

Student Services Series—5000

### **MANDATORY STUDENT-INITIATED FEE<sup>1</sup>**

The student government at Chemeketa Community College may form a student fee committee to recommend a mandatory student-initiated fee for the purpose of cultural or physical development of students. Members on the committee shall be drawn by the Associated Students of Chemeketa from student leadership teams and/or student organizations so as to represent all Chemeketa students' interests. The purpose, use and allocation of the revenues earned and expended from this fee will be determined by the committee in accordance with college policies.

Annually, in accordance with timelines set by the college president/chief executive officer in the procedure, the committee will submit a detailed fee proposal to the college president/chief executive officer for approval. The proposal will include the amount of the fee, purpose and description of the fee, assessment method proposed (e.g. per term, per student, flat fee or per course fee, etc.), and a detailed budget for the expenditures.

A request for a mandatory student-initiated fee, use of the fee, or decision to modify an existing fee, may be refused by the president/chief executive officer if the president/chief executive officer determines that:

- a) The recognized student fee committee assessed or allocated the mandatory student-initiated fee in violation of applicable local, state, or federal law and/or college policies;
- b) The allocation conflicts with a preexisting contractual financial commitment;
- c) The total mandatory student-initiated fees budget would increase by a percentage that is greater than the percentage increase in tuition and other fees approved by the College Board of Education for the upcoming academic year; or
- d) The fee request is not advantageous to the cultural or physical development of students.

The recognized student fee committee and the president/chief executive officer shall seek to reach agreement on any dispute involving mandatory student-initiated fees, if necessary with the aid of a process established by the College Board of Education. If an agreement is not reached, the decision of the president/chief executive officer may be appealed to the College Board of Education, which will render a final decision prior to the adoption, use or modification of a mandatory student-initiated fee.

If the request is for a new or increased mandatory student-initiated fee the College Board of Education may require a campus referendum in which the student body votes on whether to approve the fee. If a mandatory student-initiated fee is rejected by the student body in a referendum, the recognized student government may not request another mandatory student-initiated fee for the remainder of the academic year.

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<sup>1</sup> ORS 341.470

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**MANDATORY STUDENT-INITIATED FEE (Continued)**

If approved by the college president/chief executive officer, the fee proposal shall be forwarded to the College Board of Education for review. The College Board of Education will render a final decision prior to the adoption, use or modification of a mandatory student-initiated fee.

The assessment and collection of approved fees will be handled through the standard college tuition and fee policies and assessment and collection processes. The revenue will be allocated per the fee proposal submitted to, and approved by, the president/chief executive officer. All revenues and expenditures resulting from the approved fee shall be accounted for separately and an annual report shall be submitted to the president/chief executive officer and College Board of Education at the end of each fiscal year.

Definitions

Mandatory Student-Initiated Fee—means a fee that:

- a) Is initiated by the recognized student fee committee at Chemeketa Community College;
- b) Students are required to pay in addition to the College Board of Education approved tuition and other fees;
- c) Is collected by the College Board of Education (through the standard college tuition and fee policies and assessment and collection processes); and
- d) Is allocated by the recognized student fee committee of the college.

October 17, 2018

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*Adopted College Board of Education*

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*Revised*