

Florida Gulf Coast University
Division of Student Affairs

Student Fee Committee Protocol

Definitions

1. **Activity and Service Fee**—Supports programs and services recommended for funding by the Student Government of FGCU with approval by the President of the University.
2. **Health Fee**—Supports programs that support the health of students through the Student Health Center and Counseling and Psychological Services.
3. **Athletic Fee**—Supports Intercollegiate Athletic programs by allocating funds to the Athletic Department. A special \$4.00 per credit hour fee is added to the Athletic Fee to reflect the university's move to Division I NCAA status.
4. **Fee Cap**—The total increase in the combined fees permitted each year by state law.
5. **Convener**—A staff member of the committee who assists the committee with scheduling meetings, drafting documents and ensuring public notice announcements are generated and distributed.
6. **Public Notice**—A written notice to the university community using accepted practices for public notices under the state requirements of the "Sunshine Law".
7. **Student Chair**—A student member of the committee, jointly selected and appointed by the SG President and the Vice President for Student Affairs.

Process

1. The purpose of this committee is to recommend any change in the three primary fees (Athletic, Activity and Service, and Health) for the next academic year. Seven individuals are appointed each spring semester. The committee dissolves when it completes its task.
2. In January of each year, the Vice President for Student Affairs requests that the President of Student Government appoint three students to serve on the Student Fee Committee for the university.
3. The Vice President for Student Affairs appoints three faculty and/or staff to serve on the committee. A staff member serves as Convener of the group but does not function as Chair..

4. The President of Student Government and the Vice President for Student Affairs jointly select a student chair that will manage the decision-making discussion process during the committee meetings.
5. All meetings of the Student Fee Committee are open to the public and are noticed appropriately.
6. Prior to the first meeting of the committee, the Vice President for Student Affairs communicates directly with the university's Budget Office to determine the current status of existing fees, the amount of the cap on the increase of fees as mandated by the legislature, and a projection of the number of fee generating credit hours anticipated in the coming year.
7. As a general practice, the university approaches this prediction of credit hour based funding in a conservative manner and assumes that only 85% of the fees generated will be available for distribution in any given year. The purpose of this conservative view is to provide a hedge against over expenditure of revenue due to unanticipated fiscal obligations. The anticipated number of credit hour production is determined by factoring projected expansion of the size of the student body associated with anticipated enrollment growth of the university. This projected amount of credit hour production provides an expected amount of available funds from each of the three fees.
8. The Convener of the committee notifies the Director of Athletics, the President of Student Government, and the Director of Counseling and Health Services as they head the offices or organizations that are responsible for allocating and managing the fee revenue under their respective areas. Each entity is invited to present information and propose additional fee increases for the coming year. If they plan to propose a fee increase, a meeting is scheduled with the committee to submit their proposal and answer questions from the committee.
9. After hearing all proposals, the committee reviews documents submitted at the three presentations, deliberates any change in the fees, and makes a recommendation to the Vice President for Student Affairs to carry forward to the President of the University and Board of Trustees..

10. As a general practice, the students are tasked with developing a motion to propose any change in the fee for the next year. The committee seeks consensus for a recommendation to carry forward for final approval. Failure to reach consensus requires a formal vote. In that event, the Student Chair will be cast the deciding vote for the final decision.
11. The Student Chair of the committee, with assistance from the Convener, communicates the agreed upon recommendation to the Vice President for Student Affairs in written form. This is submitted to the Office of the President for review final recommendation to the Board of Trustees.
12. The President's recommendation of the Health, Athletic and Activity & Service Fee is placed on the agenda of the June meeting of the Board of Trustees each year for final approval.

Effective Date: February 5, 2010


J. Michael Rollo

Vice President for Student Affairs