| Georgia Institute of Technology
Mandatory Fee Review and Approval Process |
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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 (BoR Minutes, June 2009, revised May 2010). 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 (BoR Minutes, January 2010).

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
*   Campus Recreation Fee – Student Government Association
*   Student Center Fee – Student Government Association
*   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 found at the committee's link below. 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/Views/MSFAC.aspx

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

Student Activity Fee	Transpor-tation Fee	Student Health Fee	Technology Fee	Athletic Fee

1. Staff preparation of program, budget, and fee proposals

A. Student Activities Center B. Campus Recreation Center C. SGA leaders and staff support	Department of Parking and Transportation and Auxiliary Services	Student Health Services and Auxiliary Services	Provost Office proposal	GT Athletics Department

2. Advisory organizations review program needs, budget proposals, and fee proposals for next year

Student Government Association: Graduate and Undergraduates	Parking & Trans. Advisory Committee (reps from all areas of GT; ¼ students)	Student Health Advisory Committee (8 stdnt members – ½ of members)	Technology Fee Committee (½ students)	GT Athletic Association (3 voting student members of GTAA)

3. Student input sought: various mechanisms, including surveys, town hall meetings, web sites, televised SGA meetings, etc.

4. Mandatory Student Fee Advisory Committee review of proposals from organizations; recommendation to President

Mandatory Student Fee Advisory Committee: 8 students & 4 faculty/staff

President's Recommendation to Board of Regents

Board of Regents Fee Approval (scheduled for April meeting)