

# FEE BOARD MEETING MINUTES

February 28, 2024 | 7:30 AM | TSC Senate Chamber

## IN ATTENDANCE:

**Officers:** Senator Bryce Von-Niederhausern, Senator Sarah Pope, Senator Carlie Peterson, Senator Chloe Richmond, Senator Jaxton Winder, Executive Director Alex Garces, Senator Isabelle Santini, Executive VP Aly Cinq-Mars, President Abraham Rodriguez, Senator Fran Simpson, Senator Nate Omer, Executive Director Tate Bennett, VP Emily Smilnach, and Senator Colin Hastings

**Students At-Large:** Matt Richey, Tyler Rich, Paige Blair, Ronan Spencer, Myra Lomax,

**Staff/Administrators:** Linda Zimmerman, Eric Olsen, Alex Gatherum, David Higashi

**Absent:** Devin Sheehan, Xander Hayden, and Whitney Pugh

## WELCOME & Breakfast:

VP Aly Cinq-mars welcomed everyone.

VP Cinq-Mars read the new proposed USU Logan Campus General Student Fee policy.

## Discussion on New USU Logan General Student Fee Policy:

VP Cinq-Mars opened a discussion regarding the new proposed USU Logan Campus General Student Fee policy.

Fee Board Members proposed the following amendments to the new proposed USU Logan Campus General Student Fee Policy:

- Section 3.2.b: “USUSA Logan VP: USUSA Activity Fee” to “USUSA Logan Campus VP: USUSA Activity Fee”
- Section 3.2.c: “USUSA Engineering Senator: Computer Fee” to “USUSA Engineering Senator: Technology Fee”
- Section 3.2.d: “USUSA Science Senator: Computer Fee” to “USUSA Science Senator: Technology Fee”
- Section 3.2.h: “USUSA Art Senator: Music and Theatre Fee” to “USUSA Art Senator: Arts Fee”
- Section 3.2.j: “USUSA CHaSS Senator: Activity Fee (Statesman)” to “USUSA CHaSS Senator: Activity Fee (Student Media)”
- Section 3.2.k: “USUSA Organizations and Diversity Executive Director: Campus Recreation” to “USUSA Diversity and Organization Executive Director: Campus Recreation”
- Section 3.4: “The General Student Fee Advisory Board also includes seven students-at-large that are chosen through an application process at the beginning of the fall semester. This application process shall be conducted by the Executive Vice President, Student Advocate, Graduate Senator and one College Senator appointed by the Academic Senate. Both USUSA Academic Senate and USUSA Executive Council must approve the selection before the new member may serve on the board. The seven students-at-large are voting members of the General Student Fee Advisory Board, and they serve one-year terms.” to “The General Student Fee Advisory Board also includes seven students-at-large that are chosen through an application process at the beginning of the fall semester. This application process shall be conducted by the Executive Vice President, Student Advocate, Graduate Senator and one College Senator appointed by the Academic Senate. Both USUSA Academic Senate and USUSA Executive Council must approve the selections by simple majority vote before the new member may serve on the board. The seven students-at-large are voting members of the General Student Fee Advisory Board, and they serve one-year terms.”

- Section 6.1: “The chair(s) over each fee receiving area will report directly to the General Student Fee Student Advisory Board. The General Student Fee Advisory Board will report to the University President and Board of Trustees on proposed changes relating to existing fees, and on all requests for new fees.” To “The chair(s) over each fee receiving area will report directly to the General Student Fee Advisory Board. The General Student Fee Advisory Board will report to the University President and Board of Trustees on proposed changes relating to existing fees, and on all requests for new fees.”

All proposed amendments were unanimously approved.

**Vote on New USU Logan Campus General Student Fee Policy:**

VP Cinq-Mars motioned to approve the new proposed Utah State University Logan Campus General Student Fee Policy, incorporating the approved amendments.

Senator Hastings so moved the motion.

Senator Simpson seconded the motion for approval.

Approved unanimously.

**Discussion on Student Fee Funded Salaries:**

With this new policy change it was discussed that the Campus Recreation and the Student Involvement Office have staff that are funded by student fees. It was discussed that we approve the percentage that the Utah State Legislature approves for any state employees for this coming year.

VP Cinq-Mars motions to approve any state employee salary adjustments authorized by the Utah Legislature for this current session for 2024 -2025 year.

Matt Ritchie so moved the motion.

Senator Simpson seconded the motion.

Approved unanimously

The meeting was adjourned.

Utah State University  
Logan Campus General Student Fee Policy

1. Purpose: To establish the process for establishing, reviewing, revising, and repealing General Student Fees for Utah State University's Logan Campus.
2. Definitions
  - 2.1. **Administrative Fee Committee:** a committee that reviews and recommends to the General Student Fee Advisory Board fee allocation and service levels within its fee receiving area.
  - 2.2. **General Student Fee Advisory Board:** the committee that oversees the establishment, review, revision, or repeal of General Student Fees.
  - 2.3. **General Student Fees:** institution-wide mandatory fees assessed to students upon registration to benefit students broadly and to support student inclusion, enrichment, and success as a campus community.
3. Structure
  - 3.1. The General Student Fee Advisory Board oversees establishing, revising, maintaining, and repealing General Student Fees.
  - 3.2. The following individuals serve on the General Student Fee Advisory Board as voting members, with their primary area of responsibility noted. Where two individuals share the same primary area of responsibility, they serve as co-chairs for that area.
    - a. USUSA Executive Vice President (Chairperson)
    - b. USUSA Logan Campus VP: USUSA Activity Fee
    - c. USUSA Engineering Senator: Technology Fee
    - d. USUSA Science Senator: Technology Fee
    - e. USUSA Student Events Executive Director: Building Fee (TSC Maintenance)
    - f. USUSA Athletics Executive Director: Athletics Fee
    - g. USUSA CAAS Senator: Athletics Fee
    - h. USUSA Art Senator: Arts Fee
    - i. USUSA Education Senator: Bus Fee
    - j. USUSA CHaSS Senator: Activity Fee (Student Media)
    - k. USUSA Diversity and Organizations Executive Director: Campus Recreation
    - l. USUSA Business Senator: Building Fee (Stadium, Spectrum, ARC)
    - m. USUSA Graduate Studies Senator: Library Fee
    - n. USUSA Natural Resources Senator: Library Fee
    - o. Vice President for Student Affairs
  - 3.3. The following individuals serve on the General Student Fee Advisory Board as non-voting members.

- p. Associate Vice President for Student Affairs
- q. Executive Director Budget and Planning Office
- r. Executive Director of Student Involvement and Leadership
- s. Student Involvement and Leadership Advisor over the USUSA Executive Vice President
- t. Student Involvement and Leadership Staff Assistant (Executive Secretary)

3.4. The General Student Fee Advisory Board also includes seven students-at-large that are chosen through an application process at the beginning of the fall semester. This application process shall be conducted by the Executive Vice President, Student Advocate, Graduate Senator and one College Senator appointed by the Academic Senate. Both USUSA Academic Senate and USUSA Executive Council must approve the selections by simple majority vote before the new member may serve on the board. The seven students-at-large are voting members of the General Student Fee Advisory Board, and they serve one-year terms.

3.5. If a USUSA officer declines or is unable to fulfill their obligations on the General Student Fee Advisory Board, the Executive Vice President and the Student Advocate shall appoint another USUSA officer to replace them. The appointment must be approved by the USUSA Executive Council before the new member may serve on the board.

3.6. If a student-at-large member of the General Student Fee Advisory Board declines or is unable to fulfill their obligations on the General Student Fee Advisory Board, the Executive Vice President and Student Advocate must appoint another student to fill the position.

3.7. Each fee receiving area at USU shall establish an Administrative Fee Committee, chaired by a member(s) of the General Student Fee Advisory Board. Students must constitute a majority of each Administrative Fee Committee.

#### 4. Authority

4.1. The specific purpose for which revenue generated from a General Student Fee will be used must be identified. Revenue from General Student Fees may not be used to fund instruction, academic support, general administrative expenses, or other expenses that should reasonably be covered with state appropriations or tuition. General Student Fees may be used for the following purposes:

4.1.1. **Student-Approved Facility Construction:** Revenue from General Student Fees may be pledged to secure bonds to construct or renovate a specific facility that the student body approved in accordance with this policy. Such facilities shall be for the enrichment of the student experience and may not be for the construction of instructional space.

- 4.1.2. **Student-Approved Facility Operation:** Revenue from General Student Fees may be used to fund operation and maintenance, capital improvements, and other necessary operating expenses for student-approved facilities.
    - 4.1.3. **Student Activities, Programs, and Services:** Revenue from General Student Fees may be used to fund activities, programs, and services from which the general student body may benefit.
  - 4.2. Revenue from General Student Fees is restricted to the specific program areas, facilities, and services for which they are approved and shall be established to cover budgeted expenses. Fund balances may be accumulated for large expenditures or reserves needing multi-year revenues only if planned, budgeted and preapproved by USU's Board of Trustees. The General Student Fee Advisory Board shall annually budget general student fee revenue and expenses and shall account for the revenue of each General Student Fee individually and separately from other sources. Existing fees that do not align with this policy shall be considered for repeal, transition to tuition, or for an exception to this policy as granted by the Utah Board of Higher Education.
  - 4.3. The General Student Fee Advisory Board may not recommend programmatic changes without approval of USUSA through the USUSA referendum process.
  - 4.4. The General Student Fee Advisory Board may not recommend reducing General Student Fees authorized by the referendum process or previously approved by the University President and Board of Trustees, unless either three years have passed since the fee was first authorized or the reduction is recommended by the University President. Upon the recommendation of the University President and the Board of Trustees a fee may be discontinued.
5. Process
  - 5.1. The General Student Fee Advisory Board oversees the following tasks: (a) establishing and revising fees; (b) reviewing fees; (c) repealing fees; (d) five-year comprehensive review; and (e) sunset of student approved facility construction fees.
    - 5.1.1. **Establishing and Revising Fees.** Establishing new student fees shall be supported by a demonstrated need, a clear statement describing the purpose of the fee, and a sound budget plan. Proposed revisions to General Student Fees must include a rationale for the proposed change and a revised budget plan.

Requests for new student fees and revisions to current student fees must be submitted to the USUSA Executive Vice President by the first Wednesday of spring semester. Requests must be completed using a form established for that purpose. The USUSA Executive Vice President will provide a copy of all requests to the USUSA President, the Vice President for Student Affairs, and the executive secretary of the General Student Fee Advisory Board. The Vice President for Student Affairs will meet with USU Leadership Council for input. The Leadership Council will provide comments

on each request and give an un-prioritized list of requests it supports to the General Student Fee Advisory Board.

The General Student Fee Advisory Board's recommendations are due to the President annually by February 7. The General Student Fee Advisory Board shall consider only General Student Fees. Course fees, special fees for distinct groups, and tuition charges shall not be subject to review by the General Student Fee Advisory Board.

All new fee requests, after review and comment by the USU Leadership Council, shall be voted on by the General Student Fee Advisory Board. A favorable vote by the General Student Fee Advisory Board will move the fee request to a referendum at the general student-body election. If the referendum passes, the General Student Fee Advisory Board will provide a positive recommendation to the University President, and, if approved, to the Board of Trustees. A student referendum for new General Student Fees may be initiated by student petition as outlined in the USUSA Constitution.

The General Student Fee Advisory Board may recommend revising an existing General Student Fee without going through the referendum process. However, if an existing fee increase request is more than \$30 (per student, per semester), the General Student Fee Advisory Board may not issue a recommendation to the University President and Board of Trustees without first going through the referendum process. A favorable vote by the General Student Fee Advisory Board will move the fee request to a referendum at the general student-body election. If the referendum passes, the General Student Fee Advisory Board will provide a positive recommendation to the University President, and, if approved, to the Board of Trustees.

Requests for new General Student Fees for student-approved facility construction or renovation projects shall be subject to a vote of the student body. The General Student Fee Advisory Board shall notify currently enrolled students and provide them the following information regarding the purpose and amount of the proposed fees at least 30 days prior to a vote:

- a. details of the proposed facility and estimated costs for construction;
- b. the projected amount of the general student fee needed to fund the debt service for the cost of facility construction or renovation;
- c. the estimated length of debt service;
- d. the estimated costs, over the life of the facility, for the operation of the facility including operation and maintenance and capital improvements; and
- e. the projected amount of the general student fee to cover the cost of facility operation including operations and maintenance, capital improvements, and other necessary operating expenses.

A majority of voting students must vote in favor of the proposal to move forward to the Board of Trustees.

Unless otherwise required by this policy, General Student Fees that are proposed to renovate or replace an existing student-approved facility do not require a vote of the student body if the project does not expand the facility's capacity and does not exceed \$10,000,000.

There shall be no automatic annual increases in General Student Fees. All increases must be implemented consistent with this policy. However, when the University President and Utah Legislature authorize a salary increase for USU employees, the General Student Fee Advisory Board should consider increasing General Student Fees to match the salary increase for USU employees who are paid through student fees. The General Student Fee Advisory Board may hold a special meeting to address salary increases or it may act early on anticipated action by the University President and Utah Legislature.

- 5.1.2. **Reviewing Fees** The General Student Fee Advisory Board shall annually review each General Student Fee to ensure the fee still meets established objectives. The General Student Fee Advisory Board shall also review USU enrollment projections and enrollment impact on General Student Fee revenue, examine whether each General Student Fee may be proportionally adjusted with enrollment change, and assess the adequacy of fund balances. In addition, the chair(s) of each fee receiving area shall provide an annual report for the General Student Fee Advisory Board to consider. The chair(s) may work with fee administrators to prepare the report.

The General Student Fee Advisory Board may require a program review of any fee receiving area to determine if the expenditures are appropriate, if the fee is being used according to the original intent in establishing the fee, or if the purpose for the fee has been completed. This review may be initiated upon recommendation of a specific Administrative Fee Committee, resolution from USUSA student government, or petition as outlined by the USUSA constitution. Following this review, the General Student Fee Advisory Board may recommend appropriate action to the University President.

The General Student Fee Advisory Board shall provide a report of its annual review of each General Student Fee, including any recommendations for revision or repeal, to the University President and Board of Trustees.

- 5.1.3. **Repealing Fees.** Subject to Section 4.4, the General Student Fee Advisory Board may recommend the repeal of a general student fee when pledged revenue is no longer needed for debt service or when programs, services, or activities are discontinued, or an alternative funding source is identified.
- 5.1.4. **Five-Year Comprehensive Review.** Beginning in 2020-21 and every five years thereafter, the General Student Fee Advisory Board shall comprehensively review all

General Student Fees and determine whether each fee should be retained, transitioned to tuition or state appropriations, or repealed.

**5.1.5. Sunset of Student Approved Facility Construction Fees.** Notwithstanding any other provision in this policy, each General Student Fee established for constructing or renovating a student-approved facility shall be repealed by the beginning of the academic year after bond obligations end. The General Student Fee Advisory Board shall identify these fees and make the appropriate recommendation to the University President and Board of Trustees. Fees created or adjusted for student-approved facility operation shall continue and be annually reviewed and adjusted according to the procedures set in this policy.

5.2. When there is a proposal for establishing a new General Student Fee, revising an existing General Student Fee, or repealing a General Student Fee, the General Student Fee Advisory Board shall:

- a. Notify currently enrolled students using a method(s) that the General Student Fee Advisory Board determines best reaches the majority of students (e.g. email, text, social media, student newspaper, digital signage, etc.) of the proposed change and the date, time, and location of a student hearing on the proposal; and
- b. Hold a student hearing which shall be attended by at least one student representative from the General Student Fee Advisory Board. The student representative shall provide a summary of student comments received during the hearing to the Board of Trustees. The hearing may be held in conjunction with USU's truth-in-tuition hearing.

5.3. An introductory meeting of the General Student Fee Advisory Board will be held annually during the first part of October to orient members to one another, to review this policy, and to identify issues that the current board will be addressing over the next year.

5.4. The Administrative Fee Committees shall oversee the following tasks:

- a. Review proposed budgets and actual expenditures of each fee receiving area. The budgets and reports shall be forwarded to the General Student Fee Advisory Board.
- b. Ensure that each fee receiving area maintains a desired level of service. The Administrative Fee Committees may recommend to the General Student Fee Advisory Board revisions to General Student Fees to ensure that the fees are appropriate to maintain the level of service.
- c. Maintain a record that sets forth the rationale for each decision regarding fees.

5.5. The Administrative Fee Committee may also:

- a. Request and conduct in-depth, comprehensive reviews of specific fees; and



- b. Review budgets and recommend to the appropriate fee administrators any necessary changes.

## 6. Reporting

- 6.1. The chair(s) over each fee receiving area will report directly to the General Student Fee Advisory Board. The General Student Fee Advisory Board will report to the University President and Board of Trustees on proposed changes relating to existing fees, and on all requests for new fees.
- 6.2. Student fee issues will typically be presented once a year to the University President and the Board of Trustees as a package proposal. The General Student Fee Advisory Board will prepare the proposal after hearing all requests for new fees and increases in existing fees.
- 6.3. General Student Fees shall be published on USU's website.