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Procedure Summary

This procedure outlines the Student Fee Advisory Committee (Committee) responsibilities regarding types of fees, conduct of meetings, and recommendations. The Committee is a university standing committee charged with advising the administration on the type, amount, and expenditure of compulsory fees for student services. The procedures go on to outline the process to hold a student general election for the purpose of approving fee increases.

Procedures and Responsibilities

1. FEES FOR STUDENT SERVICES CONSIDERED BY THE COMMITTEE

1.1 The Committee is established to advise the Board of Regents and the administration of the university on the type, amount, and expenditure of compulsory fees under the code including:

- a. University Services Fee/Student Services Fee (Section 54.503 of the Texas Education Code),
- b. Student Health Fee (Sect. 54.507),
- c. Student Center Fee (Sect. 54.521),
- d. Recreational Sports Fee (Sect. 54.539),
- e. Intercollegiate Athletics Fees (Sect. 54.53975)

1.2 Incidental Fees will be considered by the Committee at the request of the President (Sect. 54.504). Incidental fees and their rates must reasonably reflect the actual cost to the university of the materials or services for which the fee is collected. Incidental Fees include, without limitation, such fees as late registration fees, library fines, microfilming fees, thesis or doctoral manuscript reproduction or filing fees, bad check charges, application processing fees and laboratory breakage fees, but does not include a fee for which a governing board makes a charge under the authority of another provision of law.

2. MEMBERSHIP OF COMMITTEE

- 2.1 Membership of the Committee will include the following nine members, as required by Sect. 54.5032:
- a. four members who are representative of the entire institution, appointed by the President.
 - b. five students (three students to serve two-year terms and two students to serve one-year terms), appointed by the Student Government Association. Student Members must be enrolled for not less than six (6) semester credit hours.
- 2.2 A student member of the committee who withdraws from the university must resign from the committee.
- 2.3 A vacancy on the committee shall be filled for the unexpired portion of the term in the same manner as the original appointment.
- 2.4 The Chair of the Committee shall be a staff member and one of the four members who are appointed by the President.

3. ACTIVITIES OF COMMITTEE

- 3.1 The committee shall
- a. study the type, amount, and expenditure of the compulsory fees imposed in the Code,
 - b. meet with appropriate administrators, submit a written report on the study conducted, and recommend the type, amount, and expenditure of the compulsory fees to be charged for the next academic year.
- 3.2 The University President shall consider the report and recommendations of the committee before recommending the student fee budget to the Board of Regents each year. If the President's recommendations are substantially different from the committee's recommendations, the President shall notify the committee no later than the last date on which the committee may request an appearance at the meeting of the Board of Regents at which the student fee budget will be considered.

4. CONDUCT OF MEETINGS AND FINAL DELIBERATIONS

- 4.1 The Committee conducts its meetings in accordance with Section 54.5033 of the Texas Education Code and will publicize the type, hour, place, and subject/agenda of all meetings. These notices will be provided at least 72 hours before a meeting is convened and, at a minimum, will be posted on the university's home web page, and

posted at public bulletin boards (located, for example, in University Center, Science and Technology Building, and Bringle Lake Village, and Patterson Student Center), the University CCTV system and electronic newsletters. Other communication methods utilized allowed by the University may also be employed such as mass emails, temporary signage, etc.

- 4.2 The Committee shall conduct its meetings with a quorum of at least five of the nine voting members and three of the five student members present. If a quorum is not reached or maintained, members may continue to meet and discuss agenda items but may not take any action.
- 4.3 A member of the campus community is allowed to present written and/or oral testimony, for a reasonable amount of time as determined by the committee chair, on any subject listed on the meeting announcement. Testimony on subjects not listed on the agenda will not be allowed.
- 4.4 While the meetings are open to the public, visitors to the meetings must register their intentions to testify with the committee chair at least 30 minutes prior to the convening of a meeting. Registration must include the name of the person submitting testimony and the agenda item/subject to be addressed. Public testimony shall be limited to 5 minutes per speaker.
- 4.5 Final deliberations of the committee will be held after registered testimony is received and will be held in closed session. The final recommendation made by the Committee will be recorded and made public.
- 4.6 The Committee shall annually evaluate the effectiveness and outcomes of programs supported with student activity fees.

5 FEE INCREASE REFERRENDUM

- 5.1 The fees identified in Section 1.1 require a student referendum before proposed increases can take effect.
 - a. Student Services Fees: An election authorizing a fee increase must be held before the fee can be increased by more than 10 percent of the fee approved at the last election.
 - b. Student Health Fee: If the total fee charged is proposed to be 10% higher than the previous academic year, the increase does not take effect unless the increase is approved by a majority vote of the students voting in an election held for that purpose. If the total fee charged is proposed to be increased by an amount less than 10% over that charged in the previous academic year, the Board of Regents may, in lieu of an election, hold a public meeting on the

increase prior to its taking effect in which the students have the opportunity to comment.

- c. Student Center Facility Fee: The fee may not be increased from one academic year to the next unless the increase has been approved by a majority vote of the students at the University in a general election called for that purpose.
- d. Recreational Sports Fee: The fee may not be increased by an amount that exceeds 10% unless the increase has been approved by a majority vote of the students participating in a general election called for that purpose.
- e. Intercollegiate Athletics Fee: The amount of the fee may be increased only if approved by a majority vote of the students participating in a general student election held for that purpose, or if the amount of the increase does not exceed 5%, by a majority vote of the legislative body of the student government of the university.

5.2 General Student Elections are administered by the Office of Student Life.

5.3 Any proposed fee increases must be finalized and communicated no less than 72 hours prior to the beginning of the election period. Communications to all eligible voting students must be made, at a minimum, by notice on the University's home web page, posting on public bulletin boards, through the CCTV system, and electronic newsletters. Other communication methods utilized allowed by the University may also be employed such as mass emails, temporary signage, etc. Administrative and Academic department leadership should be notified so that they may communicate the election to students. A town hall may be held to communicate the details of the increase to the student population.

5.4 Student general elections or referendums for the purpose of approving fee increases shall be open for voting for no less than 3 full business days (minimum 72 hours).

Related Statutes, Policies, or Requirements

[Texas Education Code, Chapter 54](#)

[Texas Education Code, Chapter 55](#)

[Texas Education Code, Chapter 130](#)

[System Policy 26.01, Tuition and Fees](#)

[System Regulation 26.01.01, Chancellor's Delegation of Authority Related to Tuition and Fee Exemptions and Waivers](#)

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