



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

PREAMBLE	PAGE 2
ARTICLE I AUTHORITY AND RESPONSIBILITY	PAGES 3-5
ARTICLE II AMENDMENT AND ADJUDICATION OF THE GUIDELINES AND PROCEDURES	PAGE 5
ARTICLE III ELIGIBILITY FOR STUDENT FEES FUNDING	PAGES 5-8
ARTICLE IV EVALUATION CRITERIA	PAGE 8
ARTICLE V BUDGET PROCESS	PAGES 8-11
ARTICLE VI ADJUDICATION OF DIFFERENCES AND ALLOCATION OF FINAL BUDGETS	PAGE 12
ARTICLE VII DOCUMENTS AND NOTIFICATIONS	PAGES 12-13
ATTACHMENTS SPECIFIC POLICIES ON STUDENT FEE PURCHASES, STUDENT PAYROLL, CARRY FORWARD BALANCES, SUMMER FEE COMMITTEE, PROGRAM ENHANCEMENT	PAGES 14-17

## PREAMBLE

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

- Instructional Course Fees
- Building Fees
- Health Fees
- Technology Fees
- Student Fees

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

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 This document is the sole authority for Student Fee Guidelines and Procedures until amended or superseded.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

## ARTICLE I            AUTHORITY AND RESPONSIBILITY

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1. By state law, the Eastern Oregon University Board of Trustees, (the Board), is empowered to prescribe fees for the institution of that system. Student participation in the allocation of Student Fees is mandated by Oregon Law and by Oregon Administrative Rule (OAR).
2. At the University (in accordance with Policy 3.20.20 Tuition and Fees), the Student Fee Committee has the authority and responsibility to:
  - a. To study and evaluate the funding needs of the incidental fee supported program within the three categories (as defined in ARTICLE III) and to review the budgets of each.
  - b. To evaluate the various programs in terms of their contribution to the Eastern Oregon University student body and their conformity to use of incidental fee monies.
  - c. To submit annually to the institutional president, with the approval of the ASEOU Senate, written recommendations for the incidental fee charges to students for both academic year and summer session.
  - d. To submit annually to the institutional president, with the approval of the ASEOU Senate, written recommendations each year on the distribution of SFC income among f/the three categories defined in ARTICLE III.
  - e. To submit annually to the institutional president, with the approval of the ASEOU Senate, written recommendations for budget increases or decreases and how they are to be distributed across the funded areas, according to whether the initial incidental fee projections each year are over-realized or under-realized.
  - f. To submit, upon request, to the ASEOU Senate or to the institutional president (both orally and in writing) SFC's assessment of how well the funding levels reflect the concerns and desires of the general student body.
3. The Student Fee Committee is composed of the following:
  - a) A chairperson (ASEOU Director of Financial Affairs) appointed by the ASEOU Senate. The Chair may vote on items before the SFC in the event of a tie and make or second motions.
  - b) Eight voting student members appointed by the ASEOU Senate, three ASEOU Senators, four students at large, and the ASEOU President as the fourth voting member.
  - c) Two non-voting consultants (SFC Advisors) who participate in all meetings, hearings, and deliberations and advise student members, and represent the University Administration.

The two non-voting consultants (SFC Advisors) to the SFC are the Vice President of Finance and Administration, and the Vice President of Student Affairs, or their designees. The SFC Advisor for Vice President of Finance and Administration will provide input regarding Student Fee Units during Carry Forward (Rollover) and Forgiveness, Budget Allocations, and Program Enhancement.

4. The SFC Vice Chair shall be the ASEOU President.
5. To be eligible for SFC membership appointment, a student must fulfill the following requirements:
  - a) A student shall register and complete a minimum of eight undergraduate, or six graduate credit hours per term, each term, at the University with the exception of the summer term.
  - b) A student member shall be required to be in good academic standing, as defined by the University as a GPA of 2.5 or higher unless otherwise approved by the Senate.
6. A quorum for the purpose of transacting Student Fee Committee business will require the presence of a majority of the voting committee membership, 50% + 1. A committee member is required to abstain from voting on any business relating to a unit if they are an officer, director, coordinator, and general member. A committee member has the option to abstain if they have a personal connection to the unit, or if they perceive there is not enough information presented. Resignation from such a position, to establish voting eligibility, shall be received in writing prior to the order of business being voted upon. The only exception is the allocation of funds to the ASEOU Student Government.
7. SFC members may vote by proxy if their intentions and reasonings are received in writing before the vote. Only one voting member can offer their vote as a proxy at any given time, unless decided otherwise by the SFC.
8. Liaison responsibilities of SFC chairperson or SFC's designee to units funded by Student Fees are as follows:
  - a) Act as the official contact to the SFC for all units funded by Student Fees.
  - b) Provide information regarding all aspects of the Student Fees process throughout the year to all units.
  - c) Meet jointly with the student representative and their faculty/staff advisor for each unit (when applicable), once in the fall, twice in the winter, and twice in the spring, and provide a written or oral report quarterly to the full Committee detailing progress toward established quarterly budgetary goals and University student involvement goals.
  - d) Attend at least one meeting or activity (when applicable) of each unit each term.

9. Non-fulfillment of job duties of any SFC member, includes any of the following:
- a) Two unexcused absences from a scheduled and/or assigned SFC meeting during the academic year, at the discretion of the chair.
  - b) Failure to attend more than 50% of scheduled SFC meetings, regardless of excused or unexcused absence, within one term.
  - c) Failure to meet these requirements will result in possible dismissal at the discretion of the SFC Chair.

## ARTICLE II      AMENDMENT AND ADJUDICATION OF THE GUIDELINES AND PROCEDURES

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1. Amendment and adjudication of the SFC Guidelines and Procedures will follow the process outlined below:
- a) Any amendments or modifications to the SFC Guidelines and Procedures will be approved by 50% + 1 of all voting members of the SFC.
  - b) The SFC Chair will submit any changes or modifications to the SFC Guidelines and Procedures to the ASEOU Student Senate at the next Senate meeting after SFC approval.
  - c) The ASEOU Student Senate shall have 16 days following submission to review and render a decision to the SFC in writing. Should the ASEOU Student Senate find cause to rule against the proposed modification, such must be indicated in writing to the SFC within the specified time to allow for revision and resubmission. If no response is received within the specified time, it shall be deemed that the ASEOU Student Senate does not find any modifications to be in conflict with the ASEOU Constitution.
  - d) The University President shall have ten days to review the Guidelines and Procedures and respond in writing to the SFC, indicating recommendations for further amendment. If no response is received within the specified time, it shall be deemed that the University President does not find any modifications to be in conflict with the EOU Constitution, unless there are extenuating circumstances.

## ARTICLE III      ELIGIBILITY FOR STUDENT FEES FUNDING

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1. Eligibility for funding from Student Fees requires the activity, program, or service to satisfy the requirements in one of the following three categories (University Policy 3.20.20 Tuition and Fees):
  - a) Student Union Activities: An unit that is an integral part of the operation of Hoke Union Building and Center for Student Involvement and is the direct responsibility of the Director of Student Involvement. The Director will review all funding requests for Student Fees pertaining to Student Union Activities and present them to the Hoke Advisory Board.
  - b) Educational, Cultural, and Student Government Activities: Programs or activities in this category must fulfill the requirements of one of the following three groups:
    - i) Programs or activities registered as active on-campus student organizations by the EOU Center for Student Involvement (CSI). The program or activity must be active for at least three years and is co-curricular in focus.
    - ii) Programs or activities providing an educational and/or cultural experience, or service on campus for Eastern Oregon University students and registered with CSI. The program or activity must be active for at least three consecutive years and be co-curricular in focus.
    - iii) Student Government: The organization shall be defined in the Constitution of the Associated Students of Eastern Oregon University as approved by the students of Eastern Oregon University and the University President.
  - c) Athletic Activities: These programs and activities shall provide athletic activities for students as participants and spectators in the University's athletic programs. The Director of Athletics shall evaluate intercollegiate athletics, recreation, and make recommendations in the development of, and adherence to, policies and budgets.
2. In addition, all activities, programs, and services funded by Student Fees must meet all of the following requirements:
  - a) A list of officers/student representatives shall be submitted with the budget request to the SFC, including the officers' Eastern Oregon University telephone numbers and email addresses.
  - b) Programs or activities funded by Student Fees must utilize the Financial Information System (FIS). Such information must be maintained on a timely basis in order to provide accurate data for SFC related business. The Center for Student Involvement and Business Services office may be used for any FIS assistance.

- c) All programs funded by Student Fees must fully disclose all sources of funding in their annual budget request (such as Foundation funds, projected fundraising revenue, general operating funds, related course fees, etc.).
- d) Each unit is required to have a faculty/staff advisor and a student representative:
  - i) The advisor shall be responsible for working *in conjunction with* appointed officers, student representatives, and student members of each designated program. The faculty/staff advisor shall provide recommendations which are to be included in the budget request.
  - ii) The student representative shall be responsible for consulting with involved students and the advisor to create the budget request and maintain the program's finances as allocated by Student Fees. The student representative or student designee is required to attend the SFC budget proposal meeting.
- e) All funding requests must first be submitted for review and recommendations to the faculty/staff advisor prior to submission to the SFC.
- f) All faculty/staff advisors working *in conjunction with* the student representative recommendations should be included in the budget request.
- g) All units funded by Student Fees are responsible for over-expenditure of their individual allocations. Programs or units that exceed their allocation for any given year, necessitating an allocation of Student Fees in excess of the approved amount, may have that excess amount deducted from the budget of the succeeding year:
  - i) The ASEOU Director for Financial Affairs will work with the SIF Fiscal Manager to provide all unit advisors and student representatives a year-end fiscal report comparing approved to actual expenditures before the second Friday after fall term begins, or as soon as possible in the succeeding fiscal year.
  - ii) Any organization whose funding is to be reduced as a result of over-expenditure in the prior year shall submit a revised operating budget to the SFC that details how the reduction will be absorbed into the current budget. They are also required to schedule a meeting with the SFC individually prior to the SFC carryover/forgiveness meeting. The revised budget is due 14 days after the fall SFC carryover meeting.
  - iii) In addition to a revised operating budget, the unit may submit a request to be excused from the reduction in funding. In order to be eligible to request forgiveness, the program must meet with the SFC individually as well as attend the carryover/

forgiveness meeting. Each request must state explicitly why the overage occurred and what steps are being taken in the current year to prevent recurrence.

- iv) The SFC will render a decision with regard to the request to be excused from a reduction in funding within 30 days after the request is made, and will notify the unit, faculty/staff advisor (when applicable), and the Budget Office of its decision. If no response is received within the specified time, it shall be deemed that the SFC will automatically reduce allocations for the next fiscal year.
3. Failure to comply with these requirements may result in penalties or, in extreme cases, the immediate loss of access to Student Fees. In such cases, the advisor and student representative will be required to meet with SFC to determine appropriate action. If SFC deems it necessary, A meeting will occur with the advisor's supervisor, in order to seek immediate resolution. Units will be evaluated each year to determine if they meet eligibility requirements and have followed the guidelines.

#### ARTICLE IV      EVALUATION CRITERIA

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1. Criteria used in evaluating units seeking funding from Student Fees shall be (but not limited to) the following:
- a) The extent to which a unit provides opportunities for students, either by direct participation or by participating as spectators or listeners, to develop new skills, competencies or appreciation not available elsewhere in the University;
  - b) The extent to which there is an agreement between that unit's goals and objectives as well as the overall mission, goals, and objectives of the University;
  - c) The extent to which a continuing unit fulfilled its stated objectives in previous budget years;
  - d) The extent to which a unit is of general interest to the student community;
  - e) The extent to which a unit 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 unit;



- i) The extent to which a unit supports the ASEOU/SFC policies found in the attachments to these Guidelines and Procedures;
- j) The extent to which a unit has actively participated in program/unit reviews and check-ins, by way of liaison reports completed by SFC chairperson or his/her SFC designee.
- k) An SFC funded unit will not be able to receive funding of any kind from Senate Allocations.

## ARTICLE V      BUDGET PROCESS

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1. The SFC shall issue to the advisor and student representative of each continuing unit a timetable 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 an 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 representatives (required for all directly funded Student Fee organizations).
  - 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 organization’s application request for funding to be considered only during the appeals process;
  - e) Initial deliberations and preliminary allocations;
  - f) Final deliberations and allocations.
2. SFC shall set aside 1% of projected budget each year as a reserve, not to exceed 10% of the average of the past five years’ budgets, to be maintained by the SFC for emergencies that may occur due to possible under-realization of income or other unforeseen contingencies. Reserves funding percentage can be adjusted, once in agreement with the SFC advisor.

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

#### Distribution Model

1. The EOU Assessment will be awarded a baseline level of funding not to go below \$45,000.
  2. Community Connection will be awarded a baseline level of funding not to go below \$12,500.
  3. Student Union Activities will be awarded a baseline level of funding not to go below \$300,000 and will present to the SFC a budget on how they will spend this money each year.
  4. Intercollegiate athletics will be awarded a baseline level of funding not to go below \$390,000 and will present to the SFC a detailed budget on how they will spend this money each year.
  5. All other units (recreation, and all educational, cultural and student government groups) will present a proposed budget to the SFC and are eligible for any remaining funds.
  6. Fee funded units that receive a baseline amount of funding may ask for funding that exceeds that amount if special needs or circumstances arise.
  7. Any employee mandatory salary or benefit increases that are verified by the Budget Office will be automatically added to the baseline funding.
  8. Should enrollment significantly decrease, these baseline levels of funding may be revisited and changed at the discretion of the SFC.
4. Each unit must have a student representative and advisor submit the following materials on or before the Friday of week three of Winter term for the budget proposal submission:
    - a) The unit's statement of goals and objectives.
    - b) An itemized operating budget designed to meet these goals and objectives.
      - i) A summary of non-fee income (including revenue generated from fundraising, relevant course fees, etc.), identifying the sources, cash flow, and gross amount anticipated;
      - ii) A summary of non-relevant course fees and/or a clarification statement of why the fees will not have an effect on unit resources;
      - iii) A summary of anticipated services and supplies expenses;

- iv) A summary of anticipated labor and other payroll expenses (OPE) including salary and wage increases. If classified or unclassified negotiated salary increases are not finalized by the budget submission deadline, organizations should estimate a 3% increase in budgeted salary and OPE expense. Differences between the budgeted salary and OPE increases and the actual will be funded by the SFC.
  - c) Job descriptions, selection criteria, and hiring or election procedures for all positions funded by Student Fees to be filled during the budget year;
  - d) A statement of activities or services the unit provided last year, current activities and services, and proposals for next year.
5. Prior to submission of the budget proposal, the materials in Article V section 4 above shall be presented to the SFC chairperson and fee funded unit's faculty/staff advisor (when applicable) for review and recommendations, prior to submission to the SFC.
6. The SFC shall hold open public hearings in accordance with ORS 192.610 to 192.690 on all budget requests. Student representatives are required to attend these hearings. The hearings process is as follows:
- a) Each student representative will have the opportunity to reserve a time allotment to present their budget to the SFC. Following each presentation, there will be time for a question and answer period by the Committee;
  - b) All SFC recommendations on funding shall be in terms of allocating an amount to each funded area and shall in no case involve line itemizing by the SFC;
  - c) Following the hearings, the SFC will communicate its preliminary recommendations in writing to each unit requesting Student Fee support, the ASEOU Student Senate, and the ASEOU President. Budgetary notes will accompany preliminary recommendations on all amendments or changes to budget requests;
  - d) After such notification, the student representative or advisor will have five business days to submit a written appeal. Each student representative and advisor will have the opportunity to reserve a time allotment for a second hearing to address the SFC;
    - i) Violations of ARTICLE III of the SFC Guidelines and Procedures cannot be appealed.
  - e) After the second hearing the Committee will release its final recommendations in writing to each unit funded, the faculty/staff advisor (when applicable), and the ASEOU Student Senate, the ASEOU President, and the University President;

- f) If a reduction in funding occurs in Athletics or Student Union Activities, every effort will be made to not implement these reductions until the following year to allow for budget adjustments.
7. The decision of the SFC shall be submitted to the ASEOU Senate for approval.
  8. Any recommended changes by the ASEOU Senate will move to a committee for deliberation and final approval.
    - a) This ad hoc committee will consist of 2 non-SFC Senators appointed by the ASEOU President, 3 SFC Senators, and 2 SFC students-at-large appointed by the SFC chairperson. The SFC chairperson will conduct the meeting with the ASEOU President, but neither will have voting privileges. In the event of a tie, the motion fails.
  9. If the final recommendation submitted by the SFC submitted to the ASEOU Senate is approved it will be forwarded to the University President. This recommendation shall include full budgetary notes on all amendments or changes to budget requests, as well as the recommendations of the ASEOU Student Senate and ASEOU President.
  10. Allocation recommendations to the ASEOU Student Senate and the University President shall be submitted in writing by three major categories: 1. Student Union Activities, 2. Educational, cultural, and student government activities, and 3. Athletic activities.
  11. The SFC, in releasing recommendations for the allocation of Student Fees, shall clearly and fully set forth any conditions, which must be met. Once allocated, there shall be no attempt to attach any further conditions or policies concerning the use of such accounts.

## ARTICLE VI ADJUDICATION OF DIFFERENCES AND ALLOCATION OF FINAL BUDGETS

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1. The University President shall within ten working days acknowledge and recommend in writing to the SFC of any modifications under consideration, including reasons for the proposed modification. If no response is received within the specified time, it shall be deemed that the University President does not find any modifications to be in conflict with the EOU Constitution.
2. The SFC shall have ten working days to consider and respond in writing to modifications proposed by the President. If the SFC concurs with the President's proposed modifications, such shall be communicated in writing to the President within the specified time. If no response is

received within the specified time, the SFC shall be deemed to have concurred with the modifications.

3. If the SFC does not concur, such shall be communicated in writing to the President within the specified time.
4. The recommended amount of Student Fees for the University shall be made by the SFC to the University President. Allocations among unit within a major category are not subject to appeal. The University President shall order a timely review of the appeal and shall communicate to the parties involved a decision in writing within a reasonable time.
5. The University President shall recommend to the Board, Student Fees for the University. Representatives of the SFC as well as other members of the public may appear in support of, opposition to, or to request modification of the recommended Student Fees in accordance with the provisions of Board Statement Number 1 on Conduct of Public Meetings. The Board will concurrently consider appeals of the substantially unresolved differences in the allocation of Student 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.
6. Within ten working days after the final action by the Board, the President of the University shall confer with the SFC in making any adjustments in the allocations, and shall communicate the final action of the Board and the President in writing to the SFC Chair and the Chair of the ASEOU Student Senate.

## ARTICLE VII

## DOCUMENTS AND NOTIFICATIONS

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1. ORS 192.610 – 192.640, regulates posting of agendas. The posting and delivery of agendas will be as follows:
  - a) One copy to each: SFC members (8), SFC Advisors (2), the ASEOU website, and to interested parties requesting notice;
  - b) Two copies to the Center for Student Involvement for posting in designated public areas to allow reasonable notice and at least 48 hours prior to scheduled SFC meetings.
2. ORS 192.650 regulates posting of minutes. The posting and delivery of minutes will be as follows:
  - a) One copy to each: SFC members (8), SFC Advisors (2), the ASEOU website, and to interested parties requesting notice;

3. ORS 192.314 – 192.338, regulates public information releases. In addition, requests need to be made in writing and shall contain the following information: requester’s name, requester’s address, document, and date desired, the number of copies requested, and the reason for the request. Students may obtain one copy of each document at no charge. Additional copies will be charged at the prevailing University rate.
4. Documents generated for the public record shall have the posting date noted.
5. The agenda format for all SFC meetings shall be as follows:
  - I. Roll Call.
  - II. Approval of Agenda.
  - III. Approval of Minutes.
  - IV. Old Business.
  - V. New Business.
  - VI. Open Public Format.
  - VII. Adjournment.

## ATTACHMENT I – STUDENT FEE PURCHASES RESTRICTIONS AND LIMITATIONS (TAKEN DIRECTLY FROM EOU FINANCIAL TRANSACTIONS AND PROTOCOL)

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Student fee dollars are subject to the same rules that tuition or tax dollars are. They have RESTRICTIONS and LIMITATIONS. Student Fee dollars are given with the understanding that purchases made by SIF units shall benefit every student at Eastern Oregon University. Additionally, the two most common areas of further restrictions are food purchases and prizes/awards/gifts.

### **Food Purchases**

1. For meal purchases, SIF funds may only be used when the following criteria are met:
  - a) The meal is integral to the event where it is offered AND
  - b) The event was budgeted and approved as a line item within the Incidental Fee budget submitted to the Student Fee Committee AND
  - c) There is no profit made from the event (e.g., using incidental fees to pay for meals as a fundraiser is not permitted) AND
  - d) The event is open to all incidental-fee paying students AND
  - e) The event adheres to all other EOU policies and regulations
2. Generally, no more than one event per academic term will be permitted. It is strongly recommended that the per person per event cost is no greater than \$10 per event. Groups requesting more than one event per term or a per person cost that exceeds the per person cost recommendation will have those requests considered on a case by case basis.
3. In addition, when an official guest is being hosted by the institution and student(s) are serving as the host, up to two students may accompany the official guest for a meal and be reimbursed up to the per diem rates established in EOU and SFC policies.
4. Please coordinate with your leadership on which forms need to be submitted in order to serve meals and refreshments.

### **Prizes/Awards/Gifts**

1. SIF Funds may only be used to purchase prizes and awards when the prizes or awards are inexpensive in nature (i.e., \$10 or less), and have also been approved through the SFC process and follows established EOU policies.
2. SIF dollars cannot be used to generate fundraised dollars (outside of expected generated revenue) for miscellaneous usage.

## ATTACHMENT II – PAYROLL POLICY

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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 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. 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/unit 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 unit be allowed to exceed its total allocation for student pay.

## ATTACHMENT III – BUDGET ACCOUNTABILITY AND CARRY FORWARD BALANCES POLICY

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1. All units will be required to report to the SFC how their fee dollars were spent in the previous year.
  - a) The accountability form will be provided on the SFC page with the requested information. Forms must be turned in no later than the Friday of the sixth week of Fall term.
  - b) Forms will be reviewed by the SFC. If the committee deems necessary, any unit may be required to appear before the committee.
2. The SFC establishes the following criteria as its Carry Forward (Rollover) policy for programs requesting the use of unspent funds, or requesting the forgiveness of a negative balance from the prior year:
  - a) Requests from units funded by Student Fees in the ensuing year must be submitted no later than the Friday of the seventh week. Student representatives submit requests to the SFC, including recommendations by their faculty/staff advisor (when applicable);
  - b) Funds can be used only for expenses that relate directly to the operation of the individual unit in the current year;



- c) Funds requested must be for a specific use or purpose, which is consistent with the unit mission, or purpose;
- d) Requests must be submitted in writing, identifying why a year-end balance existed, what the balance consisted of (Student Fees support and/or earned revenue), the proposed use of the funds, and how the proposed use supports the units mission or purpose;
- e) Revenue generated above the revenue budget as established by the SFC may be rolled over barring any unforeseen declines in enrollment, or other circumstances if requested at the fall SFC carryover meeting;
- f) If a negative balance existed, a written explanation identifying the cause of the negative balance must be submitted to the committee at the fall carryover meeting. The negative balance can be forgiven or subtracted from the unit's current budget at the discretion of the committee. Failure to submit a written explanation will result in the negative balance being automatically deducted from the current year's budget.
- g) Student Union Activities will be allowed to maintain a cash reserve of up to 20% of the average of the past five years of budget allocations. Any amount over 20% will be returned to the SFC.
- h) The Outdoor Adventure Program will be allowed to maintain a cash reserve of up to \$10,000 for the specific purpose of replacing and/or maintaining rental equipment. Funding for the reserve will be made as a \$1,000 line item up to 10 years. Any amount over \$10,000 will be returned to the SFC.

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

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1. The SFC establishes the ASEOU President and SFC chairperson to act for the SFC during the summer, in consultation with advisors. Any decisions made during the summer will be reported to the SFC at its first meeting in the fall.
  - a) Summer budget requests must follow the process established in Article V during regularly scheduled hearings.
  - b) Funds allocated during the fiscal year from Student Incidental Fees cannot be spent on events taking place during the summer term.

#### ATTACHMENT V – PROGRAM ENHANCEMENT

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