

Otero Junior College INSTITUTIONAL FEE PLAN

May 2017

PART A--Fee Categories

Pursuant to Community College Policy BP4-20, the college president, in consultation with the student government, shall establish an institutional fee plan. New or increased mandatory fees which are charged to all students enrolled in a particular college or campus which is proposed after July 1, 1994, must comply with the procedures established in this policy and the institutional plan. Definitions of these fees are drawn from BP4-20 revised in 2012. Fees are defined as any amount assessed to students as a condition of enrollment in the college and/or as a condition of enrollment in a particular course or program. **Otero Junior College** uses these categories to describe fees under this plan.

1. Bond fees
2. Instructional Fees
3. Student Fees
4. Use Fees
5. Sales and Services of Educational Activities

1. Bond Fees: Fees assessed and pledged to build, renovate and/or operate and maintain auxiliary facilities or, as allowable in statute, academic facilities.

There are no such fees at OJC.

2. Instructional Fees:

- Course Specific Fees: Mandatory fees associated with academic courses that help defray the cost of offering specific courses. These include, but are not limited to: field trips; required materials fees for laboratory, music, art, vocational, occupational, technical, and physical education courses; testing fees required for completion of a course; malpractice insurance; digital textbooks; and high/medium cost fees.

Medium and High CIP Course Fee. In FY00, the State Board of Community Colleges and Occupational Education (SBCCOE) adopted a new funding formula, part of which incorporated a new course fee structure. All courses offered by the Community Colleges of Colorado (CCC) are identified according to three categories based on costs of delivery: low or regular cost, medium cost, and high cost. A per credit hour course fee is charged to all medium and high cost courses, with the exception of basic skills courses which are categorized as medium cost but for which no fee is assessed. As compared to the old course fee structure, this new course fee structure is revenue neutral on a system-wide

basis. The course fee for FY17 is \$6.95 per credit hour for all medium and high cost courses.

MEDIUM & HIGH COST COURSES

| CIP # | Category/Field Title |
|-------|--|
| 1 | Agriculture, Agriculture Operations & Related Sciences |
| 3 | Natural Resources and Conservation |
| 4 | Architecture & Related Services |
| 10 | Communications Technologies / Technicians & Support Services |
| 11 | Computer and Information Sciences and Support Services |
| 14 | Engineering |
| 15 | Engineering Technologies/Technicians |
| 23 | English Language |
| 26 | Biological and Biomedical Sciences |
| 27 | Mathematics & Statistics |
| 32 | Basic Skills (ENG, CCR, MAT only) |
| 40 | Physical Sciences |
| 41 | Science Technologies/Technicians |
| 43 | Protective Services |
| 46 | Construction Trades |
| 47 | Mechanics & Repair Technologies/Technicians |
| 48 | Precision Production |
| 49 | Transportation & Material Moving |
| 50 | Visual & Performing Arts |
| 51 | Health Professions & Related Clinical Services |
| 52 | Business, Management, Marketing, & Related Support Services (Small Business Management only) |

- Program Fees: Mandatory fees associated with academic programs that help defray the costs of offering specific programs. These include, but are not limited to, music, art, vocational, occupational, technical, and physical education programs; testing fees required for completion of a program; and malpractice insurance.

| | |
|--|-----------------|
| Nursing Liability Insurance and Testing Fee | \$155.00 |
| Art Fee | \$27.25 |
| Nursing Simulation Lab Fee | \$175.00 |

3. Student Fees:

- Student Activity Fees: Mandatory fees associated with enrollment in the college and/or campus that are assessed for a specific purpose. These fees include, but are not limited to, student centers, athletics, student government, contract health services, and/or similar services and facilities; non-bonded parking fees; and any general fee, the revenue from which is appropriated by student government for a specific purpose.

Student Center Fee: \$6.73 per credit hour, maximum of \$74.03 per semester – Used for Student Center operation.

Assoc. Student Govern. Fee: \$11.62 flat fee per semester - charged to full time students (12 hrs. or more) – Used to fund student government and clubs.

Student Athletic Fee: \$19.65 flat fee per semester – charged to full time students (12 hrs. or more) – Used to fund men’s and women’s athletic programs.

Fitness Center Fee: \$2.25 per credit hour per semester. Charged to all students for the operational costs of the fitness center.

4. Use Fees:

- Administrative Fees Unrelated To A Specific Academic Course or Program: These are mandatory campus-wide fees charged to provide administrative services including, but not limited to renewal and replacement equipment costs, technology fees, computer labs and printers, registration fees, satellite center fees, and wireless access. Registration fees must be charged at all schools but may be waived at the college’s discretion.

System-wide registration fee - \$13.30 per semester

Technology Fee: \$4.00 per credit hour per semester. Charged to all students for maintenance and upgrades to computer technology.

- Auxiliary Sales and Services: Charges to provide elective services such as housing and food service plans.

Existing Dormitories

| | |
|------------------------|----------------|
| Double 15 meals | \$3,289 |
| Double 19 meals | \$3,407 |
| Single 15 meals | \$3,840 |
| Single 19 meals | \$3,959 |

Conley Complex

| | |
|------------------------|----------------|
| Double 15 meals | \$3,632 |
| Double 19 meals | \$3,749 |

- Miscellaneous Charges/Charge for Service: Charges to cover the cost of delivering specific services which are incidental to the instructional activities, which include but are not limited to, health insurance, matriculation, graduation and commencement, late registration, Accuplacer, McCann testing, optional materials fees, deferred payment, promissory notes, return check fees, and late tuition payment.

5. Sales and Services of Educational Activities:

- Charges to provide elective services such as fitness center charges, testing fees that are non-mandatory or “strongly encouraged”

Graduation Fee \$40.00

PART B--Elections and Required Approvals

Student Elections

*Under the circumstances as outlined below, students are required to approve new fees and increases in existing fees. The president of **Otero Junior College** is responsible for administering all student elections concerning fees, upon State Board approval of the referendum plan. The plan for the proposed fee will include the form of notice to students of the amount, the reason for the assessment, the purpose for which **Otero Junior College** will use the revenue, and whether the fee is permanent or temporary, and if temporary, a repeal date for the fee. The plan will also include the effect of enrollment fluctuations. A simple majority of the votes cast determines the outcome of any student election.*

Otero Junior College may conduct a student vote once each term. This election will be scheduled in consultation with **Associated Student Government** and will be announced to the students at least thirty (30) days in advance. The college shall specify when its regularly scheduled election will be held.

The results of successful referendum elections are not subject to appeal and proceed directly to the Board for disposition. No new fee, fee increases, or fee extension that is defeated by a vote of the student body may be resubmitted for a student vote until the following regularly scheduled election. All student fee elections are advisory to the State Board.

Student Approval Required

1. Student Fees: A new student activity fee or an increase in an existing student activity fee (in excess of inflation only).
2. Bond Fees: A new fee or fee increase (in excess of inflation only) assessed for the construction, renovation, and /or operation of auxiliary or academic facilities or operations.

Itemization of Student Fees on Billing Statements

Otero Junior College shall separately disclose the fees charged to students in its student billing statements. This requirement applies to fees, the purpose of which is to cover any administrative costs; permanent student purpose fees; and non-permanent student purpose fees. Such itemization shall not be required for any academic course fee that is specifically listed in the course catalog. Itemization shall not be required for detailed allocations of general student fees, however, such itemization may include an

itemization of other general student fees. The portion of fees from any general student fee for the repayment of bonds or other debt shall also be disclosed on the billing statement.

Each billing statement will conspicuously identify any optional student fees or charges that are automatically assessed unless the student chooses not to pay the fee through a negative check off.

PART C – Otero Junior College Participation and Appeal Processes

Student participation in the development of campus and statewide fees occurs at two levels through recognized governance bodies. At the first level the **Otero Junior College's** recognized student governance body, **Associated Student Government**, is consulted by the **Otero Junior College** president and/or his or her designees. At the statewide level, students are consulted and participate in the fee process through the State Student Advisory Council. The SSAC is advised by a Community Colleges of Colorado (CCC) staff member. Additionally, the SSAC chair sits on the State Board for Community Colleges and Occupational Education as provided by statute.

Campus Student Participation and Appeal Process

The **Associated Student Government** is consulted by the administration about the fees enumerated above as a part of the approval process below:

1. The administration of **Otero Junior College** will consult with elected representatives of its **Associated Student Government** in the spring term prior to submission of student fees for the next fiscal year to SBCCOE. Specific dates will be established by the administration in line with the dates contained in this policy and the timetable for final CCCS action on all student fees.
2. It is the responsibility of the administration to provide a copy of this policy, any subsequent revisions thereto, and target dates for the internal fee allocation process to the representatives identified in #2 by November 15 each year.
3. **Otero Junior College's** student fee request must be submitted to CCCS by March 15 each year. Accordingly, sufficient time should be earmarked for consultation between administration and students to meet this deadline. All existing fees will be submitted to CCCS unless a specific exception is made by the system Vice President for Finance. New and increased fees must include a rationale and an accompanying statement documenting the purposes to which the additional revenue will be applied.

4. In the event student representatives to the internal fee process do not agree with elements of the administration's final fee proposal, both parties will commit to seeking informal resolution.
5. If informal resolution to the issue or issues identified in #4 does not occur, the president of **Associated Student Government** may file a written appeal with the college president by February 1 or the working day closest thereto. A written appeal will state the substantive grounds for the appeal. Any appeals filed after this date will not be considered.
6. The college president will respond to the written appeal within five (5) working days. The president's written response will include rationale for either accepting or denying the written appeal.
7. Within five (5) working days, by a majority of the membership of **Associated Student Government**, the **Associated Student Government** may reject the college president's response. If a majority is not attained or if the **Associated Student Government** fails to take action, the college president's response is final and no further appeals on the same issue are possible.
8. If the **Associated Student Government** rejects the college president's response, the president of **Associated Student Government** may file a written appeal with the advisor to the State Student Advisory Council within three (3) working days, as provided in the next section.
9. The administration and the **Associated Student Government** may waive the appeal time lines by mutual consent.

Statewide Student Participation and Appeal Process

The State Student Advisory Council will review both statewide student fees and campus appeals arising from the process set forth above.

1. CCCS staff will present to the SSAC membership all system-wide fees proposed for implementation during the next year and all increases in existing fees which are proposed to exceed the rate of inflation.
2. SSAC will consider appeals from the campus process as described in #9 of Part C, Campus Student Participation and Appeal Process. SSAC will not consider appeals which have not progressed through the campus system.
3. All campus appeals must be written and received by the SSAC advisor at CCCS within three (3) days after campus disposition. Such appeals will

contain substantive reasons for the appeal. The advisor will transmit the appeal to the leadership of SSAC.

4. SSAC will review campus appeals prior to the regularly scheduled March SBCCOE meeting. The SSAC representative from the campus submitting the appeal will not be permitted to vote on appeals arising from that campus. Campus representatives may, however, participate in the SSAC's discussion of the appeal. SSAC will invite administrative representatives from the campus for purposes of discussion.
5. SSAC will determine whether to support a campus appeal by a majority vote of regular members present, excluding those regular members present from the campus submitting the appeal.
6. If the SSAC decides, through majority vote, to support a campus appeal, the SSAC president will file a written appeal to the CCCS for consideration before adopting fees for the following year. Such appeals will contain substantive reasons for the appeal.
7. If SSAC does not attain a majority, the campus appeal is denied and the campus may appeal directly to CCCS at its regularly scheduled meeting in which student fees for the next year is determined.

CCCS Participation and Appeal Process

The CCCS will approve all student fees across the system prior to their implementation. The procedures above provide a mechanism for students to participate in the process of establishing fees, including the opportunity for the students and student representatives to address the Board during discussion and action of student fee proposals.

It is the responsibility of the administration to provide the president of ***Associated Student Government*** with the final action taken by CCCS on student fees after the Board meeting in which student fees are approved. It is the responsibility of the president of the ***Associated Student Government*** to inform members of the ***Associated Student Government*** and other students of the final CCCS action on student fees.

Review of Fee Fund Balances

Otero Junior College accounting staff, under the direction of the Vice President of Administration, conducts an annual review of all Student Activity Fees to ensure these fees are expended in accordance with their intended purpose. These reviews include evaluation of revenue, expenditures, and fund balance for each fee category to determine the appropriate revenue has been generated and posted into respective accounts as well as examining expenditures related to these fees to make sure they are related to the established purpose. If it is determined adjustments are warranted due to any irregularities or conflict with institutional fee policy, Otero Junior College's

Otero Junior College Student Fee Plan

management staff is informed and appropriate action to correct any issues is imposed where necessary. The level of allowable fund balance accumulation for each fee area is determined by Otero Junior College management in light of the current financial objectives of each institutional fee.