

Coversheet & Checklist form—for submitting to Academic Senate Executive Committee

Proposal for addition/revision of University Regulation.

(Rev. 2011-9) <http://www.regulations.utah.edu/info/IPCresources.html>

1. Regulation(s) involved (type, number, subject): **Student Fee Board Policy 6-407**
2. Responsible Policy Officer (name & title): **Michael Hardman, Interim Sr. V.P. Academic Affairs**
3. Contact person(s) for questions & comments (name, email, phone#): **Cathy Anderson**
cathy.anderson@utah.edu; 801.581.6940

4. Presenter to Senate Exec (if different from contact person. name, phone#):

5. Approvals & consultation status.

a. Administrative Officers who have approved (VP/President, name & date): **David Pershing, President**

b. Committees/Councils/other Officers consulted: **Academic Leadership Team, Institutional Policy Committee, Council of Academic Deans, President's Cabinet, ASUU President, Faculty Executive Committee**

6. Check YES or NA (not applicable) of documents submitted--- (In digital form. Preferred file format MS Word doc. Special exception allowed for PDF format if previously arranged.)

Yes Explanatory memorandum (key points of proposal, rationale).

Yes VP/Presidential approval signatures (separate sheet, or affixed to memo cover).

Yes Text of proposed Regulation addition/revision.

(If revision of existing Regulation) text changes are clearly marked, using permanent font markings (not MS Word 'Track' Changes non-permanent markings).

Date submitted to Senate Office:

After presentation to the Executive Committee, the Committee will consider whether the proposal is ready for the full Senate, and if so will schedule it for presentation at a subsequent Senate meeting either as i) a matter of academic significance-- set on the "Intent" & "Debate" Calendars over two monthly meetings with final "approval" voting at the second, or ii) not academically significant--set on the "Information" Calendar for a single monthly meeting, with opportunity for questions and recommendations to the presenter. See Policy 1-001 <http://www.regulations.utah.edu/general/1-001.html> ; Rule 1-001 <http://www.regulations.utah.edu/general/rules/R1-001.html> ; Senate procedures <http://www.admin.utah.edu/asenate/index.html> . Further information-- Senate Office: Shawnee Worsley 581-5203 shawnee.worsley@utah.edu

Approvals: David W. Pershing
David Pershing, President

8/12/12
Date

MEMORANDUM

To: President David Pershing

From: Michael Hardman Michael Hardman
Interim Senior Vice President, Academic Affairs
Cathy Anderson Cathy Anderson
Associate Vice President, Budget and Planning

Date: August 7, 2012

Subject: Proposed New Policy - University General Student Fee Policy 6-407

This is a proposed new University Policy. The purpose of the policy is to formalize procedures for general student fees that have existed but have not been in writing. In October 2011, The Legislative Auditor General issued "A Performance Audit of Mandatory Student Fees at the University of Utah". This report emphasized the need for the University to have written policies guiding the student fee process with which we agreed. The Utah System of Higher Education amended their policy, R510, Tuition and Fees, to include section 5.2 General Student Fee Policy to require each USHE institution to develop a student fee policy to include an advisory board.

A working committee was established to draft this new policy. This included representatives from ASUU, Student Affairs, Administrative Services, Budget and Planning and Internal Audit. The proposed policy creates the University General Student Fee board to act in an advisory capacity to the University President concerning student fees. The board consists of a total of 9 members: 5 students and representatives from academic affairs, student affairs, and administrative services.

If you approve of the proposal, please indicate at the top of this memo. Subsequently, this will be submitted for approval of the Academic Senate and the Board of Trustees.

It is recommended that the effective date of this policy be immediately upon approval by the Trustees.

Please contact me at 801.581.6940 if you have any questions. Thank you.

RECEIVED

AUG 08 2012

PRESIDENT'S OFFICE

{New} Policy 6-407: University General Student Fee Board (Revision 0).

Effective date upon final approval

I. Purpose and Scope

A. The purpose of this Policy, in accord with Utah Board of Regents Rule R510-5 (General Fees Other Than Tuition) is to establish the University General Student Fee Board as a permanent board to act in an advisory capacity to the University President. The Board is responsible to accomplish the following objectives:

1. Provide a means for students to have input into decisions regarding student fees.
2. Evaluate proposed new student fees and changes to existing student fees.
3. Maintain a consistent process for documenting intended and allowable uses of student fees.
4. Promote ongoing accountability and control over expenditures of student fee revenues.

B. This Policy applies for *general* student fees, as defined here. See Policy 6-406 regarding *special* fees and the Special Fee Review Committee.

II. Definitions

For the limited purposes of this Policy, “general student fee” is any campus-wide fee assessed to all students, such that the fee revenue helps to pay for facilities and services available to students but the fee is not based on any individual student’s use of the facilities or services.

III. Policy

A. Establishment and Structure of the Board

The University General Student Fee Board is established. The Board consists of the following members:

- a. The Associate Vice President for Budget and Planning, (who shall be Chairperson of the Board)
- b. One member appointed by the Senior Vice President for Academic Affairs
- c. One member appointed by the Vice President for Student Affairs
- d. One member appointed by the Vice President for Administrative Services
- e. The ASUU student President
- f. One student member appointed by the ASUU Assembly.
- g. One student member appointed by the ASUU Senate.
- h. Two student members-at-large appointed by the ASUU Executive Committee.

B. Duties and Authority of Board

1. The University General Student Fee Board analyzes, coordinates, and recommends appropriate action on all requests for new, modified and existing *general* student fees and

ensures there is adequate documentation for fee calculations and residual balances. The Board reports its recommendations in writing to the University President at least annually. The Board is authorized to advise concerning general student fees assessed to all University students. Tuition, course fees, and special fees for particular groups shall not be subject to review by the Board. (See Policy 6-406 regarding special fees).

2. The University General Student Fee Board is authorized to take the following actions with respect to general student fees:

- a. Establish forms and procedures for requesting new student fees or changes to existing student fees.
- b. Receive requests for new student fees or changes to existing student fees, and provide recommendations to the University President.
- c. Establish evaluation criteria for the fees.
- d. Review criteria for student fees to advise the President in determining if expenditures are consistent with each fee's purpose and its original intent.
- e. Obtain budgets for the student fee expenditures and, as determined appropriate by the University President, make them available to students and the campus community.

IV. Rules, Procedures, Guidelines, Forms and other related resources

A. Rules

B. Procedures *[reserved]*

C. Guidelines

[See attached example of General Student Fee Review Guidelines]

D. Forms *[reserved]*

E. Other related resource materials *[reserved]*

V. References

University Policy 6-406 Special Student Course Fees and Other Assessments. *{add link}*

Utah Board of Regents Rule R510-5 (General Fees Other Than Tuition) *{add link}*
<http://higheredutah.org/sbr/policy/pdf/R510.pdf>

VI. Contacts

A. Policy Owner – Associate Vice President for Budget and Planning

B. Policy Officer – Senior Vice President for Academic Affairs

VII. History

[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.

DRAFT

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

Student Fee
20xx -xx Projected Fee Expenditures SAMPLE
(Sample Only -- Other formats may be used)

Student Fee: _____

Current Fee amount: \$ _____

Please select the appropriate box:

The current fee amount is adequate to cover our needs

Or

We are proposing an increase of \$ _____ per semester to our existing fee. For a total fee of \$ _____
 (Must be in increments of \$.25)

Projected Revenue for next year, 20xx-xx (based on XXXXX FTE - \$1.00 = \$XX,000) << replace with current u of u #	\$0.00
Projected Expenditures (include projected Salary increase & medical/dental)	
Salary (plus benefits) as applicable	\$0.00
Position, title, etc.	
Hourly (+ benefits) as applicable	\$0.00
Current Expense as applicable	\$0.00
Maintenance Agreements	
Equipment	
Copying/Printing/Mailing	
Office Supplies	
Travel as applicable	\$0.00
Destination, group, etc.	
Other as applicable	\$0.00
Add categories as needed	
Total of Estimated Expenditures	\$0.00

Narrative/Rationale:

Please present to the Board how the fee is used