



San Diego State University

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Agnes Wong Nickerson  
Vice President and CFO

MEMORANDUM

DATE: December 6, 2023  
TO: Adela de la Torre President  
FROM: Agnes Wong-Nickerson  
Vice President for Business and Financial Affairs & CFO  
SUBJECT: Recommendation for Approval of CFAC Charter

Please find attached for your approval the charter for the Campus Fee Advisory Committee. The charter outlines the purpose and function of the committee, which had not been formally documented prior to the drafting of this document. The committee acts in an advisory capacity to the president and operates consistent with the requirements of the CSU Student Fee Policy.

If approved, the charter will not change the function of the committee but will reinforce its role and responsibilities.

This draft charter was approved by CFAC during its November 17, 2023 meeting. Please let me know if you have any questions. I approve this recommendation.

APPROVED

\_\_\_\_\_  
Adela de la Torre

12/11/23  
Date

# Campus Fee Advisory Committee Charter

## Purpose

The purpose of the Campus Fee Advisory Committee (CFAC) is to review and provide recommendations to the president on campus fees.

The members are representatives of their constituent groups (e.g., students, staff, faculty) and act in the best interest of the University.

Members are expected to engage in discussions with their constituencies and collect feedback to bring to CFAC.

## Committee Membership

The membership consists of the appointed individuals as follows:

- Chair (non-voting member)
- University Senate Chair or designee
- Three University Senate appointees inclusive of both faculty and staff
- Provost or designee
- Vice President for Student Affairs or designee
- Vice President Research & Innovation or designee
- Vice President for Business and Financial Affairs or designee
- Seven students from the San Diego campus, including the Associated Students President or designee.
- Two students from SDSU-Imperial Valley

Student members shall constitute the majority.

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.

## Governing Policy

The role of CFAC is defined by the [California State University Student Fee Policy](#).

## Committee Authority and Responsibilities

The primary role of CFAC is to advise the President on the reasonableness of Category II and III fee proposals – whether targeting new fees or the deletion, adjustment, or reclassification of current fees. The committee will ensure that campus fees are established or adjusted in accordance with California State Fee Policy Executive Order 1102 (and its successors) and Trustees' Policy.

On an annual basis, CFAC will review all fee amounts and balances.

### **Category II**

CFAC will hear proposals for the adjustment of Category II fees, and then make a recommendation to the president. Recommendations are advisory except in the case of referendums that are considered binding by the Education Code or Student Success Fee policy.

New Category II fees must go through referendum or alternative consultation process. CFAC's role in the Category II fee process is to ensure objective information is shared with the campus, and the process is consistent with the CSU Student Fee Policy.

CFAC will make recommendations as to the distribution of Instructionally Related Activities (IRA) Fee. These recommendations for the IRA budget will be forwarded onto the President for approval.

### **Category III**

CFAC will hear proposals for the adjustment of Category III fees, and then make a recommendation to the president. Recommendations are advisory.

### **Category IV**

Category IV fees are shared with CFAC for prior to being sent to the President for consideration. The committee does not provide any formal recommendation but may provide feedback.

## **Meeting Structure**

Meetings will be held bi-weekly during the fall and spring semesters.

Meetings are subject to cancellation when there are no items on the agenda.