

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

Fiscal Year	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Fall Semester Year	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Student Bobcat Card Fee	8	8	9	9	9	9	9	9	9	9	9	9
Student Parking and Transportation Fee	37	50	64	64	66	66	69	69	69	75	75	75
Student Technology Fee	60	65	68	68	68	68	68	68	68	68	68	68
Student Activity Fee	111	111	118	123	123	123	123	123	123	133	133	133
Student Health Fee	70	78	85	95	95	95	95	95	95	95	95	95
Student Wellness Center Fee	No fee	No fee	No fee	75	125	175	175	175	175	175	175	175
Student Athletic Fee	143	153	165	175	175	181	181	181	181	181	181	181
Special Institutional Fee	No fee	200	200	175	275	275	275	275	275	275	275	275
Total	429	665	709	784	936	992	995	995	995	1,011	1,011	1,011

Note: For Fiscal Year 2009, the Special Institutional Fee was administered only for Spring 2009

Student Parking and Transportation Fee ----- Breakdown												
Parking Fee	37.00	39.50	53.50	53.50	55.50	55.50	58.50	58.50	58.50	64.50	64.50	64.50
Transportation Fee	No fee	10.50	10.50	10.50	10.50	10.50	10.50	10.50	10.50	10.50	10.50	10.50
Total	37.00	50.00	64.00	64.00	66.00	66.00	69.00	69.00	69.00	75.00	75.00	75.00

Student Activity Fee ----- Breakdown												
Activity Fee	69	69	76	76	76	76	76	76	76	86	86	86
Activity Center Fee	42	42	42	42	42	42	42	42	42	42	42	42
Sustainability Fee	No fee	No fee	No fee	5	5	5	5	5	5	5	5	5
Total	111	111	118	123	123	123	123	123	123	133	133	133

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 of 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

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)



**BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA**

CHANCELLOR STEVE WRIGLEY
270 WASHINGTON STREET, S.W.
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September 20, 2018

Presidents
University System of Georgia
sent via email

Dear Presidents:

I am proud of the efforts that our institutions have made over the past several years to keep mandatory student fee increases to a minimum. Under your leadership, your teams have identified ways to cut costs, operate more efficiently, and even reduce student fees in some occasions. As you begin preparing your fee requests for Fiscal Year 2020, this momentum must be maintained. Student affordability is to be a top consideration when developing each fee proposal. Under most situations, new fees and increases to existing fees will not be considered.

Each year, we ask institutions to evaluate **all fees** assessed to students prior to submitting fee requests. Every fee-supported activity should be viewed through the lens of student success and each should support the USG mission of graduating more students. Institutions are to review the level of services and activities funded through fees as well as the sustainability of the budget that support them. Enrollment realities must be considered when determining the level of services a fee can provide. Those programs that provide the greatest support to student outcomes should be prioritized.

The System Office and the Board of Regents will continue to examine all mandatory fee requests for the upcoming year.

Please follow these principles as you plan your mandatory fee requests for FY 2020.

1. New fee requests or increases to existing fees will not be recommended to the Board unless the institution presents a detailed business case, including analysis of available reserves.
2. New fees are strongly discouraged and should not be proposed unless there is overwhelming student support and a clear benefit to student success.
3. Fee increases needed to support PPV projects whose revenues are falling or expected to fall below levels to sustain those projects may be considered, however, before requesting an increase you should:
 - a. review all project costs and processes to identify where efficiencies can be realized and expenses reduced;
 - b. explore other sources of revenue, besides fee revenue, to compensate for any actual or anticipated revenue shortage;
 - c. determine the availability of reserves to sustain project; and
 - d. evaluate the project plan to determine whether revisions to the plan to meet the lower revenues levels or estimates are feasible.
4. Consideration may be given to institutions to allow for the reallocation of fees, if the overall mandatory fee level remains neutral. Institutions must still demonstrate why an increased fee is critical, even if the increase is offset elsewhere.

Detailed instructions and templates will be provided by the Office of Fiscal Affairs under separate cover. All templates and supporting documentation must be submitted by the established due date.

"Creating A More Educated Georgia"
www.usg.edu

Mandatory Fee Requests FY2020

September 20, 2018

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Thank you for your continued leadership as we create a more educated Georgia and strive to meet the workforce needs of the State.

Sincerely,



Steve W. Wrigley

cc: Tricia Chastain, Executive Vice Chancellor for Administration
Tristan Denley, Executive Vice Chancellor for Academic Affairs and Chief Academic Officer
Tracey Cook, Interim Executive Vice Chancellor for Strategy and Fiscal Affairs
Chief Business Officers
Chief Academic Officers