

Georgia Institute of Technology Mandatory Student Fee and Budget Approval Process Policy

Background:

Board of Regents Policy 705.5 (February 9, 2000)

Mandatory Student Fees:

“Proposals to increase mandatory student fees and proposals to create new mandatory student fees, submitted by an institution, shall first be presented for advice and counsel to a committee at each institution composed of at least 50% students. Students shall be appointed by the institution’s student government association.

All mandatory student fees collected by an institution shall be budgeted and administered by the president, using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed of at least 50% students. Students shall be appointed by the institution’s student government association. All payments from funds supported by the student mandatory fees shall be made according to Board of Regents approved business procedures and the appropriate business practices of the institution.”

Policy:

A Georgia Institute of Technology Mandatory Student Fee Advisory Committee (MSFAC) is created to implement the provisions of Board of Regents Policy 705.5, as amended on February 9, 2000. The Committee shall make recommendations to the Institute Budget and Planning Committee and to the President on changes to existing mandatory student fees or on possible new mandatory fees. Fees considered by the Committee shall exclude elective fees that are paid by the students who choose to receive specific services. Mandatory fees are defined in the Board of Regents' Policy manual as follows:

"Mandatory fees must be paid by all students unless waivers are specifically approved by the Board of Regents. There are two categories of mandatory fees: fees mandated by the Board of Regents for all University System students; and fees mandated by the institution and approved by the Board of Regents for all students at the individual institution, such as activity fees, athletic fees, health fees, and transportation fees." (BOR Policy Manual Section 704.02)

The MSFAC shall be composed of twelve members selected as follows:

- Eight students appointed by the Presidents of the Student Government Associations;
- Four faculty or staff members appointed by the President of Georgia Tech, provided that at least two of these are faculty members and one be the Director of Budget Planning and Administration.

In addition, there shall be non-voting, ex officio members of the Committee as follows (unless appointed as a voting member). The ex-officio student Committee members shall be the

Presidents of the Graduate and Undergraduate Student Government Associations, the Editor of the Technique, the Vice President for Finance and Chair of the Joint Finance Committee, and any other students appointed by the Student Government Association Presidents. Ex-officio faculty and staff Committee members may include the Vice President for Student Affairs, the Associate Vice President for Auxiliary Services, and any other faculty or staff appointed by the President.

It is anticipated that appointments to the MSFAC will be made from advisory committees working in each mandatory student fee area, and that these representatives would act as liaisons to the MSFAC from their respective areas.

The MSFAC shall receive and consider recommendations on mandatory fee levels from the following organizations:

- Technology Fee - Technology Fee Committee (for recommendations on fee levels only and not on projects to be funded)
- Transportation Fee - Parking and Transportation Advisory Committee
- Student Health Fee - Student Health Advisory Committee
- Student Activity Fee - Student Government Association
- Athletic Fee - Georgia Tech Athletic Association.

The MSFAC will be co-chaired by one of the eight student members designated by the Presidents of the Student Government Association and by an administration co-chair selected by the President of the Georgia Institute of Technology.

The President of Georgia Institute of Technology will appoint the MSFAC annually prior to the beginning of the fall semester. The newly elected leadership of the student government associations will select the eight student members and provide their names to the President of the Georgia Institute of Technology. The Committee will serve for one year or until the successor committee is appointed.

Procedures:

The MSFAC will be responsible for first reviewing proposals for mandatory student fee increases and proposals to create new mandatory fees, and budgets funded therefrom, and for recommending same to the Institute Budget and Planning Committee. The Institute Budget and Planning Committee provides recommendations to the President of the Georgia Institute of Technology, who then provides a specific request to the Chancellor and Board of Regents of the University System of Georgia.

The following guidelines shall govern voting by the MSFAC:

- a) The Committee should only vote on proposals to change existing fee levels or to add new fees.
- b) Where a staff Committee member works in a program funded through a fee, he or she shall abstain from voting on the proposal for that fee.

- c) When a Committee member is absent from a meeting, a substitute may be selected for that member in writing.
- d) In no case shall the number of voting student members at a meeting fall below one-half of the total voting Committee members.

The MSFAC calendar must be built around the calendar of the Board of Regents and the Chancellor's Office. In order to provide the Chancellor with mandatory student fee and budgetary recommendations in January of each year, the MSFAC will need to perform most of its work in the fall semester. The nominal calendar assumes that committee members will use the summer term to familiarize themselves with programs, budgets, fees and related issues; the fall term to review program, budget and fee proposals, and prepare recommendations for consideration by the Institute Budget and Planning Committee; and the spring term to do any special studies or consider longer term issues.

Approved – September 12, 2000
Amended – October 1, 2001