



Associated Students of Eastern Oregon University
STUDENT FEE COMMITTEE
GUIDELINES AND PROCEDURES
2010-2011

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1 PREAMBLE

2
3 A portion of the money to operate Eastern Oregon University (hereafter referred to as the University)
4 is paid directly by students as part of the registration process. These charges, generally called fees,
5 are assessed in five major categories:

- 6 • Instructional Course Fees
- 7 • Building Fees
- 8 • Health Fees
- 9 • Technology Fees
- 10 • Student Fees

11 Instructional Fees are used, along with state tax funds, to support instruction and related research.
12 Building Fees are used to finance the construction or remodeling of buildings. Health Fees fund the
13 Student Health Center, counseling center, and the athletic trainers. Technology Fees are used to
14 support student computer resources such as computer labs, individual e-mail accounts, and the “Help
15 Desk”. Student incidental Fees, in accordance with ORS 351.070, are used to fund University
16 programs and services that are in addition to the traditional academic elements of the University, and
17 further the cultural or physical development of the students at large. They are assessed quarterly as
18 part of each student’s tuition and are used to finance certain auxiliary campus activities.

19
20 The Student Fee Committee (SFC) is a standing subcommittee of the Associated Students of Eastern
21 Oregon University (ASEOU) Student Senate, and is the duly recognized body of the ASEOU Student
22 Government responsible for recommending Student Fee allocations to the ASEOU Student
23 Government, and the University President. This document is the sole authority for Student Fee
24 Guidelines and Procedures, until amended or superseded. Any change in the Student Fee Guidelines
25 and Procedures requires approval of the SFC, the ASEOU Student Senate, and the University
26 President. Unless stated otherwise, the SFC has the authority to interpret these guidelines and
27 procedures subject to appeal to the ASEOU Student Senate, the University President, and The Oregon
28 University System OUS).

29

30 ARTICLE I AUTHORITY AND RESPONSIBILITY

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32 1. By state law, the State Board of Higher Education, (the board), is empowered to prescribe fees for
33 the Oregon University System in general and for each constituent member institution of that

- 1 system. The Board has the sole authority, upon recommendations at requisite schools, as to the
2 amount of fees, whether they are to be increased or decreased, and how they are to be collected,
3 used, and accounted for.
- 4 2. Student participation in the allocation of Student Fees is mandated by Oregon Law and by
5 Oregon Administrative Rule (OAR).
- 6 3. At Eastern Oregon University, in accordance to-OAR 580-010-0090(2), the Student Fee
7 Committee has the authority and responsibility to:
- 8 a. To study and evaluate the funding needs of the incidental fee supported program
9 within the three categories defined in Article 3 and to review the budgets of each.
- 10 b. To evaluate the various programs in terms of their contribution to the Eastern Oregon
11 University student body and their conformity to State System intent for use of
12 incidental fee monies.
- 13 c. To submit annually to the institutional president, with the approval of the ASEOU
14 Senate, written recommendations for the incidental fee charges to students for both
15 academic year and summer session.
- 16 d. To submit to the institutional president, with the approval of the ASEOU Senate,
17 written recommendations each year on the distribution of SFC income among the
18 three categories defined in Article III.
- 19 e. To submit to the institutional president, with the approval of the ASEOU Senate,
20 written recommendations for budget increases or decreases and how they are to be
21 distributed across the funded areas, according to whether the initial incidental fee
22 projections each year are over-realized or under-realized.
- 23 f. To submit, upon request, to the ASEOU Senate or to the institutional president (both
24 orally and in writing) SFC's assessment of how well the funding levels reflect the
25 concerns and desires of the general student body.
- 26 4. The Student Fee Committee is composed of the following:
- 27 a) a chairperson (ASEOU Financial Affairs Executive) appointed by the ASEOU Senate.
28 The Chair may vote on items before the SFC in the event of a tie and make or second
29 motions
- 30 b) six voting student members appointed by the ASEOU Senate, three ASEOU Senators,
31 three students at large, and the ASEOU President as the seventh voting member.
- 32 c) two non-voting consultants (SFC Advisors) who participate in all meetings, hearings, and
33 deliberations and advise student members, and represent the University Administration.
34 The two non-voting consultants (SFC Advisors) to the SFC are the Vice President of

1 Finance and Administration, and the Vice President for Student Affairs, or their
2 designees. The Assistant Director for the Center for Student Involvement will provide
3 input regarding Student Fee Units during Carry Forward (Rollover) and Forgiveness,
4 Budget Allocations, and Program Enhancement.

5 5. The SFC Vice Chair shall be the ASEOU President.

6 6. To be eligible for SFC membership appointment, a student must fulfill the following
7 requirements:

8 a) a student shall register and complete a minimum of eight undergraduate, or six graduate
9 credit hours per term, each term, at Eastern Oregon University with the exception of
10 summer term.

11 b) a student member shall be required to be in good academic standing, as defined by the
12 University a GPA of 2.0.

13 7. A quorum for the purpose of transacting Student Fee Committee business will require the
14 physical presence of a majority of the voting committee membership, 50% + 1. SFC members
15 may vote by proxy if their intentions are received in writing before the vote. A committee
16 member shall abstain from voting on any business relating to a program or activity if he/she is an
17 officer, director, coordinator, or general member. Resignation from such a position, to establish
18 voting eligibility, shall be 90 calendar days prior to the order of business being voted upon. The
19 only exception is the allocation of funds to the ASEOU Student Government.

20 8. Liaison responsibilities of SFC chairperson or SFC's designee to programs and activities funded
21 by Student Fees are as follows:

22 a) act as the official contact to the SFC for all programs and activities funded by Student
23 Fees;

24 b) provide information regarding all aspects of the Student Fees process throughout the year
25 to all programs and/or activities;

26 c) meet jointly with the coordinator or director of each program or activity and their
27 faculty/staff advisor (when applicable), once in the fall and once in the spring, and
28 provide a written and oral report quarterly to the full Committee detailing progress
29 toward established quarterly budgetary goals;

30 d) attend at least one meeting or activity (when applicable) of each assigned program and/or
31 activity each term.

32 9. Non-fulfillment of job duties of any SFC member, includes any of the following:

33 a) two unexcused absence from a scheduled and/or assigned SFC meeting during the
34 academic year, at the discretion of the chair;

- 1 b) failure to attend more than 50% of scheduled SFC meetings, regardless of excused or
2 unexcused absence, within one term;
3 c) Failure to meet the following requirements will result in possible dismissal at the
4 discretion of the SFC Chair.
5

6 **ARTICLE II AMENDMENT AND ADJUDICATION OF THE GUIDELINES AND PROCEDURES**

- 7
8 1. Amendment and adjudication of the SFC Guidelines and Procedures will follow the process
9 outlined below:
10 a) any amendments or modifications to the SFC Guidelines and Procedures will be approved by
11 a 2/3 majority of the SFC, all voting members, including the ASEOU president;\
- 12 b) the SFC Chair will submit any changes or modifications to the SFC Guidelines and
13 Procedures to the ASEOU Student Senate at the next Senate meeting after SFC approval
14 c) the ASEOU Student Senate shall have 16 days following submittal to review and render a
15 decision to the SFC in writing
16 i) should the ASEOU Student Senate find cause to rule against the proposed modification,
17 such must be indicated in writing to the SFC within the specified time to allow for
18 revision and resubmission. If no response is received within the specified time, it shall be
19 deemed that the ASEOU Student Senate does not find any modifications to be in conflict
20 with the ASEOU Constitution.
21 d) the amended SFC Guidelines and Procedures shall be presented to the University President
22 for approval within 14 days of ASEOU Senate approval
23 e) the University President shall have ten days to review the Guidelines and Procedures and
24 respond in writing to the SFC, indicating acceptance or recommendations for further
25 amendment
26 f) the SFC is delegated the responsibility to negotiate any further changes or modifications with
27 the University President.
28

29 **ARTICLE III ELIGIBILITY FOR STUDENT FEES FUNDING**

- 30
31 1. Eligibility for funding from Student Fees requires the activity, program, or service to satisfy the
32 requirements in one of the following three categories (OAR 580-010-0090):

- 1 a) Student Union Activities. An activity or program that is an integral part of the operation of
2 Hoke Union Building and Center for Student Involvement and is the direct responsibility of
3 the Director of Housing and Student Involvement. The Director will review all funding
4 requests for Student Fees pertaining to Student Union Activities and present them to the Hoke
5 Advisory Board.;
- 6 b) Educational, Cultural, and Student Government Activities. Programs or activities in this
7 category must fulfill the requirements of one of the following three groups:
- 8 i) programs or activities registered as active on-campus student organizations by the EOU
9 Center for Student Involvement (CSI). The program or activity must be active for three
10 years and be co-curricular in focus.
- 11 ii) programs or activities providing an educational and/or cultural experience, or service on
12 campus for Eastern Oregon University students and registered with CSI. The program or
13 activity has been active for at least three prior consecutive years and be co-curricular in
14 focus.
- 15 iii) Student Government. The organization shall be defined in the Constitution of the
16 Associated Students of Eastern Oregon University as approved by the students of Eastern
17 Oregon University and the University President.
- 18 c) Athletic Activities. These programs and activities shall provide athletic activities for students
19 as participants and spectators in the University's athletic programs. The Director of Athletics
20 shall evaluate intercollegiate athletics, recreation, and post-season travel, and make
21 recommendations in the development of, and adherence to, policies and budgets.
- 22 2. In addition, all activities, programs, and services funded by Student Fees must meet all of the
23 following requirements:
- 24 a) a list of officers shall be submitted with the budget request to the SFC, including the officers'
25 Eastern Oregon University telephone numbers and e-mail addresses.
- 26 b) programs or activities funded by Student Fees must utilize the Financial Information System
27 (FIS). Such information must be maintained on a timely basis in order to provide accurate
28 data for SFC related business. The Center for Student Involvement and Business Services
29 office may be used for any FIS assistance that is needed.
- 30 c) all programs funded by Student Fees must fully disclose all sources of funding in their annual
31 budget request.
- 32 d) each student program or activity is required to have a faculty/staff advisor.

- 1 e) all funding requests must first be submitted for review and recommendations to the
2 faculty/staff advisor (when applicable). Any faculty/staff advisor recommendations shall be
3 included in the budget request.
- 4 g) all programs and activities funded by Student Fees are responsible for over-expenditure of
5 their individual allocations. Programs or activities that exceed their allocation for any given
6 year, necessitating an allocation of Student Fees in excess of the approved amount, may have
7 that excess amount deducted from the budget of the succeeding year;
- 8 i) the ASEOU Finance Executive shall provide to all program and activity coordinators a
9 year-end fiscal report comparing approved to actual expenditures before the second
10 Friday after fall term begins, or as soon as possible in the succeeding fiscal year;
- 11 ii) any organization whose funding is to be reduced as a result of over-expenditure in the
12 prior year shall submit a revised operating budget to the SFC that details how the
13 reduction will be absorbed into the current budget. The revised budget is due 14 days
14 after the fall SFC carryover meeting;
- 15 iii) in addition to a revised operating budget, the organization may submit a request to be
16 excused from the reduction in funding. Such requests are due the Friday of the second
17 week of fall term. Each request must state explicitly why the overage occurred and what
18 steps are being taken in the current year to prevent recurrence;
- 19 iv) the SFC will render a decision with regard to the request to be excused from a reduction
20 in funding within 30 days after the request is made, and will notify the organization,
21 faculty/staff advisor (when applicable), and the Budget Office of its decision.
- 22 3. Failure to comply with these requirements may result in penalties or, in extreme cases, the
23 immediate loss of access to Student Fees. Units will be evaluated each year to determine if they
24 meet eligibility requirements and have followed the guidelines.

25
26 **ARTICLE IV EVALUATION CRITERIA**

- 27
28 1. Criteria used in evaluating programs and activities seeking funding from Student Fees shall be
29 (but not limited to) the following:
- 30 a) The extent to which a program or activity provides opportunities for students, either by direct
31 participation or by participating as spectators or listeners, to develop new skills, competencies
32 or appreciation not available elsewhere in the University;

- b) the extent to which there is agreement between that activity or program's goals and objectives and those of the units parent board (national charter), as well as the overall mission, goals, and objectives of the University;
- c) The extent to which a continuing activity or program fulfilled its stated objectives in previous budget years;
- d) The extent to which a program or activity is of general interest to the student community;
- e) The extent to which a program or activity provides an appropriate service not available as conveniently and/or inexpensively as on campus or in the city;
- f) The extent to which groups cooperate with one another to achieve common goals;
- g) The extent to which alternative funding has been sought (if applicable);
- h) The extent to which budget requests reflect actual costs incurred in realizing goals and objectives of a program or activity;
- i) The extent to which a program or activity supports the ASEOU/SFC policies found in the attachments to these Guidelines and Procedures;
- j) The extent to which a program or activity has actively participated in program reviews, by way of liaison reports completed by SFC chairperson or his/her SFC designee.

ARTICLE V BUDGET PROCESS

1. The SFC shall issue to the coordinator/director of each continuing program or activity a time table of requirements and deadlines for the upcoming year to include the following:
 - a) Rollover coverage (carry forward) hearings (attendance required for those groups applying for overage forgiveness or specific rollover requests);
 - b) Budget training – An annual process in which the SFC provides updates and information concerning the budget process for the current academic year and offers a training opportunity for new student unit coordinators (required for all directly funded Student Fee organizations). Failure to attend budget training will result in the organizations application request for funding to be considered only during the appeals process, (see Article V section 7 sub-section d);
 - c) The SFC calendar and procedures for budget hearings shall be developed Spring term and communicated to the funded areas before the end of the following fall term;
 - d) Application deadline for SFC funding requests (failure to make this deadline will result in the

1 organizations application request for funding to be considered only during the appeals
2 process;

3 e) Initial deliberations and preliminary allocations;

4 f) Final deliberations and allocations.

5 2. SFC shall set aside 1% of projected budget each year as a reserve, not to exceed 10% of the
6 average of the past five years' budgets, to be maintained by the SFC for emergencies that may
7 occur due to possible under-realization of income or other unforeseen contingencies.

8 3. SFC allocations will be distributed using the following model to Student Union Activities,
9 Educational, Cultural and Student Government Activities, Athletic Activities, and fixed costs
10 including but not limited to reserve, assessment funds, and community connection.

11

12 Distribution Model

13

14 The OUS Assessment will be awarded a baseline level of funding not to go below \$50,000.

15 Community Connection will be awarded a baseline level of funding not to go below \$12,500.

16 Student Union Activities will be awarded a baseline level of funding not to go below \$315,000 and
17 will present to the SFC a budget on how they will spend this money each year.

18 Post Season Travel will be awarded a baseline level of funding not to go below \$75,000.

19 Intercollegiate athletics will be awarded a baseline level of funding not to go below \$450,000 and will
20 present to the SFC a budget on how they will spend this money each year.

21 All other units (recreation, and all educational, cultural and student government groups) will present a
22 proposed budget to the SFC and are eligible for any remaining funds.

23 * Fee funded units that receive a baseline amount of funding may ask for funding that exceeds that
24 amount if special needs or circumstances arise.

25 * Any employee mandatory salary or benefit increases that are verified by the Budget Office will be
26 automatically added to the baseline funding.

27 * Should enrollment significantly decrease, these baseline levels of funding may be revisited and
28 changed at the discretion of the SFC.

29

30 4. The coordinator/director of each program requesting funding shall submit the following materials
31 on or before the announced deadline for budget proposal submission:

32 a) The program's statement of goals and objectives.

33 b) An itemized operating budget designed to meet these goals and objectives.

34 i) Summary of non-fee income, identifying the sources, cash flow, and gross amount
35 anticipated;

36 ii) A summary of anticipated services and supplies expenses;

- 1 iii) A summary of anticipated labor and other payroll expenses (OPE) including salary
2 and wage increases. If classified or unclassified negotiated salary increases are not
3 finalized by the budget submission deadline, organizations should estimate a 3%
4 increase in budgeted salary and OPE expense. Differences between the budgeted
5 salary and OPE increases and the actual will be funded by the SFC.
- 6 c) Job descriptions, selection criteria, and hiring or election procedures for all positions funded
7 by Student Fees to be filled during the budget year;
- 8 d) A statement of activities or services the program provided last year, current activities and
9 services, and proposals for next year.
- 10 5. Prior to submission of the budget proposal, the materials in Article V section 4 above shall be
11 presented to the SFC chairperson and fee funded unit's faculty/staff advisor (when applicable) for
12 review and recommendations, prior to submittal to the SFC.
- 13 6. The SFC shall hold open public hearings in accordance with ORS 192.610 to 192.690 on all
14 budget requests. Program coordinators are required to attend these hearings. The hearings
15 process is as follows:
- 16 a) Each program coordinator will have the opportunity to reserve a time allotment to present
17 their budget to the SFC. Following each presentation, there will be time for a question and
18 answer period by the Committee;
- 19 b) All SFC recommendations on funding shall be in terms of allocating an amount to each
20 funded area and shall in no case involve line itemizing by the SFC;
- 21 c) Following the hearings, the SFC will communicate its preliminary recommendations in
22 writing to each program requesting Student Fee support, the faculty/staff advisor (when
23 applicable), the ASEOU Student Senate, and the ASEOU President. Budgetary notes will
24 accompany preliminary recommendations on all amendments or changes to budget requests;
- 25 d) After such notification, the program coordinators will have one week to submit a written
26 appeal. Each program coordinator will have the opportunity to reserve a time allotment for a
27 second hearing to address the SFC;
- 28 i) Violations of Article III of the SFC Guidelines and Procedures cannot be appealed.
- 29 e) After the second hearing the Committee will release its final recommendations in writing to
30 each program funded, the faculty/staff advisor (when applicable), and the ASEOU Student
31 Senate, the ASEOU President, and the University President;
- 32 f) If a reduction in funding occurs in Athletics or Student Union Activities, every effort will be
33 made to not implement these reductions until the following year to allow for budget
34 adjustments.

- 1 7. The decision of the SFC shall be submitted to the ASEOU Senate for approval.
- 2 8. Any recommended changes by the ASEOU Senate will move to a committee for deliberation and
3 final approval.
- 4 a) This ad hoc committee will consist of 2 non SFC Senators appointed by the ASEOU
5 President, 3 SFC Senators, and 2 SFC students-at-large appointed by the SFC chairperson.
6 The SFC chairperson will conduct the meeting with the ASEOU President, but neither will
7 have voting privileges.
- 8 9. If the final recommendation submitted by the SFC submitted to the ASEOU Senate is approved it
9 will be forwarded to the University President. This recommendation shall include full budgetary
10 notes on all amendments or changes to budget requests, as well as the recommendations of the
11 ASEOU Student Senate and ASEOU President.
- 12 10. Allocation recommendations to the ASEOU Student Senate and the University President shall be
13 submitted in writing by three major categories: 1. Student union activities, 2. Educational, cultural,
14 and student government activities, and 3. Athletic activities.
- 15 11. The SFC, in releasing recommendations for the allocation of Student Fees, shall clearly and fully
16 set forth any conditions, which must be met. Once allocated, there shall be no attempt to attach any
17 further conditions or policies concerning the use of such accounts.

18
19 ARTICLE VI ADJUDICATION OF DIFFERENCES AND ALLOCATION OF FINAL BUDGETS

- 20
- 21 1. The University President shall within ten working days acknowledge and accept in writing the
22 recommendations of the SFC or notify the SFC in writing of any modifications under
23 consideration, including reasons for the proposed modification.
- 24 2. The SFC shall have ten working days to consider and respond in writing to modifications
25 proposed by the President. If the SFC concurs with the President's proposed modifications, such
26 shall be communicated in writing to the President within the specified time. If no response is
27 received within the specified time, the SFC shall be deemed to have concurred with the
28 modifications.
- 29 3. If the SFC does not concur, such shall be communicated in writing to the President within the
30 specified time. The President (or designee) shall within ten working days then meet with the
31 representatives of the SFC in an attempt to reconcile the difference.
- 32 4. If the President and the SFC representatives (ASEOU President and SFC Chairperson)
33 do not reach an agreement within ten working days; either party may request a hearing before the
34 Hearings Board. Within five working days of a request for a hearing, the Hearings Board shall

1 conduct a hearing.

2 Within five working days thereafter, the Hearings Board shall make written findings of fact and
3 recommendations for resolution of the disagreement. The Hearings Board shall provide such
4 findings and recommendations to both parties. Both parties shall notify the Hearings Board and
5 each other in writing within five business days as to whether they accept or reject the
6 recommendations.

7 a) The Hearings Board shall consist of five members. Prior to November 1st of each year, the
8 President of the University will appoint two of those members, and the SFC shall elect two
9 members from its own membership. Both parties will compile a list of persons mutually
10 acceptable to sit on the Hearings Board in the fifth position. In the event a hearing is
11 requested, the parties shall select the fifth Hearings Board member from the list.

12 b) The University President and the SFC shall be given notice of the time and place of the
13 hearing at least 48 hours before the hearing. All meetings of the Hearings Board shall be
14 open to the public and appropriate notice shall be given.

15 c) A representative of the SFC and the University President shall, at least 48 hours prior to the
16 hearing, present to the members of the Hearings Board relevant information, which may
17 include, but is not limited to, memoranda, budget requests, minutes, and correspondence.

18 5. The recommended amount of Student Fees for the University shall be made by the University
19 President to the Chancellor. A representative of the SFC may appeal to the Chancellor the
20 recommendations of the President of the University regarding the amount of Student Fees or the
21 allocation among the three major categories listed in Article III. Allocations among programs
22 and activities within a major category are not subject to appeal. The Chancellor shall order a
23 timely review of the appeal and shall communicate to the parties involved a decision in writing
24 within a reasonable time.

25 6. The Chancellor shall recommend to the Board, Student Fees for the University. Representatives
26 of the SFC as well as other members of the public may appear in support of, opposition to, or to
27 request modification of the recommended Student Fees in accordance to the provisions of OAR
28 580-001-0005. The Board will concurrently consider appeals of the substantially unresolved
29 differences in the allocation of Student Fees among the three major categories. Except in
30 extraordinary circumstances or upon its own motion, the Board will not consider allocations
31 within a major category.

32 7. Within ten working days after the final action by the Board, the President of the University shall
33 confer with the SFC in making any adjustments in the allocations, and shall communicate the

1 final action of the Board and the President in writing to the SFC Chair and the Chair of the
2 ASEOU Student Senate.

3
4 **ARTICLE VII DOCUMENTS AND NOTIFICATIONS**

- 5
6 1. ORS 192.610 – 192.640, regulates posting of agendas. The posting and delivery of agendas
7 will be as follows:
8 a) One copy to each: SFC members (7), SFC Advisors (2), The Voice, KEOL radio, and to
9 interested parties requesting notice;
10 b) Two copies to the Center for Student Involvement for posting in designated public areas to
11 allow reasonable notice and at least 48 hours prior to scheduled SFC meetings.
12 2. ORS 192.650 regulates posting of minutes. The posting and delivery of minutes will be as
13 follows:
14 a) One copy to each: SFC members (7), SFC Advisors (2), The Voice, KEOL radio and to
15 interested parties requesting notice;
16 b) Two copies will be delivered to the Center for Student Involvement for posting in designated
17 public areas to allow reasonable notice and at least 48 hours prior to scheduled SFC meetings.
18 3. ORS 192.430 – 192.440, regulates public information releases. In addition, requests need to
19 be made in writing and shall contain the following information: requester’s name, requester’s
20 address, document and date desired, number of copies requested, and reason for the request.
21 Students may obtain one copy of each document at no charge. Additional copies will be
22 charged at the prevailing University rate.
23 4. Documents generated for public record shall have the posting date noted.
24 5. The agenda format for all SFC meetings shall be as follows:
25 I. Roll Call.
26 II. Approval of Agenda.
27 III. Approval of Minutes.
28 IV. Old Business.
29 V. New Business.
30 VI. Open Public Format.
31 VII. Adjournment.

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33 **ATTACHMENT I – FOOD POLICY**

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1. The Student Fee Committee (SFC) considers it inappropriate that programs and activities supported by Student Fees purchase food and/or beverages for the exclusive use of student members. (Example: Food and beverages served at general membership meetings, or continuously available in an office.)
2. Food expenditures may be approved for specific events, which are included in the annual budget request to the SFC and conform to one or more of the applicable criteria that follows:
 - a) the event is widely publicized;
 - b) the event is well attended;
 - c) the event is of interest to the general student population;
 - d) the event is vital to the service provided by a group or activity and/or;
 - e) the event has a history of stability as an annual or repeat event.
3. The SFC shall make every effort to ensure that all groups and activities supported by Student Fees are aware of this policy.
4. Failure to conform to this policy shall be reported to the SFC for action.

ATTACHMENT II –PAYROLL POLICY

1. Student fee funded units are responsible for complying with all University policies and procedures regarding hiring and payroll.
2. It is the policy of the Student Fee Committee (SFC) that student pay should be limited to the total amount budgeted, as presented in the annual program budget recommended by the SFC and approved by the University President and the Oregon University System. This policy applies to classified as well as non-classified payroll categories for SFC funded organizations with the exception of abnormal situations (e.g., mandatory OPE expenses or minimum wage increases).
3. Program advisors are encouraged to monitor student pay throughout the budget year and warn student employees when payroll expenditures appear to be exceeding the amounts or rates mentioned in the budget. In no case should a program be allowed to exceed its total allocation for student pay.
4. No program or activity shall be allowed to increase the hourly rate for any position without the approval of the SFC.

1 ATTACHMENT III – BUDGET ACCOUNTABILITY AND CARRY FORWARD BALANCES
2 POLICY

- 3
- 4 1. All units will be required to report to the SFC how their fee dollars were spent in the previous
5 year.
- 6 a. A form will be provided by the SFC with the requested information. Forms must be
7 turned in no later than the end of the sixth week of fall term.
- 8 b. Forms will be reviewed by the SFC. If the committee deems necessary, any unit may
9 be required to appear before the committee.
- 10 2. The SFC establishes the following criteria as its Carry Forward (Rollover) policy for programs
11 requesting the use of unspent funds, or requesting the forgiveness of a negative balance from the
12 prior year:
- 13 a) Requests from programs funded by Student Fees in the ensuing year must be submitted no
14 later than the end of the sixth week. Program Coordinators submit requests to the SFC,
15 including recommendations by their faculty/staff advisor (when applicable);
- 16 b) Funds can be used only for expenses that relate directly to the operation of the individual
17 program or activity in the current year;
- 18 c) Funds requested must be for a specific use or purpose, which is consistent with the program
19 or activity's mission, or purpose;
- 20 d) Requests must be submitted in writing, identifying why a year-end balance existed, what the
21 balance consisted of (Student Fees support or earned revenue), the proposed use of the funds,
22 and how the proposed use supports the program's or activity's mission or purpose;
- 23 e) Revenue generated above the revenue budget as established by the SFC may be rolled over
24 barring any unforeseen declines in enrollment, or other circumstances, if requested at the fall
25 SFC carryover meeting;
- 26 f) If a negative balance existed, a written explanation identifying the cause of the negative
27 balance must be submitted to the committee at the fall carryover meeting. The negative
28 balance can be forgiven, or subtracted from the unit's current budget at the discretion of the
29 committee. Failure to submit a written explanation will result in the negative balance being
30 automatically deducted from the current year's budget.
- 31 g) Post-Season Travel- Post season travel for intercollegiate athletics (teams, coaches and
32 support personnel) are mandatory per our conference and national affiliations. Allocations
33 will be handled in the following manner:

- 1 I. Any remaining budget at the end of the current fiscal year will be returned to the
2 incidental fee reserve fund.
- 3 II. Any overages as a result of qualification and post-season travel will be automatically
4 covered by student fees at the end of the current fiscal year.
- 5 h) Student Union Activities will be allowed to maintain a cash reserve of up to 20% of the
6 average of the past five years of budget allocations. Any amount over 20% will be returned to
7 the SFC.
- 8

9 ATTACHMENT IV – SUMMER STUDENT FEE COMMITTEE (SFC) POLICY

- 10
- 11 1. The SFC establishes the ASEOU President and SFC chairperson to act for the SFC during the
12 summer, in consultation with advisors. Any decisions made during the summer will be reported
13 to the SFC at its first meeting in the fall.
- 14 a) Summer budget requests must follow the process established in Article V during
15 regularly scheduled hearings.

16 ATTACHMENT V – PROGRAM ENHANCEMENT

- 17
- 18 1. The term “program enhancement” refers to the occasion when the SFC has funds over the
19 projected allocated amount. If realized, these funds may be requested by fee-funded units.
- 20 2. Program enhancement funds will be determined available at the discretion of the Student Fee
21 Committee. It is up to the SFC to decide the amount to allocate, including whether to fund at all
22 or fund below, at, or above the requested amount.
- 23 3. Program Enhancement will take place in the Spring Term when funds spent for the remainder of
24 the year can reasonably be assessed to determine if any funds remain.
- 25 4. Applications for program enhancement will be required and must include such criteria as:
26 a) Reason(s) for requesting enhancement funds
27 b) Ways in which the funds will be used.
- 28 5. In the case that the program enhancement funds are available (projected is less than actual),
29 Athletic Activities (Intercollegiate and Recreation only), Student Union Activities, and the
30 Educational, Cultural, and Student Government Activities groups will be allocated a dollar
31 amount based on their individual applications.
- 32 6. Applications must be received by the deadline, or they will not be considered. Any major changes
33 to the program enhancement application must be received within 24 hours of the SFC program
34 enhancement hearing.

- 1 a) Any application changes received less than 24 hours in advance will not be
- 2 considered.
- 3 7. Program enhancement funds must be spent in the fiscal year in which they are allocated, except in
- 4 the case of Student Union Activities and Athletics.