

**Georgia Institute of Technology**  
**Mandatory Fee Review and Approval Process**  
**Fiscal Year 2012**

This document summarizes the process for review of mandatory fee proposals at Georgia Tech as follows:

1. Review of proposals by advisory organizations
2. Mandatory Student Fee Advisory Committee (MSFAC) review
3. President's recommendations to Board of Regents (BOR) and BOR approval.

The process does not include review of the Institutional Fee initiated by the Board of Regents. The BOR has modified its policies to exclude this from the usual review process, as indicated in the excerpt from the BOR Policy Manual below:

**7.3.2.1 Mandatory Student Fees** (excerpt)

Proposals submitted by an institution to increase mandatory student fees, proposals to create new mandatory student fees, or a substantive 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.

**1. Review of Proposals by Advisory Organizations**

Georgia Tech's fee review process includes extensive involvement by the following organizations that assess program needs and budgets prior to the Mandatory Student Advisory Committee's (MSFAC) review:

- Student Activity Fee – Student Government Association and separate student advisory organizations to the Campus Recreation Center and the Student Center, which are both partially funded through this fee
- Transportation – Parking and Transportation Advisory Committee (*1/4 student membership: 6 students out of 23 members*)
- Student Health Advisory Committee (*1/3 student membership: 6 students out of 16*)
- Technology Fee – Technology Fee Committee (*1/2 student membership: 4 students out of 8 members*)
- Athletic Fee – GT Athletic Association (*3 of 13 voting trustees are students*)

See the flow chart in Attachment 1 on how these organizations provide input to the MSFAC. With the students serving on the MSFAC, there are a total of 27 students (not including SGA)

involved in Georgia Tech's mandatory fee process. The SGA total of 113 brings the total student participants to 140.

Each advisory organization has its own methods of seeking input from students on fee proposals, including use of surveys, student newspaper articles, open forums, and web sites. Auxiliary Services conducts annual customer satisfaction surveys for all of their programs. The Student Government Association annually reaches out to students to gauge their willingness to pay more for the services funded through the mandatory fees.

## **2. Mandatory Student Fee Advisory Committee**

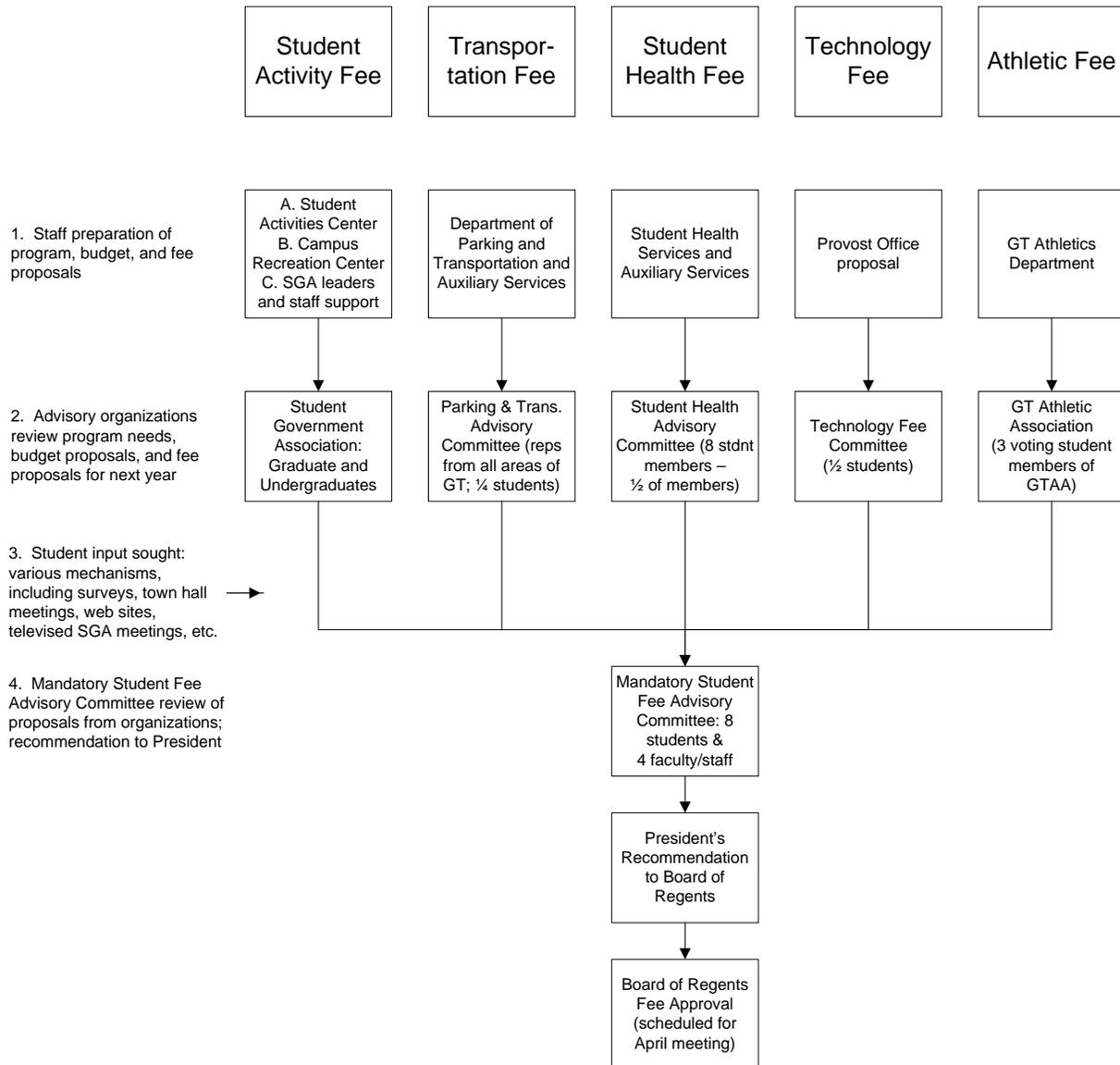
Georgia Tech's Mandatory Student Fee Advisory Committee (MSFAC) is comprised of eight students appointed by the two SGA presidents and four faculty or staff appointed by the Provost and the Executive Vice President for Administration and Finance. The SGA presidents always appoint themselves to the committee, as well as the SGA Vice President of Finance. The full policy is included as Attachment 2. All work of the Committee is open to students, faculty, and staff, and the editor of the student newspaper, the Technique, is an ex-officio member of the committee. All committee documents are posted on the following web site:

<http://www.budgets.gatech.edu/MSFAC/>

## **3. President's Recommendation and Board of Regents Approval**

Following recommendations from the MSFAC on mandatory fees the President provides his recommendations to the Board of Regents. Institutions must provide justification for increases in the mandatory fees through prescribed forms. In most years the mandatory fees are approved by the BOR at its April meeting, along with tuition rates. The BOR does not approve elective fees but does require institutions to submit the fee amounts for posting on the Board's website.

**Georgia Tech Mandatory Fee Review Flowchart**



**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:**

A 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 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 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 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 is the Executive Director of the Office of Institute Budget Planning and Administration.

The Committee is co-chaired by one of the eight student members designated by the Presidents of the Student Government Association and by a faculty or staff co-chair selected by the President. The Office of Institute Budget Planning and Administration 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 appointed as a voting member). The ex-officio student Committee members are 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 Vice President for Campus Services, and any other faculty or staff appointed by the President.

The Committee 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.

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 to create new mandatory fees, and budgets funded from the fees. The Committee then provides its recommendations to the Georgia Tech President, who provides a specific request to the Chancellor and Board of Regents of the University System of Georgia as provided in BOR Policy 7.3.2.1.

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 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, with a notification in writing to 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 calendar is built around the calendar of the BOR. In order to provide the Chancellor with mandatory student fee and budgetary recommendations in January of each year, the Committee must perform most of its review work 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.

Approved September 12, 2000

**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**

**Updated January 6, 2012 to conform to changes in BOR policies on November 18, 2011**