**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.

***Per USG policy***

*Requests to continue or increase mandatory fees shall be reviewed and voted on by a mandatory fee committee that shall represent students, faculty and staff.*

***Internal Procedures***

*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**

Laura Ahrens

Matthew Jones

Alimease Lowe

Charles Morgan

Michael Muller

Bradley Spinner

**University Senate Representatives**

David McIntyre

Craig Turner

**Staff Council Representative**

Sara Cordova

**At-Large Member**

Andy Lewter

***Mandatory Fee Tentative Calendar***

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| **Tentative Date** | **Action** |
| **Tuesday, October 18, 2016** | Fee requests due in narrative format to Russ Williams at russ.williams@gcsu.edu |
| **Last week in October** | President and Vice President review requests |
| **Tuesday, November 1, 2016** | Fee Committee meets to hand out and discuss fee requests  |
| **Tuesday, November 15, 2016** | Fee Committee meets to for Q&A on the narratives and financial. If necessary, presentations shall be made by fee representatives. |
| **Tuesday November 29, 2016** | Fee Committee meets to vote on requests. |
| **Friday December 16, 2016** | President reviews recommendation of the fee committee; and if needed, an additional meeting with the fee committee is scheduled prior to submittal to BoR |

***Mandatory Fee Committee Activity***

Tuesday November 1, 2016 The Mandatory Fee Committee met to receive materials 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 *Pertinent Excerpt from the USG Guidance Letter from USG Chancellor Hank Huckaby* below. 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 Russ Williams by email or phone.

Tuesday November 15, 2016 No questions, concerns, or clarifications were received by Russ Williams that indicated a need for this meeting, and so this meeting was canceled.

Tuesday November 30, 2016 The Mandatory Fee Committee met to vote on 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 the continuance of each existing fee at its current level to the University President.

***Pertinent Excerpt from the USG Guidance Letter from USG Chancellor Hank Huckaby***

*Mandatory student fees are integral to providing students a high quality educational experience. These fees are the primary source of funding for non-academic student focused activities and facilities. My position on mandatory fees remains consistent, therefore, the System Office and the Board of Regents will not consider requests for new fees or fee increases for FY 2018. The only exceptions are as follows:*

1. *Fee increases needed to support PPV projects whose revenues are falling or expected to fall below levels to sustain those projects. However, before requesting an increase you should:*
	1. *review all project costs and processes to identify where efficiencies can be realized and expenses reduced;*
	2. *explore other sources of revenue, besides fee revenue, to compensate for any actual or anticipated revenue shortage;*
	3. *determine the availability of reserves to sustain projects; and*
	4. *evaluate the project plan to determine whether revisions to the plan to meet the lower revenues levels or estimates are feasible.*
2. *Prior commitments of multi-year fee plans.*
3. *On a case by case basis, consideration will be given to institutions to allow for the reallocation of fees, provided that the overall mandatory fee level remains neutral.*

*Institution must continue to right size mandatory fee supported programs and activities based on current enrollment levels. This action will require institutions to evaluate and prioritize current programs and activities and make the necessary adjustments to stay within budget.*