

## **Georgia Institute of Technology Mandatory Student Fee and Budget Review Process Policy**

### **Background:**

[Board of Regents Policy 7.3.2.1](#) (February 9, 2000, amended in June 2009, January 2010, and May 2010)

#### Mandatory Student Fees:

Proposals submitted by an institution to increase mandatory student fees, proposals to create new mandatory student fees, or a change in the purpose of a mandatory fee, shall first be presented for advice and counsel to a committee at each institution composed of at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents. The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee.

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 at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents. The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee.

Mandatory student fees shall be used exclusively to support the institution's mission to enrich the educational, institutional, and cultural experience of students. All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution.

### **Georgia Tech Policy:**

The Georgia Institute of Technology Mandatory Student Fee Advisory Committee ("Committee") is created to implement the provisions of [Board of Regents \(BOR\) Policy 7.3.2.1](#). The Committee shall make recommendations to the President on changes to existing mandatory student fees or on any 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 in BOR Policy 7.3.2.1:

Mandatory student fees are defined as fees that are paid by all students as required by the Board of Regents or as required by the institution subject to approval by the Board of Regents.

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

- Eight students appointed by the Graduate and Undergraduate Presidents of the Student Government Association (SGA);
- Two faculty members appointed by the Provost;
- The Executive Director, Institute Budget Planning and Administration (IBPA);
- One additional staff member appointed by the Executive Vice President, Administration and Finance (EVP A&F).

The Executive Director, IBPA, is a permanent member of The Committee. The two faculty members and the second staff member shall serve two year terms. The Committee is co-chaired by one of the eight student members appointed by the SGA Presidents and by the Executive Director, IBPA. The IBPA Office provides staff assistance to the Committee and submits the required documentation to the BOR in support of Georgia Tech's fee recommendations.

In addition, there shall be non-voting, ex-officio members of the Committee as follows, unless these individuals are appointed as voting members. The ex-officio student Committee members are: Presidents of the Graduate and Undergraduate Student Government Associations, Editor of *The Technique*, Vice President for Finance and Chair of the Joint Finance Committee, and up to two additional students appointed by the Student Government Association Presidents. Ex-officio faculty and staff Committee members may include the Vice President for Student Affairs, the Vice President for Campus Services, and up to two additional faculty or staff appointed by the Provost or EVP A&F.

Below are the fees for which the Committee provides recommendations to the President, along with the organizations that provide recommendations to The Committee:

- 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.

Excluded from The Committee's review are any "general purpose fees" approved by the BOR, as stated in the BOR policy (BOR Policy 7.3.2.1). Other offices or student organizations also may propose new fees to the Committee. It would be up to the Committee Co-Chairs and the SGA presidents whether such proposals are to be considered.

**Procedures:**

The Committee is responsible for reviewing proposals for mandatory student fee rate changes and proposals and to approve any changes or additions to mandatory fees, and to review and approve the budgets funded from the fees. The Committee then provides its recommendations to the Georgia Tech President, who submits the request to the Chancellor of the University System of Georgia for approval.

The following guidelines shall govern voting by the Committee:

- a) The Committee only votes on proposals to change existing fee levels (increase or reductions) or to add new fees. (**NOTE**: The BOR policy only refers to the committee's consideration of increases to existing fees and new fees. By inference this policy also includes recommendations to reduce existing fees.)
- b) Where a staff Committee member works in a program funded through a fee, he or she must recuse him/herself from the vote on that particular fee.
- c) When a Committee member is absent from a meeting, a substitute may be requested for that member, subject to approval of the co-chairs.
- 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 Committee meeting schedule shall be structured so as to provide the Chancellor with mandatory student fee and budgetary recommendations in sufficient time for approval, typically, January of each year. The Committee should strive to complete its review and prepare a preliminary recommendation prior to the end of the fall semester. The staff chair will coordinate with BOR staff to ensure that fee recommendations are made on a timely basis. Submitting organizations are responsible for preparing the forms required by the BOR and by Georgia Tech to support fee submissions, with the assistance of the Office of Institute Budget Planning and Administration.

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**History:**

1. New policy approved September 12, 2000
2. Amended on October 1, 2001 to change the composition of the committee from six students and six faculty/staff to eight students and four faculty/staff
3. Updated to conform to changes in BOR policies on November 18, 2011
4. Amended on 8/5/2013 to: (a) delegate to the Provost and Executive Vice President, Administration and Finance, the appointment of faculty and staff members; (b) exclude from The Committee's review "general purpose fees" approved by the BOR; and (c) make editorial changes to clarify the policy