

CAL POLY HUMBOLDT

Fee Increase -Category II Campus Based Mandatory Fee

Per Executive Order 1102, CSU Student Fee Policy. An advisory student referendum is expected in order to measure student support prior to adjusting a Category II fee. The referendum may be conducted by the campus or the student body association, the following shall apply when conducted by the campus:

1. The president in consultation with the student body association and the faculty senate shall develop guidelines applicable to the student fee referendum process designed to assure that the referendum is open, fair, and objective.
2. The campus shall fund costs associated with the referendum.
3. The fee advisory committee shall approve all information provide to the campus community, insuring that the information provides an objective analysis of the proposed fee action and statements solicited by the committee for and against the proposed fee action.
4. The fee advisory committee shall approve the specific statements that shall be included in the voter pamphlet.
5. Copies of the voter pamphlet, ballot and information regarding the dates, times, and polling locations shall be available to students and published in the campus newspaper and in other public locations around campus at least thirty days prior to the referendum.
6. The results of a referendum shall be considered favorable when a majority of students voting approve the fee action.
7. The results of the referendum shall be advisory to the fee advisory committee and the president, unless the Education Code or Student Success Fee policy (Section VI.B) requires that the referendum pass.
8. Election to be conducted on-line by a Third Party Organization
9. A special election may have to occur if the following established timeline is not followed

Timeline

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| November | Proposal to SFAC with all reference material
Budget requests |
| December | SFAC will review the proposed fee increase request and all
reference material for review. The committee shall issue a voter
pamphlet providing objective analysis of the proposed fee action
and statements solicited by the committee for and against the |

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proposed fee. Statements will be based on information provided by the requestor, (listed below).

January	Presentation to the Student Fee Advisory Committee.
February	Public Forums by Requestor-Collect frequently asked questions Continue the review and approval of all material provided by the requestor.
March 1	Copies of voter pamphlets & ballot information regarding dates, time & polling locations shall be available to students and published in the campus newspaper and other public locations or websites around campus at least 30 days prior to the referendum.
March	Open Forums AS Council, Student Athletics Committee The J in Residence Hall, Student Clubs UC South Lounge, Library, Native American Forum
April 17-19	Associated Students Elections
Late April	SFAC meets to determine recommendation to be submitted to President Jackson
May 1	President Jackson reviews the recommendation

Information Needed for the SFAC by Requestors:

- Fee request form
- Statement of revenues and expenditures directly related to the student fee including a minimum of one year of actual costs and two years of projected revenue and expenditure for the fee revenue activating under consideration.
- Description and Rationale for the fee increase and expected outcomes if the fee is not increased. Include details of the reduction of specific services.
- Purpose of the increase
- Frequently asked questions
- Submit Pro's and con's statement
- A communication plan to discuss fee with students, (open forum)
- Ad's for the Lumberjack
- All printed materials to be handed to the public/students

No information should be shared with the campus until the SFAC reviews the proposed fee and approves the proposal to move forward.