**Mandatory Fee Committee – Report to the University Senate**

**Submitted by Craig Turner**

*This committee reviews the continuance of and proposed increases to mandatory fees charged to students.*

***Historical Data***



***Executive Summary***

There were no proposed fee increases and the committee voted unanimously to continue each of the fees with no fee increase.

***Board of Regents (BoR) policy 7.3.2.1 Mandatory Student Fees***

*“Mandatory student fees” are defined as fees that are assessed to all students, all undergraduate students, or all full-time undergraduate students on one or more campuses of a USG institution, including those fees due prior to registration that may be refunded later in the semester and fees for which the student receives a cash equivalent in the amount of the fee. Mandatory student fees may be required by the Board of Regents or by the institution subject to approval by the Board of Regents.*

*Mandatory student fees shall include, but not be limited to:*

1. *Intercollegiate athletic fees;*
2. *Student health service fees;*
3. *Transportation or parking fees (if the latter are charged to all students);*
4. *Student activity fees;*
5. *Technology fees;*
6. *Facility fees; and*
7. *Mandatory food service fees.*

*Purposes and rates for all mandatory fees shall be approved by the Board of Regents to become effective the following fall semester. All mandatory fees assessed to students enrolled in 12 credit hours or more shall be assessed at the Board-approved rate. Institutions may reduce mandatory fees on a per-credit-hour basis or on a tiered structure for students taking fewer than 12 credit hours or for students enrolled in summer courses.*

*All mandatory student fees collected by an institution, as well as any proposals to increase or create a mandatory student fee or to change the purpose of an existing mandatory student fee, shall be proposed and administered by the President of the institution and presented to an advisory committee composed at least 50 percent students appointed by the institution’s Student Government Association for advice, counsel, and a vote prior to the institution submitting the request to the Board of Regents. The advisory committee must include at least four students and institutions and Student Government Associations should make a concerted effort to include broad representation among the students appointed to the advisory committee. These procedures do not apply to special circumstances in which a general purpose fee is instituted system-wide by the Board of Regents.*

*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.*

***Internal University Procedures***

*By USG Policy, requests to continue or increase mandatory fees will be reviewed and voted on by a mandatory fee committee that will represent students, faculty and staff. The committee shall consist of at least eight members: a minimum of four students, a Staff Council representative, two University Senate representatives and one member at large. The committee shall meet once in October to be given fee packets that include fee narratives and financials for discussion. The committee shall be expected to take away and review the details of the packet in preparation for a November meeting to deliberate and vote on the fees to be submitted to President and Cabinet for final approval before submission to the system office. Under very rare circumstances will additional meetings be necessary.*

***Mandatory Fee Committee Members***

**Students**

Christina Cortes

Darlyn Davis

Daniel Goorsky

Nathan Graham

Avery Perkins

Sarah Smith

Brenda Solomon

**Staff Council Representative**

Kevin Blanch

**University Senate Representatives**

Nicole DeClouette

Craig Turner

**Member At-Large**

Dan Lavery

***Mandatory Fee Calendar***

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| **Date** | **Action** |
| **Thursday, October 18, 2018** | Fee requests due in narrative format to Josefina Endere at josefina.endere@gcsu.edu |
| **Friday, November 2, 2018** | Fee Committee meets to receive and discuss fee request documents (narratives, financials) |
| **Tuesday, November 13, 2018** | Fee Committee meets to vote on requests informed by Q&A on the narrative and financials documents. If necessary, presentations shall be made by fee representatives. |
| **Friday, December 14, 2018** | The final set of fee recommendations, as determined and approved by the President, are submitted to the BoR/USG. |

***Mandatory Fee Committee Activity***

Friday November 2, 2018 The Mandatory Fee Committee met to receive materials (narratives, financials) for review and have an opportunity to seek clarifications on both the review process and the guidance received from the University System of Georgia (USG). See the *USG Guidance Letter from USG Chancellor Steve Wrigley* at the end of this document. At the conclusion of this meeting, committee members were charged to review the materials and were invited to submit questions, concerns, or clarification requests to Josefina Endere or Russ Williams by email or phone.

Tuesday November 13, 2018 The Mandatory Fee Committee met to vote on the proposed fee increases. As there were no fee increase requests – primarily due to the moratorium on such requests in the USG guidance – the committee voted to recommend to the University President the continuance of each existing fee at its current level.

***USG Guidance Letter from USG Chancellor (copied in its entirety onto pages 5-6)***





