

# MediaVision Service Charges and Core Service Prioritization



Effective May 18, 2026

To better align MediaVision's resources with its core mission and ensure capacity for the university's highest-priority needs, MediaVision will implement a chargeback model for services that fall outside its core service areas.

MediaVision's core mission is to support academic instruction and university strategic communications. Services that directly support these functions will remain exempt from charges, subject to available capacity and established prioritization processes.

## Core Services Exempt from Charges

The following categories of work are considered core services and will not incur charges:

### Academic Instruction

This includes content developed in direct support of academic instruction, such as lectures, explainers, demonstrations, course examples, lab explainers, lab safety materials, and field demonstrations.

### University Strategic Communications

This includes communications projects that support university-level strategic priorities and are planned through the established Strategic Communications process.

### Prioritization of Core Services

Because MediaVision resources are finite, exempt work may still be prioritized when demand exceeds available capacity.

For instructional content, the Center for Academic & Faculty Excellence (CAFE) will provide direction on production priorities as needed.

For university strategic communications, priorities will continue to be established annually through the existing MediaVision and Strategic Communications Annual Production Calendar process.

Strategic communications requests outside the approved annual production calendar will be considered non-core and will be subject to charges unless otherwise approved.

## Billable Services

Services that do not fall within MediaVision's core mission of instructional content or university strategic communications will be subject to charges to recover production costs.

In addition, certain projects may incur supplemental charges when they require additional resources beyond standard production support. Examples may include after-hours work, expedited turnaround, or other special production requirements.

Additional information regarding service rates, request evaluation, and billing procedures will be provided through the standard intake and project approval process at [www.cpp.edu/mediavision](http://www.cpp.edu/mediavision).

## Implementation Timeline

**May 18, 2026**

All new requests submitted on or after this date will be evaluated under the chargeback model outlined in this document.

Services delivered during Summer 2026, defined as May 18, 2026 through August 14, 2026, will be billed at 75% of the full cost.

Requests submitted during this summer period for work scheduled for Fall 2026 or later will be billed at full cost.

**August 17, 2026**

All new requests submitted on or after this date will be billed at full cost under the chargeback model.

## Moving Forward

This model is intended to preserve MediaVision capacity for the university's core instructional and strategic communications needs while establishing a sustainable approach for supporting additional projects.

Units seeking MediaVision support are encouraged to plan ahead, particularly for strategic communications projects that should be considered through the annual production calendar process.

Questions regarding project classification, prioritization, or charges should be directed through the MediaVision intake process.