

*[Example of guidelines which the Board may adopt and from time to time revise, for carrying out its responsibilities under new Policy 6-407.]*

**Guideline: General Student Fee Review Process--- University General Student Fee Board .**

Pursuant to the duties of the General Student Fee Board under University Policy 6-407, the fee board will meet at the beginning of Fall Semester for orientation and to set up the series of fee board meetings. The board will need to meet as many times as necessary for complete review of current fees, recommendations for new fees or changes to existing fees. The schedule should allow time for recommendations to be presented to the President and Cabinet for their consideration in advance of the February Board of Trustees meeting.

The fee board review format will be as follows:

- a. First meeting - Orientation for board members regarding the entire fee process as constituted.
  - a. History of the fee structure shared with the board.
  - b. Set up meeting schedule for fee users to report fee usage and request for upcoming year.
- b. Review of Fee Criteria and purpose of fee.

The purpose of the student fees is to help to pay for facilities and services available to students.
- c. Funding request should identify the services they will be providing. This can be done by asking the questions below.
  1. Whom do we serve and what do they need to do?
  2. What services do we provide so they can do what they need to do?
  3. How do we know we are doing a great job?
    - Impact on students
    - Budget impact and cost drivers
    - Feasibility
    - Cost to administer
    - Complete justification including income and expense budget
    - Residual balances from prior collections
    - Other as determined
- d. Regular Board meeting format. Each fee user will have 20 minutes to make a presentation to the fee board. The presentation agenda will include:
  - a. Present financial data as requested and according to template enclosed
  - b. Present and demonstrate how the fee received was used in the prior year

- c. Present request for new year – remain the same, decrease or increase fee
- d. Answer questions for the board
- e. Final Board meeting(s) format. Each student fee and subsequent information provided will be discussed. Additional information may be requested as needed. The board will review, discuss and propose acceptance or denial of fee requests with rationale. A final vote will be taken by the members of the board on each fee request proposed. Five board members with at least one student must be present for a quorum. This information in the form of a written report will be presented to the President for his/her consideration. Consensus of board is preferred but not necessary for submittal to the President.