory committee going into detailed budget, expenses and a position description. Section III explains processes and requirements the committee is responsible for throughout the year. Section IV includes the training and tools for you to be a successful committee member and create a successful committee. The appendix includes all relevant and additional information for reference and guidance.

### Executive Order 1102

Executive Order (EO) No. 1102 supersedes Executive Order 1054 establishes authority, responsibility and accountability with regard to CSU student tuition and fees. EO 1102 defines six fee categories and requires universities to establish a student fee advisory committee, with student majority membership, for appropriate and meaningful consultation on fees.

**Category I Fees** – Systemwide mandatory tuition fees and other fees that must be paid to apply to, enroll in or attend the university, or to pay the full cost of instruction required of some students by statute. *Category I fees are mandatory fees charged at the same rate and for the same purpose at all CSU campuses and are controlled by the Board of Trustees.*

**Category II Fees** – Campus mandatory fees that must be paid to enroll in or the university. *Category II fees are campus-based mandatory fees required for enrollment under the authority of the President once established by the Chancellor.*

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

**Category IV Fees** – 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 as a security or guaranty.

**Category V Fees** – Fees paid to self-support programs such as extended education, Cal State Online extended education offerings, parking and housing including materials and services fees, user fees, fines and deposits. 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. Costs of self-support instructional programs include support and development of the academic quality of the university.

**Category VI Fees** – Systemwide voluntary fees.

### Authority

**Note: The Chancellor can establish a Category II fee without the input of university Presidents. In addition, if a university President proposes establishment of a new Category II fee, the Chancellor does have the authority to deny the fee.**

The University President is delegated authority for the *establishment, oversight and adjustment* of Category IV and Category V fees (with the exception of Cal State Online fees extended education

offerings), and for the *oversight* and *adjustment* of Category II and Category III fees. The President is *not* delegated authority to establish Category I, or Category II fees, or to adjust Category I fees. The President does have limited authority to establish or adjust Category III fees only within a range established by the Chancellor.

The Chancellor shall consult with the California State Student Association (CSSA) prior to any Category VI Student Involvement and Representation Fee adjustments. Any decision to adjust the fee shall be reported to the Board of Trustees prior to its scheduled adjustment.

### Category II Fees at CI

Category II fees are campus-based mandatory fees required for enrollment, under the authority of the University President once established by the Chancellor. CSU Channel Islands (CI) currently charges seven Category II fees, which are not based on unit load. The current fees and rates shown below are per academic year.

Fee Name	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17 to FY18-19
Materials, Services, Facilities, and Technology Fee	\$70	<b>\$120</b>	\$120	<b>\$130</b>	\$130
Health Services Fee	\$120	<b>\$160</b>	<b>\$190</b>	\$190	\$190
Health Facilities Fee	\$6	\$6	\$6	\$6	\$6
Instructionally Related Activities Fee (IRA)	\$100	\$100	<b>\$110</b>	<b>\$120</b>	\$120
Recreation and Athletics Fee	\$100	<b>\$140</b>	\$140	\$140	\$140
Associated Students Fee	\$124	<b>\$134</b>	<b>\$144</b>	<b>\$150</b>	\$150
Student Body Center Fee	\$324	\$324	\$324	\$324	\$324
<b>Total</b>	<b>\$844</b>	<b>\$984</b>	<b>\$1034</b>	<b>\$1060</b>	<b>\$1060</b>

**\*\*Bold red** are fees that increased from the previous year (based on the fall 2012 referendum)

The Category II fees cover the costs of a wide variety of programs and services. Without these fees the campus could not provide necessary services directly related to student needs. CI is committed to maintain a fee structure aligned with providing affordable education to our students. Unfortunately, costs continue to rise and without some modest increases to the Category II fees over time, services and programs will diminish.

CI is committed to maintaining a fee structure that is reasonable based on the increased need for programs and services as the campus grows. The current University commitment is to maintain the overall Category II fees on the CI campus with a rate that is at or below the system-wide average.

### Student Fee Advisory Committee

The University President shall establish a Student Fee Advisory Committee (SFAC) comprised of students, faculty, staff and administrative representatives in order to provide advice to the University President. Membership of the SFAC shall be established in consultation with Student Government and Academic Senate and shall include the President of Student Government and the Chair of Academic Senate or their designees.

**Note: The President shall appoint the chair of the SFAC.**

A statement of revenues and expenditures including a minimum of two years of projected revenue and expenditures and one year of actual costs for the fee revenue supported activity shall be developed by the campus chief financial officer and considered by the President prior to establishing or adjusting any Category II or III fee.

The University President shall consult with the SFAC before adjusting or requesting that the Chancellor establish any Category II or III fees (subject to his/her approval in writing).

The SFAC shall consider proposals for the establishment and adjustment of Category II or III fees, and will then make a recommendation to the President.

- ALL recommendations of the SFAC are **advisory to the University President**. The final authority for the fee decisions remains with the President in accordance with EO 1102.

The University President shall consider revenue and expenditure statements reviewed and approved by the campus chief financial officer prior to making determinations on Category V Extended Education Fees. Consultation will also occur with the Dean of Extended Education. The President shall notify the SFAC of his or her decision.

See appendix 1.2 for more information.

### **Appropriate and Meaningful Consultation**

In order for a Category II fee to be established or changed, meaningful consultation with the student body is required. An affirmative vote is required of either the student body or a campus fee advisory committee where the majority of the membership votes to establish, adjust or reallocate a campus-based mandatory fee.

See appendix 1.3 for more information.

### **Fee Oversight Committees**

The following committees provide oversight and guidance for each Category II fee at CI:

- Associated Students Inc. Board of Directors
  - Associated Students Fee
  - Student Body Center Fee
- Instructionally Related Activities Committee
  - Instructionally Related Activities Fee
- **Materials, Services, Facilities, and Technology Fee Advisory Committee**
  - **Materials, Services and Facilities Fee**
- Recreation and Athletics Fee Committee
  - Recreation and Athletics Fee
- Student Health Advisory Fee Committee
  - Student Health Services Fee
  - Health Facilities Fee

## Section II

### MSFT Fee Advisory Committee Overview

#### Purpose

The Materials, Services, Facilities, and Technology (MSFT) Fee was instituted in fall 2002 (then named Materials, Services and Facilities Fee) to expand useable space at the University including purchase of instructional equipment, furniture, special repairs and deferred maintenance; to provide upgrades or improvements that enhance the learning environment; and to outfit computer labs with equipment, software and peripherals. This fee may also be used to provide support services including tutoring or other academic support services to students.

In 2012 - 2013, the SFAC held a referendum to raise five category II fees. The MSFT fee increase passed with: 64.1% Yes; 35.8% No; and 0.1% Abstentions. The proposed use of the increase is to enhance support of technology in the classrooms and labs, to provide additional resources for student support programs including tutoring and disability resource programs, to upgrade equipment in the science labs, to repair and replace furniture in the classrooms, to provide additional outdoor furniture in the courtyards, and to provide additional technology support for students in student-directed projects.

#### Relevant Executive Order - 827

#### Role

The MSFT Fee Advisory Committee provides oversight to the MSFT fee and provides recommendations to the Provost on the scope of service, delivery, funding, and other critical issues relating to projects, facilities, equipment, technology and services that support student learning, as well as the facilities and environment of the campus.

#### Scope

In order to fulfill the role, the committee will:

- Review in-depth financials, which includes budget reports and end of year report.
- Provide recommendations to the Provost regarding annual budgets and programs/services.
- Provide recommendations to the SFAC regarding the adjustments of the fee.

### MSFT Fee Information

#### Description:

The goal of the MSFT fee is to support various services, facilities, materials, and/or technology made available to all students as part of the overall University experience.

**Fee:** \$65/student/semester, \$20/summer

2002 – 2012: \$35/student/semester

2013 – 2018: \$60/student/semester

#### Expenditures:

With these funds the campus will be able to upgrade technology in both computer labs and classrooms, provide additional tutoring services for students, replace science equipment that is near the end of its life expectancy, and update classroom furnishings in need of a refresh. Expenditures are, but not limited to:

- Expand useable space at the University including the purchase of instructional equipment, furniture, special repairs and deferred maintenance.

- Provide services that enhance the educational experience of students.
- Make purchases that enhance the student's university experience such as, but not limited to:
  - Equipping and upgrading computer labs
  - Equipping and upgrading science labs
  - Enhancing technology resources and to provide advanced up-to-date service(s) to students
- Classroom upgrades & furniture
- Classroom technology upgrades
- Tutoring

## MSFT Committee Member Position Description

### Purpose of Position

The purpose of the MSFT Fee Advisory Committee is to provide recommendations and oversight regarding the budget and in-depth financials, program and services proposals and the adjustment of the fee.

### Objectives

The primary objectives of committee members are to:

- Allocate committee fees responsibly, documenting justification in an end of year report
- Raise awareness of committee fees and expenditures through transparent processes
- Ensure reserve policy is met and maintained
- Recommend fee adjustment, referendum if necessary, with justification to the adjustment

### Primary Responsibilities

The primary responsibilities of the committee members are to review relevant material prior to committee meetings or through email correspondence; commit to attend every meeting on time; participate in committee discussion; voice objective opinions concerning committee issues; review proposals to make sure funding allocation and expenditure are permitted within guidelines; vote on proposals; and develop an end of year report.

### Additional Responsibilities/Qualities

- |                               |   |
|-------------------------------|---|
| • Leadership                  | • Commitment                              |
| • Financial knowledge         | • Accountable, meets deadlines            |
| • Organizational skills       | • Considers holistic decisions            |
| • Flexible                    | • Professionalism                         |
| • Critical thinking           | • Objective knowledge of committee issues |
| • Confidentiality             | • On campus experience (a plus)           |
| • Respect of diverse opinions | • Experience on a committee(s) (a plus)   |

### Qualifications

- Student committee members must be current fee-paying CI students enrolled in six (6) or more units for undergraduates and three (3) or more units for graduates and credentials. (Service is permissible if enrolled in less than the specified units above if fewer units are required for the last semester prior to graduation or otherwise approved by the Vice President for Student Affairs.)
- Student committee members must be in good academic standing with a cumulative and semester GPA of at least 2.0. The Chair must have a cumulative; CI and semester GPA of 2.5 for undergraduates and 3.0 for graduates and credentials.



- Student committee members must be in good judicial standing and will be subject to judicial check by the Dean of Students office.

Reference CI policy SA.21.004: Policy on Eligibility Requirements for Membership in Student Organizations.

## Section III

### Composition of Committee

**Students** – approved and appointed by the Vice President for Student Affairs for a one year term. *To express interest in service, the [Student Interest Form](#) must be completed by the student each year. The submission of the Student Interest Form does not guarantee an appointment to a committee; however, every effort is made to place the student on a committee of interest. Service as a member or chair one term, does not guarantee continued service on a committee.*

- Six students including the Chair of the committee
  - The Chair of the MSFT Committee shall serve as a member of the Student Fee Advisory Committee (SFAC) to represent the MSFT Committee. The appointment to the SFAC is made by the University President.

**Faculty** – recommended by Academic Senate, approved and appointed by the Vice President for Student Affairs for a two year term.

- Two faculty members

**Administrators/Staff** – appointed by the Vice President for Student Affairs for a two year term.

- One administrator or staff member

### Meeting Requirements & Operations

#### Meeting Times

The MSFT Fee Advisory Committee shall meet the first (1<sup>st</sup>) Monday of the month unless there are no business items to be discussed. The committee shall review the current financials during one on the first initial meetings of the year. The committee may be called to meet more frequently when the need arises.

The Chair or their designee, in accordance with appropriate open meeting laws, shall call the meeting.

#### Agenda

The agendas of each regular meeting shall be distributed to the committee members and posted on the CI website at least five (5) working days prior to the meeting. The Chair shall prepare the agenda and submit a written explanation to the Provost for any exception to the five (5) working day rule.

#### Recording Meetings

All student fee committees shall record meetings through written minutes. Records of the meetings shall be preserved electronically for at least three (3) years and shall be available to the University community upon request.

The minutes of all meetings shall include all actions taken by the committee. The draft minutes shall be prepared and distributed to the committee no later than seven (7) working days after the meeting. Draft minutes shall be reviewed and approved during the next scheduled meeting. Final approved meeting minutes shall be posted on the CI web site.

## Quorum

A quorum must be present for any fee committee to make recommendations and vote. A quorum shall constitute a minimum of five (5) committee members including a minimum of four (4) student committee members being present. Discussion and presentations and business can still be conducted without quorum.

## Reporting

### Budget Allocation

The MSFT Fee Advisory Committee provides **recommendations** to the Provost regarding budget allocations. The Provost consults with and formally provides the committee's budget allocation recommendations to the University Budget office and Vice President for Business and Financial Affairs (VPBFA). The VPBFA is responsible for forwarding to the University President.

### Fee Adjustments

The MSFT Fee Advisory Committee provides **recommendations** to the Student Fee Advisory Committee (SFAC) regarding fee adjustments. The SFAC will review the recommendations and if approved, advises the University President on how to proceed with meaningful consultation (CI's practice is to conduct a referendum). The President is the final the authority to approve fee recommendations even after the students vote on the referendum.

## MSFT Committee Requirements

The MSFT Fee Advisory Committee is responsible throughout the year for submitting the following:

### Reserve Policy

Each committee (SFAC excluded) will develop written reserve policy per University policy, where fee reserves shall be maintained at a level determined by the University sufficient to meet all future financial commitments, and to maintain operation for a specific period of time. It is the fiduciary responsibility of the committee to review the policy annually to ensure the requirements are being met and that the levels are still appropriate. See appendix 3.1 for reserve policy.

### Annual Report

Before the last day of the Academic Year, or at the request of the President, each committee shall prepare, approve and submit an annual report to their respective Vice President or Provost. See appendix 3.2 for template. The report should also be sent to the SFAC for informational purposes.

### Budget

It is essential to know and understand the original and current purpose of the fee, the current funding needs of the University and the future needs. A budget shall be created and the expenditures monitored monthly. The Committee's oversight, activities and accomplishments will be assessed with an end of year report, budget and recommendations.

- Understand original purpose of the fee and the executive order it is founded on
- Understand what an increase in the fee is to support
- Use the finance's revenue numbers for total revenue
- Create a budget using a base model over a one-time use
- Monitor the expenditures
- Provide an end of year report – the committee Chair, with the assistance of the staff support assistant, is responsible for submitting this before the last day of the Academic Year

## MSFT Committee Meeting Schedule

### Sample Meeting Calendar

MSFT			
2016	Month	Date	Agenda
	September	4	Welcome, Introductions and Orientation/Training
	October	2	Review Application Form, Process & Set Deadline
	November	6	TBD
	December	4	TBD
2017	Month	Date	Agenda
	January	TBD	Normal meeting to occur during winter break - to be rescheduled as a group at December meeting
	February*	5	Review & Consider Proposals
	March*	5	Review & Consider Proposals
	April*	2	Decide on Proposals, Annual Report
	May*	7	Decide on Proposals, Annual Report
	June - August		No Meetings

*\*Additional meeting dates may be required to complete review of funding proposals.*

## Section IV

### Parliamentary Procedure

Parliamentary Procedure will be used primarily for voting and matters that require official statements or votes.

### Additional Chair Training

Training may to include:

- How to run a committee meeting
  - Parliamentary Procedures
  - Effectively conducting a meeting
    - Keeping to agenda and time
    - Meeting minutes
    - Open and inclusive discussion
    - Creating a safe environment
    - Dealing with conflict and aggressive/strong-willed individuals
- How to and why create a sub-committee
- Reporting procedures
- Budget and reconciliation
- How to write the end of year report

### Staff Support Assistant

The staff support assistant is responsible for providing financial reports to the committee during their regular monthly meetings. The staff support assistant is also responsible for reserving the meeting rooms, taking meeting minutes and posting agendas and committee-approved meeting minutes to the appropriate committee fee web page.

### Website

The staff support assistant is responsible for uploading all minutes, agendas, reports and other necessary information. If the staff support assistant cannot fulfill the duties, a designee from the committee can become the committee webmaster upon completion of the required IT training.

## Appendix

1. Section I
  - 1.1. Category of Fees
  - 1.2. Additional Student Fee Advisory Information
  - 1.3. Appropriate and Meaningful Consultation
2. Section II
  - 2.1. History of Fee Rate
3. Section III
  - 3.1. Reserve Policy
  - 3.2. Annual Report Template
4. Section IV
  - 4.1. Parliamentary Procedure
  - 4.2. Student Committee Membership Agreement

## 1.1 Category of Fees

### CSU Student Fees

Description	Examples of Fees
<b>Category I</b> Systemwide mandatory tuition fees and other fees that must be paid to apply to, enroll in, or attend the university, or to pay the full cost of instruction required of some students by statute.	Includes Tuition Fees, Doctorate Tuition Fee, Professional Program Fees, Application Fee, Nonresident Tuition Fees
<b>Category II</b> University mandatory fees that must be paid to enroll in or attend the university.	Includes additional fees due at registration: Associated Students; Student Body Center; Instructionally Related Activities; Materials Services & Facilities; Recreation & Athletics; Student Health Services; Health Facility Fee, and Student Success Fee*
<b>Category III</b> Fees associated with state-supported courses, specifically for materials and services used in concert with the basic foundation of an academic course offering.	Misc. course fees are fees collected for materials, services or use of facilities used in concert with the basic complement of supplies needed for state-supported instruction. May not exceed \$150.  Fees for courses that require field trips or travel off university. May not exceed \$3,000.  <i><b>Note: The Chancellor must approve fees exceeding above amounts.</b></i>
<b>Category IV</b> 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 or misuse of property or as a security or guaranty.	Includes late registration fee, late payment fee, campus ID fee, check return fee, diploma fee, intent to enroll deposit, and installment plan fees
<b>Category V</b> Fees paid to self-support programs such as extended education, Cal State Online extended education offerings, parking and housing including materials and services fees, user fees, fines and deposits. 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. Costs of self-support instructional programs include support and development of the academic quality of the university.	Includes parking permits, housing room and board, and self-support courses taken through extended education
<b>Category VI Fees</b> Systemwide voluntary fees.	Student Involvement and Representation Fee

\* For additional information regarding Student Success Fees (Category II) please reference EO 1102.

## 1.2 Additional Student Fee Advisory Information

### **Purpose of the Student Fee Advisory Committee**

The SFAC is an umbrella committee that reviews new campus proposals and modifications of current fees presented by the oversight committees in order to provide recommendations and advice to the President on how to proceed with appropriate and meaningful consultation and whether to establish or adjust a Category II or III fee.

### **The Role of the Student Fee Advisory Committee**

The role of the SFAC is to advise the President on the appropriate and meaningful consultation process after hearing all proposals and whether to establish or adjust a Category II or III fee.

### **The Scope of the Student Fee Advisory Committee**

1. Review and recommend to the President the establishment and adjustments of Category II or III fees.
2. Make recommendations to the President on how to move forward with proposed Category II fee changes via a student referendum.
  - a. The results of the referendum shall be used in advising the President, with the results of the referendum being considered favorable when a majority of students voting approve the fee action.
3. Annually review and evaluate all existing fees.

**Note: The SFAC's scope does not include creating new budgets or proposing line-item budget changes for any fees. That responsibility is delegated to the oversight committee for the specific fee.**

### **Accountability**

The University President shall provide to the SFAC a report of all fees in Categories II, III, IV and V. New fees, fee increases, total revenue and unexpended balances should be included.

Each university shall report annually to the Chancellor, for the most recently completed fiscal year, a complete inventory of all fees in categories II, III, IV and V, including past year and current year fee rates, the total revenue collected for each fee, and the remaining balance for each fee. This reporting requirement includes a separate detailed report on Category V Extended Education fees. The Category II fee report will be presented to the board by the Chancellor to allow the board to consider the level and range of campus mandatory fees charged to students.

The CSSA shall prepare an annual report for the chancellor that includes information on how revenue from the Category VI Student Involvement and Representation Fee has been used to provide additional funding support for the development of student policy recommendations; participation in system, state, and national governance; involvement in leadership development activities; and, program support through student and professional staff administration. The annual report shall be provided by October 1.

## 1.3 Appropriate and Meaningful Consultation

### Referendum

According to EO 1102, 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 but is subject to the exception described in Section IV.B.2. The referendum may be conducted by the campus or the student body association. For referenda conducted by the campus, the following shall apply:

1. The president in consultation with the student body association and the faculty senate shall develop guidelines applicable to the student fee referendum process designed to assure that the referendum is open, fair, and objective.
2. The campus shall fund costs associated with the referendum.
3. The fee advisory committee shall issue a voter pamphlet providing objective analysis of the proposed fee action and statements solicited by the committee for and against the proposed fee action.
4. The fee advisory committee shall determine the specific statements that shall be included in the pamphlet.
5. Copies of the voter pamphlet and ballot and information regarding the dates, times, and polling locations shall be available to students and published in the campus newspaper and in other public locations around campus at least thirty days prior to the referendum.
6. The results of a referendum shall be considered favorable when a majority of students voting approve the fee action.
7. The results of the referendum shall be advisory to the fee advisory committee and the president, unless the Education Code or Student Success Fee policy (Section VI.B) requires that the referendum pass.

The president may waive the referendum requirement (unless it is required by education code or Student Success Fee policy Section VI.B) if he/she determines that a referendum is not the best mechanism to achieve appropriate and meaningful consultation.

If a referendum is not conducted prior to adjusting Category II fees or requesting the chancellor to establish a new Category II fee, the president must demonstrate to the fee advisory committee the reasons why the alternative consultation methods selected will be more effective in complying with this policy.

### Alternative Consultation

If it is determined that a referendum is not the best mechanism for appropriate and meaningful consultation, and is not required by the Education Code or Student Success Fee policy (Section VI.B), an alternative consultation process may be utilized. The following shall apply:

1. The president, upon deciding that a referendum will not allow for the best measure of student opinion, shall inform the fee advisory committee of his/her intent to begin alternative consultation.
2. Alternative consultation strategies shall be developed with input from the student body association and the fee advisory committee to ensure that the process is transparent and meaningful, and shall solicit the input of a representative sample of the student body.
3. A representative sample should include students in leadership positions as well as students who are not involved in campus leadership. Efforts should be made to include students from many aspects of campus life regardless of the type of fee.
4. Any written material regarding the new fee, or fee increase should follow the same guidelines as the referendum voter pamphlet (Section IV.C) to provide objective analysis of the fee or fee increase.



5. Results of the alternative consultation process should be summarized and put in writing and used as additional advisory material to be taken into consideration by the fee advisory committee and the president.
6. If a Category II fee for a capital project (e.g., university union building or health services building) must be raised to meet minimum debt service revenue bond requirements that were not required when the fee was established, the president can make that adjustment without a full alternative consultation process, but must present the debt service requirements and revenue projections to the fee advisory committee prior to making the adjustment.

Unless established prior to January 1, 2013, Category II fees established through an affirmative vote of the majority of the student body voting on the fee, but not specifically authorized by statute, shall not be reallocated to alternative purpose(s) without an affirmative vote of a majority of the members of either the student body or Campus Fee Advisory Committee voting on the reallocation. Category II fees established on or after January 1, 2013 through an affirmative vote of the majority of the student body voting on the fee, but not specifically authorized by statute, may be reallocated without an affirmative vote of a majority of the members of either the student body or Campus Fee Advisory Committee voting on the fee if the vote that established the fee authorized an alternative or automatic reallocation mechanism for that fee.

## 2.1 History of Fee Rate

### History of Materials, Services, Facilities & Technology Fee

Academic Year	Total Per Semester	Total Per Academic Year
02/03	\$35	\$70
03/04	\$35	\$70
04/05	\$35	\$70
05/06	\$35	\$70
06/07	\$35	\$70
07/08	\$35	\$70
08/09	\$35	\$70
09/10	\$35	\$70
10/11	\$35	\$70
11/12	\$35	\$70
12/13	\$35	\$70
13/14	\$60	\$120
14/15	\$60	\$120
15/16	\$65	\$130
16/17	\$65	\$130
17/18	\$65	\$130
18/19	\$65	\$130

### 3.1 Reserve Policy



## **MATERIALS, SERVICES, FACILITIES, AND TECHNOLOGY COMMITTEE**

### **RESERVE POLICY**

Effective Date: March 1, 2013

#### **PURPOSE**

It is the policy of the Materials, Services, Facilities, and Technology (MSFT) fund to provide adequate reserves for current operations, future projects, and other activities as needed. The Materials, Services, Facilities, and Technology Committee (MSFT Committee) shall establish, review and approve the funding levels annually in accordance with the established budget process and the availability of funds. The MSFT Committee reserves the right to establish additional reserves on a case-by-case basis during the budget year. The MSFT Committee shall submit annually to Provost or designee the proposals for the accumulation and use of reserve funds.

#### **BACKGROUND**

The Materials, Services, Facilities, and Technology fee is used to expand useable space at the university (to include purchase of instructional equipment, furniture, special repairs, and deferred maintenance), purchases that enhance the student's university experience, equipping and upgrading computer labs, equipping and upgrading science labs, and enhancing technology resources that will provide better service to students. Critical to the management of the MSFT fund is effective annual financial planning. Reserves are intended to meet the potential and anticipated business and operational needs of projects and activities supported by the MSFT fee.

### **AUTHORITY**

At the direction of the CSU's Chancellor, auxiliary organizations are required to establish and maintain adequate reserve funding.

### **ACCOUNTABILITY**

- MSFT Committee
- Provost or designee
- Budget Support Staff
- University Administrators

### **POLICY**

The MSFT Committee will annually review the fiscal viability of the organization, which includes an evaluation of the need for reserves and the establishment or revision of reserves in accordance with this review. This review shall be documented in writing and presented to the MSFT Committee as part of the annual budget process.

### **IMPLEMENTATION**

In evaluating the need for reserves, the MSFT Committee will consider the following areas:

*Current Operations* – analysis shall determine if the MSFT fund will be able to cover projected expenses with projected income for the coming year.

*Planned Future Projects* – The MSFT fund may increase its allocation of reserve funds if the committee determines that there are significant future projects that cannot be funded through the annual operating budget without causing a significant reduction in current programs or services.

*Minimum balance:* The MSFT Committee will seek to maintain a minimum reserve balance to meet 2% of its annual budget allocation for each current year.

*Maximum balance:* The MSFT Committee will maintain a maximum balance not to exceed 10% of annual budget allocation for operation, except in circumstances where the committee determines that there is a need to set aside funds for upcoming large projects.

*Annual Contribution:* So long as the reserves exceed the minimum balance, the MSFT Committee will determine whether or not to allocate additional funds for its reserve (not to exceed maximum balance).

Allocation of this Reserve: See "Process" below.

### **FUNDING RESERVES**

Funds for reserves shall be derived from student fee revenue from the Materials, Services, Facilities and Technology fee.

### **PROCESS**

The Provost or designee will submit recommendations for reserve funding and use to the MSFT Committee during the annual budget process.

Upon approval from the MSFT Committee, the reserves will be treated as a separate allocation within the MSFT fund and carried forward at the end of each fiscal year. The MSFT Committee may allocate funds designated as reserve to cover unexpected additional costs associated with previously funded projects, to respond to immediate or urgent needs within the scope of the MSFT fund charge, or to fund large projects that may require multi-year commitments.

Expenditures from reserve funds not identified during the annual budget process require the MSFT Committee approval prior to processing transactions.

## 3.2 Annual Report Template

Committee Name

Annual Report

20XX – 20XX (list current Academic Year (AY))

Activities and accomplishments:

- Briefly describe the committee's activities and accomplishments for the 20XX – 20XX (list current AY) academic year. What worked well or didn't work well with committee organization or tasks?
- Provide current budget recap
  - What do the current funds support?
  - If funding was increased, why and what were the outcomes?
  - How many students utilize the programs and services which are funded through the fee?
    - How do you assess?
    - How do you measure success?
- Provide next year's budget request
  - If requesting more in funding, why and what will the funds support?
  - Please provide any other data points you would like to highlight.

Matters considered/Matters pending:

- Provide information on all matters considered by the committee and any matters still pending.
- What circumstances were not anticipated? How were these circumstances handled?

Recommendations for 20XX – 20XX (list next AY):

- Discuss any recommendations for the committee's objectives and activities in the upcoming year.
- Looking ahead
- What needs to be done over or differently?

Additional comments:

- Were the committee goals attained? If not, what changes need to be made to meet goals in the future?
- Include any additional information deemed important.

Respectfully submitted:

- List of committee members
- Note any membership changes during the year (i.e. resignations and/or substitutions)

## 4.1 Parliamentary Procedure

### Parliamentary Procedure 101

Basic parliamentary procedure is expected to be used for approval of the minutes, approval of the agenda and voting.

#### Purpose

Parliamentary procedure provides the committee with a structured, logical, consistent format. It is used to facilitate the transaction of business and to promote cooperation and harmony. Parliamentary procedure should **not** be used to awe, entangle, or confuse the inexperienced.

#### Basic Principles

A quorum must be present for the group to officially act. Full and free discussion of every motion considered is a basic right. Only one question at a time may be considered at any given time. Members have the right to know at all times what the immediately pending question is and to have it restated before a vote is taken. The Chair should be strictly impartial.

#### Definitions/Procedures

- Motion - is the formal statement of a proposal or question to a committee for consideration and action; only one motion may be considered at a time and must be disposed of before another motion is considered.
- Second - another committee member seconds the motion to show interest in topic and open the motion up for discussion.
- Amendments - slight changes to the main motion. Must be on-topic, may not completely reverse the purpose of the motion and be voted on separate from the original motion. Voting on an amendment does not mean a vote on the motion. Amendments to amendments are sometimes referred to as second-degree amendments. They are limited in scope to the applicable first-degree amendment. After the second-degree amendment is voted on, the first-degree amendment can be discussed.
- Discussion - Chair directs conversation to ensure fairness and openness. All members are allowed to speak on the **motion/amendment at hand**.
- Postpone to a Define Time - used to postpone a matter to a fixed time in the future. Out of order when another has the floor, requires a second, is debatable and is amendable.
- Table - a motion to lay aside a pending question for an indefinite amount of time, to consider other business. Opposite motion: "take from the table".
- Previous Question/Call the Question - Close debate immediately and vote. Must be seconded, is not debatable, may not be made while another person has the floor and requires a two-thirds vote for passage.
- Vote - provides members equal voice with one vote each. Votes are recorded to document the official decisions made by the committee.
  - Yes - agree with the motion, supporting its passage
  - No - disagree with motion, does not support its passage
  - Abstain - conflict of interest with the motion at hand, do not/cannot take a position on vote
- Voting Outside Official Meetings - Voting by phone, video conferencing or email is a decision by committee. The committee should determine use and conditions of these alternative voting methods. Minimal conditions include:
  - Emergency situations
  - Motion has been discussed and is pending clarification or submission of additional documentation(s) before the vote
  - Budget adjustments/reallocations of \$\_\_\_\_ or less.

- \*If a member requests a vote to take place at an official meeting, the request shall be met.
- \*A vote by proxy is not allowed at any time.

#### Steps to Making a Motion

- Chair recognizes committee member to have floor
- Member makes a motion (make sure it is clear)
- Chair restates motion and calls for a second
- Another member seconds (if no second, motion dies)
- Chair opens for discussion
  1. Amendments can be made at this time – follow process of motion
    - a) Committee member makes motion
    - b) Second motion
    - c) Discussion
    - d) Vote on amendment before returning to original motion
- Chair calls for a vote on main motion



## **Parliamentary Procedure Example Meeting**

### **1. Call to order**

- a. Chair calls meeting to order

### **2. Attendance**

- a. Secretary takes attendance

### **3. Approval of Agenda**

- a. Chair recognizes committee member
- b. Committee member makes motion to approve the agenda
- c. Another member seconds motion
- d. Discussion
  - i. Amendments are made during this time
- e. Chair calls for a vote

### **4. Public Forum**

- a. A time for any member of the public to address the committee on topics/issues relevant to its purpose and scope.

### **5. Old Business**

#### **a. Action Items**

##### **i. Adopt Recreation and Athletics Fee Committee Adjustment Proposal**

- Motion by Committee Member A: Adopt Recreation and Athletics Fee Committee Fee Adjustment Proposal
- Second: Committee Member B
- Discussion: Members of the committee were concerned about the information provided for raising this fee. Several individuals agreed that more information should be provided to keep students abreast of how their money is allocated.
- Vote: YES – 10, NO – 0, ABSTAIN – 1

##### **ii. Adopt ASI Board of Directors Fee Adjustment Proposal**

- Motion by Committee Member C: Adopt ASI Board of Directors Fee Adjustment Proposal
- Second: Committee Member A
- Discussion: None
- Vote: YES – 8, NO – 0, ABSTAIN – 2

#### **b. Presentation Items**

##### **i. Referendum Guidelines**

- The committee must decide how to structure voter ballots prior to Charles Reed's departure from office in November. The campus anticipates making all future fee proposals available in a referendum. Referendum information will also be available to students via the school's newspaper.

### **6. New Business**

#### **a. Discussion Items**

##### **i. Referendum Guidelines, Structure and Information Provided to Student Body**

- Committee members expressed concerns with bundling fees on voter ballots. Many cited examples such as students prioritizing importance of each fee, not understanding how their votes impact fees, and programs on campus.
- The committee also agreed to include pros and cons for referendum. Additionally, the referendum should provide students concise information regarding votes, such as ‘yes means...’ and ‘no means...’
- Members also expressed the importance of providing graphics, either graphs or line item descriptions that describe how fees are allocated if those fees in question are approved.
- The group also discussed providing an information station within a reasonable proximity from voter tables. The information station would serve as a resource for students to ask questions about the information presented in the referendum.

**ii. Consider drafting counter-proposal for Instructionally Related Activities (IRA) Fee Adjustment**

- Several committee members agreed that the IRA fee proposal should be delayed for one or two years in order to approve higher priority fees this year.
- The committee proposed splitting the increase over the course of two years rather than one.

**b. Action Items**

**i. Adopt Structure of Campus-wide Student Referendum**

- Motion by Committee Member D: Adopt Structure of Campus-wide Student Referendum
- Second: Committee member B
- Vote: YES – 10, NO – 0, ABSTAIN – 0

**ii. Counter-proposal for IRA Fee Adjustment**

- Motion by Committee member F: Counter-proposal for IRA Fee Adjustment
- Second: Committee member C
- Vote: YES – 9, NO – 0, ABSTAIN – 1

**7. Adjournment**

- a. Chair ends meeting

## 4.2 Student Committee Membership Agreement

### Materials, Services, Facilities & Technology (MSFT) Fee Advisory Committee Student Member Agreement

Name: \_\_\_\_\_

Academic Year Appointment: \_\_\_\_\_

As a member of the MSFT Fee Advisory Committee, you are expected to:

- Represent the voice of the student body by maintaining an active role in committee meetings. Review all relevant meeting materials prior to meetings; participate in discussions and voting process.
- Make decisions with impartiality and objectivity.
- Attend all regularly scheduled committee meetings on time unless excused by the committee Chair. Missing two (2) meetings, regardless of the reason, may result in removal from the committee. Removal from a committee may be appealed to the Special Asst. to the Vice President & Strategic Operations Administrator in the Division of Student Affairs if the member feels there are mitigating circumstances. An appeal may be used only one time in a term by any single committee member.
- Maintain good academic standing and meet the qualifications as stated in the position description section of the training manual.
- Be respectful of all members of the committee and non-members who may be in attendance.
- Maintain a positive and professional attitude.

**These expectations may be changed or modified at any point during the year, provided that reasonable notice is given and an opportunity to discuss the changes is granted.**

*By signing below, I acknowledge that I read and understand the expectations set forth above. I agree to adhere to all of the conditions herein and to accept all the responsibilities of being a member of the MSFT Fee Advisory Committee. I also understand that these expectations may be re-visited if the need arises, either at the request of my fellow MSFT Fee Advisory Committee members, my peers, or me. I also understand and am willing to accept the consequences involved if I do not comply with these guidelines.*

\_\_\_\_\_  
*Student Committee Member Signature*

\_\_\_\_\_  
*Date*