

Guidance for Student Fee Committee

FY 2011 Budget Development Process
October 1, 2009

DRAFT

Purpose: The Student Fee Committee was established as a sub-committee of the Budget Planning Council (BPC) to review and make recommendations regarding planning unit requests for new and increased fees. There are three categories of student fees reviewed by the committee: 1. academic course-related fees; 2. broad-based fees, including technology, orientation and application fees; and 3. user fees, charges and fines, including late registration fees, equipment rentals and printing fees.

Guidance/Parameters: In recognition of the current economic environment and the University's goal to maintain affordability, the BPC will closely scrutinize planning unit submissions to increase and establish new student fees. An important goal of the BPC is the establishment and maintenance of a standard process for the review, approval and assessment of student fees. The sub-committee is **not** established for the purpose of encouraging a proliferation of student fees.

For the FY 2011 fee development process, the Budget Planning Council has directed requests for new/increased student fees to be limited as follows to support:

- Pass-through fees
- Direct consumables
- Fees that current support personnel to the extent it is necessary to pay for all or part of incremental salary and/or benefit increases

In recognition of the administrative costs associated with the assessment of fees, the sub-committee shall not consider fees that are less than \$10 or raise less than \$1000 per quarter. Further, the committee will review the materiality of fees and their aggregate impact to planning units' operations. Fees determined non-material will be identified with the recommendation to the Budget Planning Council that the fees not be approved

Process & Timeline: The Student Fee Committee will distribute guidance to planning units for the development fee proposals. Once received, the committee will review and make recommendations to the BPC for approval or denial of student fees proposed for implementation Fall 2010. The Budget Planning Council will then make recommendations to the President who will determine which fees to present to the Board of Trustees. The Board of Trustees has final authority to approve or disapprove fee proposals.

October 16	Finalize & Distribute Guidance for the Submission of Fee Proposals
January 18	Planning Units Submit Proposals to the Student Fee Committee
March 5	Student Fee Committee Presents Recommendations to BPC
March 19	BPC Finalizes Recommendations to the President for Review (If not at March 5 th Meeting)
April 15	President Presents Fees to Board of Trustees Following His Review

Composition of the FY 2011 Student Fee Committee

Support Staff: Sherry Downs, Bursar (Co-Chair)
Debra Benton, University Registrar (Co-Chair)
Marjorie Mora, Budget Planning & Analysis

Marty Tuck, Associate Provost for Academic Affairs
Steve Flaherty, Senior Associate VP for Regional Campuses
Norma Humphreys, Assistant Dean, Fine Arts
Betty Sindelar, Physical Therapy (BPC)
To be appointed (Undergraduate Representative)
Lyle Wiemerslage (Graduate Representative)

Guidance for General Fee Committee

FY 2011 Budget Development Process

DRAFT

October 1, 2009

Purpose: The Student General Fee Committee was established during the FY 2009 budget development process to provide annual review and recommendations from students to the University administration regarding the General Fee. The Student General Fee Advisory Committee formalizes the involvement of students in the General Fee recommendation process by:

- Coordinating, in conjunction with the Budget Planning Council, the review and funding recommendation process related to the General Fee.
- Providing budget information regarding the use of the General Fee,
- Providing administration with valuable input regarding desired benefits from General Fees,
- Increasing awareness and understanding of the General Fee allocations for the students, the administration, and the community.

Guidance: During the FY 2011 budget development process, the General Fee Committee will be asked to develop and communicate priorities for funding. As part of this process, the General Fee Committee will work in conjunction with the office of Budget Planning & Analysis to request budget scenarios from those units seeking or receiving base and one-time general fee funding. The scenario development process is to be administered as part of the University-wide budgeting process for FY 2011, however, general fee supported units may be asked to provide additional information to support the work of the General Fee Committee.

General fee supported units will be asked to prepare the following:

- Reduction scenarios
- Requests for supplemental funding consistent with guidance from the General Fee Committee

Process & Timeline: With support from the office of Budget Planning & Analysis, the General Fee Committee will administer a process to seek reduction scenarios and requests for supplemental funding. Following, the General Fee Committee will engage in the review of the submitted planning unit scenarios and prepare recommendations for submission to the BPC and the Vice President for Student Affairs. The Vice President of Student Affairs will have an opportunity to share insights regarding these recommendations both with the BPC and the President. Once this sub-committee communicates its priorities for investment of general fee revenue, the BPC will make recommendations to the President for consideration as part of the budget development process. The President will make final determinations regarding the general fee budget to present to the Board of Trustees for approval. The Board of Trustees has final authority to approve or disapprove the operating budget proposal.

October	Develop Guidance for the Submission of Fee Proposals (in Conjunction with BPA to ensure
Fall Quarter	Meet with Units Receiving Base and One-time General Fee Support to Gain Understanding
February 1	Planning Units Submit Proposals to the Student Fee Committee
March 5	General Fee Committee Presents Recommendations to BPC
March 19	BPC Finalizes Recommendations to the President for Review (If not at March 5 th Meeting)
April 15	President Presents Fees to Board of Trustees Following President's Review

Composition of the FY 2011 General Fee Committee (Awaiting Final Acceptance of Appointments)

Guidance for Internal Fee Committee

FY 2011 Budget Development Process
October 1, 2009

DRAFT

Purpose: The Internal Fee Committee is a sub-committee of the Budget Planning Council (BPC) charged to develop a standard process to review and approve internal fees proposed by planning units. The Internal Fee Committee was established during the FY 2010 budget development process with a goal to ensure consistency and transparency in the assessment of inter-departmental fees. Still in its formative stages, the committee is working to develop a comprehensive inventory of fees that will be published and a standard rate development methodology to facilitate fee review.

Guidance/Parameters for Fee Proposals: In recognition of the current economic environment and the University's goal to maintain affordability, the BPC will closely scrutinize planning unit submissions to increase and establish new fees. An important goal of the BPC is the establishment and maintenance of a standard process for the review, approval and assessment of fees. However, the sub-committee is **not** established for the purpose of encouraging a proliferation of fees or the use of internal fees as a method to balance reduced general fund budgets.

For the FY 2011 fee development process, the Budget Planning Council has directed requests for new/increased internal fees to be limited in supporting the following:

- Pass-through fees for goods or services
- Direct consumables
- Fees that support personnel to the extent it is necessary to pay for all or part of incremental salary and/or benefit increases

In recognition of the administrative costs associated with the assessment of fees, the Internal Fee Committee will review the materiality of fees and their aggregate impact to planning units' operations. Fees determined non-material will be identified with the recommendation to the Budget Planning Council that the fees not be approved.

Deliverables:

- Refined fee inventory for presentation on the University's web-site
- Development of a standard rate methodology to be used by planning units
- Review and explanation of the current method(s) by which offices with the responsibility to negotiate pricing and procure goods and services on behalf of planning units and departments account for rebates and other pricing discounts

Process & Timeline:

October 9	Internal Fee Committee Meeting to Review Policy
October 16	Presentation of Internal Fee Policy and Fee Calculation Model to the Budget Planning Council
October 20	First Internal Fee Committee Meeting to Review Planning Unit Submission of Fee Inventory
March 5	Internal Fee Committee Presents Recommendations to BPC
March 19	BPC Finalizes Recommendations to the President for Review (If not at March 5th Meeting)
April 15	President Presents Fees to Board of Trustees Following His Review

Composition of the FY 2011 Internal Fee Committee

Support Staff: Linda Shapiro, Assoc Controller (Co-Chair)
John Demmler, Senior Budget Analyst (Co-Chair)

Ann Bennett, Sociology And Anthropology, Department Administrator
Charles McWeeny, Dean of Fine Arts, BPC Representative
Vijay Nadella, Genomics Facility Director
Dawn Weiser, Asst to the VP For Finance And Administration