

Bill 7019-N-120704

- A bill to establish a University Policy on the Student General Fee recommendation process and to amend the current recommendation process.

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I. The Problem

- A. The University currently does not have an official policy on the recommendation process for the Student General Fee.
- B. Student Government's current Student General Fee recommendation process is outdated and does not include critical elements, such as an emergency meeting process.

II. The Solution

- A. The Board of Trustees will approve a policy that references the Student General Fee Process as the sole recommendation process for Student General Fee funds.
- B. The attachment entitled "Student General Fee Process" will be the official recommendation process for Student General Fee funds and supersedes all past approved processes.

III. The Method of Solution

- A. Student Government with the assistance of Sandra Drabik, Vice President and General Counsel, will submit a policy for Board of Trustees approval that will reference the Student General Fee Process as the sole recommendation process for Student General Fee funds.
- B. The Student General Fee Process will be forwarded to the Office for Student Life and the Office for Finance and Administration.

Attachment: "Student General Fee Process"

1. Definition

- 1.1. *Student General Fee shall be defined as a mandatory fee charged to students that is used to support and enhance student services and student activities.*

2. The Student General Fee Committee ("The Committee")

- 2.1. *Charge: The Committee shall review request(s) for Student General Fee allocation(s) and/or reallocation(s) and make recommendations for said allocation(s) to the Student Senate. Allocations of Debt Service are not under the purview of the Committee. Debt Service is a contractual obligation, which will have first priority.*

2.2. Composition

- 2.2.1. *The Vice-President for Student Life or his /her designee will serve as the facilitator of the Committee and shall have no voting power unless there is a tie.*

- 2.2.2. *The following students shall serve as voting members on the Committee: the Student Government President (the Vice President in the absence of the President), the Chair of the Student Senate Finance Committee; and three at-large students appointed by the President of Student Government and confirmed by a 2/3 vote at a duly constituted Student Senate meeting.*

- 2.2.3. *Ex-officio members may be appointed by the Vice-President for Student Life or the Executive Vice President and Chief Operating Officer to sit on the Committee as non-voting members.*

- 2.3. *Each member shall be appointed for a one (1) year term to commence on May 1 and end on April 30 the following year.*

2.4. Meetings

- 2.4.1. *Members of the newly formed Committee shall be required to attend an orientation meeting prior to the first business meeting.*

- 2.4.2. *The Committee shall hold hearings during the Fall Semester regarding any request(s) for any one time funding of general fee reserve carry forwards.*

2.4.3. The Committee shall hold hearings in Spring Semester regarding the budget request(s) by the various departments, organizations, and agencies within the University for General Fee funds.

2.4.4. Emergency Meetings

2.4.4.1. In circumstances requiring the allocation(s) of funds outside of the normal review cycle at times other than the regular hearings, such as in the summer months or during breaks, the Committee shall be called to an emergency funding meeting.

2.4.4.2. A good faith effort shall be made to convene all members of the Committee in a timely manner.

2.4.4.3. When the Committee cannot convene in a timely manner, the President of Student Government and the Chair of the Student Senate Finance Committee shall make a recommendation on behalf of the Committee after they have been contacted and briefed on the allocation(s) request(s).

2.4.4.4. In the case of an emergency meeting the Committee shall make a recommendation directly to the Vice President of Student Life.

2.4.5. All Committee meetings shall be open to the public.

2.4.6. Notice of all Committee meetings will be announced through ordinary communication methods (i.e. e-mail, UT News, Independent Collegian, etc) two (2) weeks prior to the meeting.

3. Recommendation Process

3.1. *After hearing request(s) both in the fall for one time funds and in the spring for base budget allocation(s), the Committee shall make a formal recommendation for allocation(s) to the Student Senate.*

3.2. *The Student Senate may accept or amend the Committee's recommendation, and make a formal recommendation to the Vice President for Student Life.*

3.3. *The Vice President for Student Life shall present the student's recommendation to the President of the*

University. If the Vice President for Student Life amends the student's recommendations, those amendments must be presented to Student Senate for their review prior to submission to the President of the University. If a compromise can not be reached between the Student Senate and the Vice President's recommendation, both recommendations shall be presented to the President.

3.4. The President of the University may submit the recommendations to the Fiscal Advisory Committee for their advice and recommendations.

3.5. The President of the University will make a final recommendation to the Board of Trustees. If the President amends any of the student's recommendations, he/she, or his/her designee, is encouraged to make every attempt possible to present those amendments to the Student Senate for their information before making his/her recommendation before the Board of Trustees. If the President is to present a recommendation that differs from the students' recommendation, the President of Student Government shall present the students' recommendations to the Board of Trustees.