

Meeting Summary
Mandatory Student Fee Advisory Committee
Wednesday, November 16, 2011
CRC– Main Conference Room #231, 11:00 A.M. to 12:00 P.M.

1. Introduction of Members – All Committee members were present, plus seventeen (17) additional staff members per the attached attendance sheet.

The minutes from the February 1, 2011 were reviewed by Jim Kirk. The minutes were previously distributed and approved by the previous year's committee via e-mail.

2. Committee Responsibilities and Operations

Policy Statement and Role of Committee – Jim Kirk reviewed the policy statement for the Committee and its role in recommending fee levels for Fiscal 2013 to the President. Following review of the Committee's proposals, the President then will recommend mandatory fee levels to the Board of Regents. The BOR will act on fee recommendations at its April meeting, unless the General Assembly has not completed its work on the state appropriations by the end of March. Jim Kirk noted to the Committee that one statement in the policy stating that it would make recommendations to the Institute Budget and Planning Committee was no longer valid, since the President had not convened this Committee in several years. Also, the BOR policy has been changed since the policy was approved. A revised draft will be circulated to the Committee for review.

Operational Ground Rules for Committee

The following guidelines will govern operation of the Committee:

- Members should choose replacements if they will not be present for future meetings.
- Jim Kirk will work with the student co-chair for the Committee in developing the agenda and materials for subsequent meetings.
- The co-chairs will vote on fees, along with other Committee members.
- Unless otherwise stated in the policy establishing the Committee, Roberts Rules of Order will be used for conducting meetings.
- Where possible, meeting agendas and materials will be made available to members in advance of meetings. A web site has been established for posting of documents at this location: <http://www.budgets.gatech.edu/Views/MSFAC.aspx>

Election of Student Co-Chair – Charley Crosson volunteered to be the Student Co-Chair. He was then nominated by Mihir Pathak, and confirmed by acclamation.

3. Review of Mandatory Fees For Fiscal Year 2012
 - A. Jim Kirk reviewed a handout summarizing the recent history of mandatory fees for Georgia Tech. An additional history of Georgia Tech Tuition and Fees prepared by the Decision Support Group for FY2012 was also shared with the Committee and posted on the Committee's web site. The conclusion of the study was that for tuition for out-of-state

students was comparable to Georgia Tech's peers. However, for or in-state undergraduate tuition, Georgia Tech charges considerably less than our peers.

B. Representatives presented summaries of each mandatory fee based on narratives included in the agenda packets as follows:

- Heath Services – Greg Moore
- Transportation – Lance Lunsway
- Technology – Joe Perry, Tech Committee Chair
- Athletics – Frank Hardyman
- Student Activities – no report at this time from student leaders, but narrative updated

As a result of the presentations there were the following three follow-up items:

- James Black, President of the Graduate Student body, requested more information on the methodology for determining Overhead Cost for the various fee units.
- Joe Perry wanted to know if there were any follow-up measures to determine if tech fees were used as allocated.
- Rich Steele suggested that the Committee consider taking out an ad in The Technique regarding mandatory fee proposals to ensure that the student body stays informed.

C. The question was raised by William Schaefer, VP Student Affairs, whether fee requests could be submitted for consideration by units or organizations outside the Committee. It was decided by general discussion that requests could be initiated by other organizations and that the co-chairs and SGA presidents would need to agree on criteria for determining whether fees should be presented to the Committee. The revised draft policy will reflect this.

4. Board of Regents Requirements; Changes to Process /Forms

Jim Kirk reviewed the changes to the Mandatory Fee Request Forms for the FY2013 Request. The new requirements in the FY2013 Fee Request Forms are found in Section III, Questions 5 and 6. In summary for FY2013 the Chancellor has asked that all request for fee increases be supported by a clear business case and that documentation be provided to show how much support and student input was provided for any fee increases. In addition, the question is being asked as to how much if any the fees support debt service.

5. The FY2013 Budget Outlook was postponed until the next meeting.

6. The due date for FY2013 fee request submissions is December 1, 2011.

7. Next Meeting – The Committee will be informed when the date and location have been confirmed.

Submitted by Jim Kirk
MSFAC Co-Chair
November 22, 2011

**MANDATORY STUDENT FEE ADVISORY COMMITTEE MEMBERSHIP
FISCAL 2012 COMMITTEE TO CONSIDER FISCAL 2013 FEES**

Attendance -November 16, 2011

<u>Member</u>	<u>Present</u>	<u>Absent</u>
<u>Students (8 members)</u>		
Elle Creel, President, (U) Undergraduate Student Body	Present	
Austen Edwards, (U) Executive Vice President	Present	
Brooke, McDaniel,(U) Speaker of the House	Present	
Charley Crosson, (U) Vice President of Finance	Present	
Alex Walker, (U) Senior Representative, Class President, Special Assist. to President	Present	
James Black (G) President, Graduate Student Body	Present	
Kathy Schnure (G) VP Student Welfare	Present	
Mihir Pathak (G) Executive Vice President	Present	
<u>Faculty and Staff (4 members including 2 faculty and the Budget Director)</u>		
Jim Kirk, Director – Exec Dir-Inst. Budget Planning & Administration (Co-Chair, MSFAC)	Present	
Tina Lambert, Director –HR & Finance, Ivan Allen College	Present	
Raymond Vito, Vice Provost of Graduate and Undergraduate Studies	Present	
Evans Harrell, II, Associate Dean, College of Sciences	Present	
<u>Support to Committee:</u>		
Jeannette Barnett, Senior Budget Analyst, Institute Budget Planning and Administration Analyst	Amir Rahnamay-Azar, Frank Hardymon, John Sanderlin, Erik Sandin, John Stein, Sherry Davidson, Betsy Kidwell, Bill Schafer, Pat Burton, Ninh Tran, David Williamson, Joseph Perry, Rich Steele, Gregory Moore, Michael Edwards, Lance Lunsway	