

Oregon State University Cascades Student Fee Policies
Revised 12/12/06

Section I: Incidental Fees

A. Authority and Responsibility

1. By state law, the State Board of Higher Education is empowered to prescribe fees for the Oregon State System of Higher Education in general and for each constituent member institution of that system. The Board has the sole authority as to the amount of fees, whether they are to be increased or decreased, and how they are to be collected, used, and accounted for. In practice, the chancellor and the Board delegate fee assessment, collection, application and accountability to the president of the university. Thus, the OSU-Cascades CEO has authority to approve incidental fee budgets subject only to review by the Board.

2. Student participation in the allocation of incidental fees is permitted by Oregon law and required by Board administrative rule. At Oregon State University - Cascades, the CEO has delegated to the Student Fees Committee the authority and responsibility to recommend each year the amount of the incidental fee and to make allocations from the contingency fund, which includes over-realized incidental fee income, and to determine optional fees as necessary and appropriate.

In the process of determining the level of the incidental fee, the Student Fees Committee is delegated the responsibility to analyze and appraise budget requests, conduct budget reviews, and make final fee recommendations to the OSU-Cascades CEO. The Student Fee Committee is required to obtain as broad a base of student participation in this process as possible.

B. Purpose

Incidental fees are used only to fund programs under the control or supervision of the Oregon State Board of Higher Education and which the Board finds to be advantageous to the cultural or physical development of the students. Fees collected at Oregon State University-Cascades include: incidental fee, building fee, optional fees. The incidental fee is assessed quarterly to each student and is paid directly as part of the registration process. It is used to finance certain campus activities including: educational, cultural and student government activities; and recreational activities.

Section II: The Student Fee Committee Membership and Meeting Procedures

- A. The Student Fee Committee is a committee of the CEO of Oregon State University-Cascades. The committee shall establish guidelines and a calendar for budget development by fee requesting organizations, review all budgets and fee requests from the fee requesting organizations and conduct a public hearing on budgets and fee recommendations within the guidelines stated in this document.

- B. The voting members of the Student Fee Committee shall be five or more students selected via faculty recommendations, a statement of intent, and an interview by a quorum representation of the current Student Fee Committee.
- C. Each voting member is obligated to serve a minimum of two active terms up to a maximum of 12 active terms (summers are not included in service). Voting members must provide two terms notice before resigning from the Student Fee Committee
- D. To be eligible for Student Fee Committee membership, a student must be registered with at least one-half time status at Central Oregon Community College or OSU-Cascades as an admitted OSU-Cascades student [OAR 580-10-090 (3)(b)].
- E. Offices of Facilitator, Secretary, Treasurer, and Communications/PR Officer will be assigned at the beginning of each term. The Facilitator will be responsible for setting meeting times, agendas, and facilitating the meeting. The Secretary will be responsible for minute-taking and distribution. The Treasurer will be responsible for keeping account of the budget and working with the Coordinator of Student Life on the paperwork to allocate money. The Communicator/PR Officer will be responsible for communication with clubs, notices to the student community, and maintaining the SFC bulletin board. All other members of the committee will be considered members at large.
- F. Student Fee Committee members will be paid \$10/hr. for their active participation in the student fee committee. This will include a minimum participation in 10 one hour long meetings per term, and a maximum of 5 hours outside of regular meetings, either in tasks assigned, training retreats or budget hearings. In order to be paid a timesheet must be turned in each month to the Coordinator of Student Life. All participation exceeding 15 hours per term will be unpaid, volunteer hours.
- G. Emergency Replacement of Student Members:
 - 1. Within five days of receiving written notification of resignation of a committee member, the Student Fee Committee shall notify the student body of the open position and request applications.
 - 2. After a minimum of one week's notice, the committee shall review the applicant pool and appoint the applicant to the open position. The appointment must be made with regard to the applicant's class standing, college, field of study and any other notable status that increases representation of various student populations.
 - 3. The committee shall approve the appointment by a majority vote defined as 3 of 5 voting members of the student fee committee
- H. Disqualification from committee membership
 - 1. After one unexcused absence from a meeting or three late arrivals, a committee representative and SFC advisor will meet with the student to address the issue. At this point, SFC will adjust meeting schedules or the student will receive a verbal warning, whichever is appropriate.
 - 2. After a second unexcused absence or fourth late arrival, a committee representative and SFC advisor will meet with the student and a written agreement between the student and the committee representative will be generated and signed by both parties.

3. Any absences or late arrivals following the written agreement and in violation of the written agreement will constitute disqualification from the Student Fee Committee.
 4. Student Fee Committee representatives are expected to actively participate in meetings when present. Lack of participation is means for disqualification from committee membership. Participation is defined by members effectively fulfilling their assigned roles at each meeting and actively engaging in discussions in the meetings. Members are also held accountable to fulfilling accepted responsibilities outside meetings.
- I. All meetings and hearings of the Student/ Incidental Fees Committee, including mediation sessions, shall be open to the public for attendance, with provisions for decision-making deliberations in private. The committee meeting times and dates must be advertised continuously in the OSU-Cascades E-Newsletter, on the Student Fee Committee bulletin board and in the official SFC meeting notebook. Emergency meetings may meet on 24-hour public notice.
 - J. All official actions must be recorded in the minutes.
 - K. The person assigned to taking minutes will maintain a notebook containing all minutes, correspondence and budget exhibits submitted to the committee. The notebook will be kept in the Student Resource Center. A second official copy will be placed in the office of the Coordinator for Student Life.
 - L. A quorum for the purpose of transacting Student/ Incidental Fee Committee business will require the physical presence of three members of the voting committee membership.

Section III: Procedural Steps in Student Fees Budgeting

- A. Calendar

By the end of the fifth week of fall quarter of each academic year:

 1. The Student Incidental Fees Committee shall notify each fee requesting organization of the guidelines and calendar of events to be followed during that academic year.
 2. Organizations will be asked to submit a revised budget for the current academic year, for a total amount equal to the allocation made the previous spring.
 3. The calendar of events shall include:
 - Suggested date for budgets to be submitted to the Student/ Incidental Fees Committee
 - Dates for public budget presentation to Student Fee Committee
 - Date for submission of fee levels to university CEO
- B. Meetings and Hearings
 1. The requesting organizations shall present their suggested budgets and fee requests for the succeeding year in a written proposal followed by a public oral presentation to the Student Fee Committee.
 2. The dates for written budget proposals will be publicized continuously in the OSU-Cascades E-Newsletter, on the Student Fee Committee bulletin board and in the official SFC meeting notebook.

Section IV: Budgetary Guidelines

- A. All allocations of student fees must follow State of Oregon statutes and Oregon State Board of Higher Education guidelines. In no way shall their collection or use violate the guaranteed rights of any person under the Constitution of the United States.
- B. To be eligible for funding from incidental student fees, an activity, program or service must satisfy the following requirements:
 - 1. Student Life and Activities: The activity or program will be an integral part of the operation of Student Life and its programs and will be the direct responsibility of the Coordinator of Student Life.
 - 2. Educational Activities: The programs contained within this budget must satisfy at least one of the following:
 - a. Programs and activities registered as an on-campus student organization. Other programs and activities which may not be sponsored by recognized organizations on the campus but provide services for students deemed to be necessary and important by the Student/Incidental Fees Committee
 - b. Student media
 - c. Recognized Student Government activities, task forces, services and programs
 - d. Be part of music, forensic, concert, drama and lecture activities authorized and advised by the university and which are an integral part of the educational and multi-cultural programming for students.
- C. The Student Fee Committee is expected to consider as many of the following criteria, where applicable, in evaluating programs and activities seeking incidental fee funding.
 - 1. Extent to which a program or activity provides opportunities for students, either by direct participation or by participating as spectators and listeners, to develop new skills, competencies or appreciations not available elsewhere at OSU-Cascades.
 - 2. Extent to which there is agreement between the programs' or activities' goals and objectives and those of the overall goals and objectives of the university.
 - 3. Extent to which a continuing program or activity fulfilled its stated objectives of previous budget years.
 - 4. Extent to which a program or activity provides practical experiences to complement an educational program
 - 5. Extent to which a program or activity is of general interest to the university community.
 - 6. Extent to which a program or activity provides an appropriate service not available on campus or in the city as conveniently and/ or inexpensively.
 - 7. Extent to which alternative funding has been sought.
 - 8. Extent to which budget requests reflect actual costs incurred in realizing the goals and objectives of a program or activity.
- D. Fees being granted to students to subsidize conference attendance or other personal and/ or professional development opportunities are considered "student subsidies". For students to be eligible for subsidies, they must work with their club advisor or the student life coordinator to establish "service to campus"

activities to fulfill upon return from his/her experience. These can range from organizing club activities, to doing presentations on the activity, or assisting the student life coordinator with general campus activities and programs. Students must submit a written proposal and sign it once it has been approved by their advisor.

- E. The Student/ Incidental Fees Committee must maintain one master budget document. The Treasurer is responsible for keeping this document and maintaining a binder with records of all allocations. These documents must include all projected sources and amounts of income and planned expenditures for OSU-Cascades student program and activities budgets. A copy of the master budget and binder shall be maintained in the office of the Coordinator for Student Life.

Section V: Adjudication of Differences (OAR 580-010-0090)

- A. Budget and allocation recommendations to the Cascades Campus CEO shall be aggregated by three major categories: student union activities; educational, cultural and student government activities; and athletic activities; and shall be submitted in writing.
- B. The Cascades Campus CEO shall within five working days acknowledge and accept in writing the recommendations of student fee committee or notify the student fee committee in writing of any modifications under consideration by the Cascades Campus CEO, including reasons for the proposed modification.
- C. The student government or other designated entity shall have five working days to consider and respond in writing to modifications proposed by the Cascades Campus CEO. If the student fee committee concurs with the Cascades Campus CEO's proposed modifications, such shall be communicated in writing to the Cascades Campus CEO within the specified time. If no response is received within the specified time, the student fee committee shall be deemed to have concurred in the modifications.
- D. If the student fee committee does not concur, such shall be communicated in writing to the president within the specified time. The Cascades Campus CEO (or designee) shall, within ten working days, then meet with the representatives of the student government or other designated entity to attempt to reconcile the difference.
- E. If the Cascades Campus CEO and the student fee committee do not reach agreement within ten working days, either party may request a hearing before the Hearings Board. Within five working days of the request for hearing, the Hearings Board shall conduct a hearing and within five working days thereafter shall make written findings of fact and recommendations for resolution of the disagreement and shall provide such findings and recommendations to both parties. Both parties shall notify the Hearings Board and each other promptly within five working days and in writing whether they accept or reject the recommendations of the Hearings Board:
 - 1. The Hearings Board shall consist of five members, two appointed by the Cascades Campus CEO, two appointed by the student fee committee and one mutually agreed upon. The members shall be selected promptly upon receipt of

a request for a hearing. Prior to November 1 of each year, both parties will compile a list of persons mutually acceptable to sit on the Hearings Board. In the event a hearing is requested, the parties shall select the fifth Hearings Board member from this list.

2. The Cascades Campus CEO and the student fee committee shall be given notice of the time and place of the hearing at least 24 hours before the hearing. All meetings of the Hearings Board shall be open to the public and appropriate notice shall be given.
 3. A representative of the student fee committee and the Cascades Campus CEO (or designee) shall present to members of the Hearings Board relevant information that may include, but is not limited to, memoranda, budget requests, minutes and correspondence.
- F. The recommended amount of the incidental fee for the campus shall be made by the Cascades Campus CEO to the Chancellor. A representative of student government or other designated entity may appeal to the Chancellor the recommendations of a Cascades Campus CEO regarding the amount of the incidental fee or the allocation among the three major categories listed in subsection (V.A.) of this rule. Allocations among programs and activities within a major category are not subject to appeal. The Chancellor shall order a timely review of the appeal and shall communicate to the parties involved a decision in writing within a reasonable time.
- G. The Chancellor shall recommend to the Board an incidental fee for each institution. Representatives of student government as well as other members of the public may appear in support of, opposition to, or to request modification of the recommended incidental fee in accordance with the provisions of OAR 580-001-0005. The Board will concurrently consider appeals of the substantial unresolved differences in the allocation of incidental fees among the three major categories. Except in extraordinary circumstances or upon its own motion, the Board will not consider allocations within a major category.
- H. Within ten working days after final action by the Board, the Cascades Campus CEO shall confer with the student fee committee in making any necessary adjustments in the allocations and shall communicate the final action of the Board and the Cascades Campus CEO in writing to the student fee committee.

Stat. Auth.: ORS 351.070

Section VI: Incidental Fee Contingency Fund

- A. The Student Fee Committee shall budget annually for a contingency fund. Over-realized incidental fee income becomes a part of this fund.
- B. The Contingency fund shall maintain a minimum balance of 15% of the annual budget or \$10,000, whichever is greater.
- C. The fund shall be carried over from year to year in accordance with Oregon University System guidelines or allocated activities as deemed necessary and approved by the Student Fee Committee and the OSU-Cascades CEO.
- D. The purposes of the contingency fund are to:
 1. Provide for under-realization of income to student programs and activities

2. Meet emergency and unexpected funding needs of fee funded programs. An emergency is a situation that requires immediate funding attention and the normal funding process and timing are not sufficient to meet the needs of the program or organization.

Section VIII: Amendments

This document may be amended by at minimum five of the current student fee committee members and approved by the Cascades Campus CEO.

Section IX: Revisions

This document may be revised to reflect current federal, state and local laws, Oregon Board of Higher Education and Oregon State University - Cascades policies and procedures, and Student Fee Committee procedures by at minimum five of the current student fee committee members and approved by the Cascades Campus CEO.