

Meeting Summary
Mandatory Student Fee Advisory Committee
Wednesday, December 2, 2015

1. Welcome and Minutes

Committee members introduced themselves. Per the attached attendance list, eleven members were present with one represented by a substitute. The Committee reviewed the minutes for the last two meetings on January 16, 2015 and January 30, 2015, but the 2014-2015 Committee previously approved these.

2. Committee Responsibilities and Operations

- a. Jim Kirk reviewed for the Committee the following:
 - BOR Business Procedures Manual Section on Fees
 - GT Policy Statement and Role of Committee
 - Operational Ground Rules
- b. The committee elected Decker Onken as committee joint committee chair with Jim Kirk by acclamation.

3. Review of Current Mandatory Fees

Jim Kirk provided the Committee a brief overview and history of the mandatory fees.

4. FY16 and FY17 Budget and Fee Outlook

Jim Kirk provided a brief budget overview for Fiscal 2016 and referenced the letter from the Chancellor, which provides instructions strictly limiting mandatory fee increases for Fiscal 2017, with few exceptions.

5. Mandatory Fee Presentations

The following staff presented overviews of their respective program areas funded by mandatory fees:

- Health – Greg Moore updated the Committee on the status of the Student Health Fee and services provided by Stamps Health Services. The presentation included a proposal for a \$15 increase to the Student Health Fee. (link to presentation)
- Athletics – Marvin Lewis updated the Committee on the status of the Athletic Fee. The GT Athletic Association is not requesting a fee increase for Fiscal 2017. (link to presentation)
- Transportation – David Williamson updated the Committee on the status of the Transportation Fee and services funded by the fee. The department is requesting a \$5 increase to the Transportation fee. (link to presentation)

6. Proposed Revision to Budget Process – Student Activity Fee Tier I

Jim Kirk introduced the concept developed by the student leadership to implement a process change for review of Tier I budgets by the SGA and the Committee. Decker Onken provided an overview of tiers funded by the Student Activity Fee and of the proposed process changes (see attachment). There was Committee consensus to implement this new process for Fiscal 2017.

7. Announcement of Dates:

- A.** Next Meeting – Week of January 18th, to be focused on proposed changes to mandatory fee levels for Fiscal 2017 and on the Technology Fee

Submitted by Committee Co-Chair Jim Kirk, December 4, 2015

Revised Budget Process for Student Activity Fee Tier I Programs

Approved by Mandatory Fee Committee on December 3, 2015

1. **GSS and UHR:** Taking into consideration Student Activity Fee budgets historical information provided, will agree upon a “base budget” for Tier I organizations – Campus Recreation Center (CRC) and Student Center (SC) – allocated from the Student Activity Fee (SAF) to include personal services and non-personal services. *The base budget can be a specific dollar amount per participant payment of the fee or a percentage of the projection of the fee.* The budget totals may be modified subsequently during the process. Information regarding the base budget and calculation of the base budget will be documented and submitted to the MSFAC as specific levels of the fee for the two organizations.
2. **CRC and SC:** Prepare budget submissions to SGA and MSFAC as follows:
 - Base budget submission in two formats: (a) detailed budget in BOR/Campus Services required format and (b) accompanying summary budget computation presented as follows:
 - Base budget targets for CRC and SC established by SGA; “base budget” defined as total required to maintain current service levels
Example of Base Budget Computation – percentage of the SAF devoted to each program in current fiscal year budget applied to the total SAF revenue estimate for the following fiscal year (**NOTE:** Determination needs to be made of a reasonable percentage of the revenue estimate for the following year to be used in computing the base budget targets.)
 - Three years funding history: previous two years and current fiscal year amended/estimated
 - Base budget presented by personal services and non-personal services, with backup detail in BOR format
 - Breakdown by source of resources: SAF Tier I, SAF Tier II, Other (unit-generated revenue), and Institute budget, if any
 - Request for expanded program offerings via a “Program Change Form” showing details of request and impact on students if request is funded; Tier II and Tier III organizations submit budget requests and present as usual.
3. **GSS and UHR:** Review and act upon the new funding requests submitted by Tier I organizations, with Tier I as the top priority for SAF funding:
 - Approve – increases in the base budget for the organization.
 - Deny – no change to base budget.
4. **GSS and UHR:** If new funding is approved for Tier I, GSS and UHR will:
 - Recommend an increase of the Student Activity Fee to the MSFAC, or
 - Make an adjustment to the base to accommodate the approved funding level.
5. **MSFAC:** During the official MSFAC meetings, there will be one vote for the overall Student Activity Fee and three additional votes for the three portions of the SAF: Campus Recreation Center, Student Center, and Student Organizations. The overall SAF recommendation will be submitted to the President for his consideration in making a recommendation to the BOR.
6. **GSS and UHR:** At the budget session for FY17 in the spring, the GSS and UHR will fund the CRC and SC at the fee levels agreed to by the MSFAC.
7. **Bursar:** *The Bursar will indicate on the Tuition and Fees forms the full Activity fee and the portions of the fee allocated to CRC, SC, and Student Organizations.*

FISCAL 2016 COMMITTEE TO CONSIDER FISCAL 2017 FEES	
Wednesday, December 02, 2015	
Member	Attendance
<u>Students (8 members)</u>	
Jennifer Abrams, Undergraduate Student Body President (UG)	Present
Anuraag Bahl, Vice President of Campus Services (UG)	Present
Decker Onken, Vice President of Finance (UG)	Present
Jefferson Losse, Executive Vice President of Finance (UG)	Present
Marc Canellas, Graduate Student Body President (G)	Present
Matthew Miller, Executive Vice President (G)	Present
Joy Kimmel, Treasurer (G)	Present
Thomas Gable, Vice President for Academic Affairs (G)	Present
<u>Faculty and Staff (4 members including 2 faculty and the Budget Director)</u>	
Jim Kirk, Exec Dir-Inst. Budget Planning & Administration (Co-Chair, MSFAC)	Present
Stephanie Curry, Financial Mgr II, College of Sciences	Present
<i>Steven Girardot - attending on behalf of</i> Colin Potts, Vice Provost for Undergraduate Education	Present
Laurence Jacobs, Associate Dean, College of Engineering	Present
<u>Support to Committee:</u>	
Michael Cox, Institute Finance Support Team	Present
<u>Other Students and Staff in Attendance (Partial List):</u>	
Marvin Lewis, Paul Strouts, Rich Steele, Betsey Kidwell, Michael Edwards, Tamra Lyons, John Stein, Lindsay Bryant, David Williamson, Greg Moore, John Scuderi, John Stein	