Administrative Procedure

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Subject: STUDENT SUCCESS FEE

1.0. PURPOSE:

To establish policy and guidelines for the allocation and reporting of resources generated through the Student Success Fee (SSF).

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University.

3.0. REFERENCES:

3.1. Office of the Chancellor Executive Order Number 1054, Subject: The California State University Fee Policy.

3.2. Office of the Chancellor Executive Order Number 1070, Subject: Student Success Fee.

3.3. Education Code, Section 89230.

3.4. Title V, Chapter 1, Subchapter 5, Article 3, Section 41800.2.

3.5. Administrative Procedure 204, Student Fee Policy.

4.0. POLICY:

The fee will be assessed to provide supplemental academic advising and retention services, increased student development opportunities and career services, and expanded access for students to vital infrastructure and applications technologies. An annual report (Appendix 8.3.) will be provided to the Student Fee Advisory Committee (SFAC) and the Resource Allocation Advisory Committee (RAAC).

5.0. DEFINITIONS:

5.1. RAAC – Resource Allocation Advisory Committee appointed by and advisory to the President on budget policy, planning, and resource allocation.

5.2. Student Success Fee Activities – Activities that supplement academic advising and retention services, increase student development opportunities and career services, and expand access to vital infrastructure and applications technologies. Other services that are consistent with the purposes included in the above may be added as they are identified and approved by the University President.

Approved: _____ **Date:** _____

5.3. Student Success Fee (SSF) Funding Request Form – Form used to request funds to support activities (Appendix 8.2.).

5.4. Executive Officers – The University President and Vice Presidents.

5.5. Student Fee Advisory Committee – Established by and advisory to the University President on proposed fee actions for all student fees.

6.0. RESPONSIBILITIES:

6.1. The President will:

6.1.1. Review the recommendations of the RAAC pertaining to the activities to be funded and the level of funding.

6.1.2. Notify the RAAC of the decision.

6.2. The Vice President for Administration and Chief Financial Officer (CFO) will:

6.2.1. Prepare and distribute information regarding SSF Funding Request forms to the Executive Officers.

6.2.2. Review and forward the final SSF Funding Requests to the RAAC.

6.3. The Executive Officers will:

6.3.1. Ensure that the appropriate unit/chairs/directors/college deans receive all information regarding SSF Funding Request forms.

6.3.2. Review and approve the SSF Funding Request forms upon receipt from division units.

6.3.3. Submit the approved SSF Funding proposal to the Vice President for Administration and CFO.

6.3.4. Prepare annual assessments that detail outcomes and accountability for the use of the SSF funds received and submit to the Vice President for Administration and CFO.

6.4. The RAAC will:

6.4.1. Review and make recommendations to the President regarding the proposed budget annually.

6.4.2. Receive an annual report on the SSF.

6.5. The Chair of the RAAC will:

6.5.1. Provide clerical support to the University for the production of Committee meeting minutes.

6.5.2. Coordinate meetings of the RAAC.

6.5.3. Forward recommendations to the President.

6.6. The Business Financial Services and Budget Office will:

6.6.1. Maintain the SSF trust fund.

6.6.2. Maintain revenue/expenditure records for all funded activities.

6.6.3. Prepare quarterly and year-end financial statements for all funded activities.

6.6.4. Provide financial information to the RAAC and the SFAC as required or requested.

6.7. The Student Fee Advisory Committee will:

6.7.1. Review on an annual basis a report on the use of SSF funds.

7.0. PROCEDURES:

7.1. The Vice President for Administration and CFO will distribute information regarding SSF Funding Requests to the Executive Officers.

7.2. The Executive Officers will:

7.2.1. Distribute information regarding SSF Funding Requests to the appropriate unit/chairs/directors/college deans.

7.2.2. Review the SSF Funding Requests from their respect units and submit a proposal to the Vice President for Administration and CFO recommending SSF funding for his/her division.

7.3. The Vice President for Administration and CFO will submit a SSF Funding Proposal Summary (Appendix 8.3.) to the RAAC.

7.4. The RAAC will review the SSF Funding Proposal and forward final recommendations to the President.

7.5. The President will review the recommendations and notify the Chair of the RAAC of the decision.

7.6. The Chair of the RAAC will issue a memorandum to the appropriate Vice President(s) advising them of the decision regarding their request.

7.7. The SFAC will review on an annual basis a report on the use of SSF funds.

8.0. APPENDICES:

8.1. Student Success Fee Funding Criteria.

8.2. Student Success Fee (SSF) Funding Request form.

8.3. Student Success Fee (SSF) Funding Proposal Summary.

8.4. Annual Report of Student Success Fee.