



Policy Chapter: Chapter 7 Student Affairs

Policy Number and Title: 07.020 Student Services Fee Committee

I. Policy Statement

This policy describes the purpose and responsibilities of the Student Services Fee Committee as well as requirements for membership, means of appointment for membership and length of term per member. The policy also describes procedures for how the duties and responsibilities of the Student Services Fee Committee are to be carried out as well as the role the Vice President of Student Affairs (Vice President) and the President are to assume in the process.

II. Application of Policy

All University

III. Policy Definitions

A. Requesting Units

“Requesting units,” in this policy, means university departments and student programs who seek funding from the Student Services Fee Committee.

B. Student Services Fee

“Student services fee,” in this policy, means fee collected from student to cover the cost of activities which are separate and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students.

IV. Policy Responsibilities

A. Purpose, Responsibilities, and Composition of Committee

1. The Student Services Fee Committee (Committee) is established to advise the President in the budgeting of student services fees and to recommend the allocation of student services fees to best serve the needs of the largest number of students.
 - a. The committee will seek information about funding needs of University departments and student programs, will suggest criteria and educational objectives to be achieved by programs to which funds are allocated, and may hold hearings for departments and student programs requesting funds.
 - b. The committee will recommend a budget for the allocation of the Student Services Fee to the President, through the Vice President, to be considered in the University budget.

The committee may make recommendations upon other fees collected from students upon request of the Vice President.

2. Membership on the committee is composed of a total of nine (9) members. All students must be enrolled in at least 6 Semester Credit Hours (SCH). Graduate students who have completed all coursework and passed all qualifying exams must be enrolled in at

least 3 Semester Credit Hours.

- a. Four (4) student members will be appointed by the SGA President, and one graduate student will be appointed by the Graduate Student Council. Three of these five student members will be appointed to serve two-year terms and two appointed to serve one-year terms. One of these five students is a self-appointment by the SGA President. Appointed students must be representative of all students enrolled at the institution. The President of the Student Government Association (“SGA”) will act as Chair of the Committee.
- b. The President will appoint four (4) members, two (2) students, one (1) staff member, and one (1) faculty member. Members appointed by the President must be representative of the entire institution.
- c. A committee member who withdraws from the institution prior to the expiration of their term must also resign from the committee.
- d. A vacancy in a position will be filled for the unexpired terms in the same manner as the original appointment.

B. The President will:

1. Communicate ideas, preferences and limitations based on past budgets to the Committee through the Vice President.
2. Inform the committee about resolutions passed by the Board of Regents and on legislation which will affect the level of Student Services Fees through the Vice President.
3. Consider the recommendations of the committee prior to recommending the student services fee budget to the Board of Regents. If the President’s recommendations to the Board of Regents are substantially different from the committee’s recommendation to the President, the Vice President will notify the committee not later than the last date on which the committee may request an appearance at the meeting of the Board of Regents where the budget will be considered.

C. The Vice President will:

1. Coordinate a Committee orientation.
2. Meet with the committee as needed to assist with advice and information.
3. Act as a liaison to convey the President’s interests and concerns to the Committee.
4. Appoint a Secretary to the Committee. This position will be filled by the Budget Officer for the Division of Student Affairs.
5. Provide a written report of the President’s recommendation related to the student fee budget upon request of a member of the committee.

D. The Secretary of the Committee will:

1. Prepare all budget forms and other information for the requesting units as soon as possible in the fall semester.
2. Maintain the official records of all proceedings of the committee in the office of the Vice President.

E. The Chair of the Committee will:

1. Appoint committee members.
2. Appoint a student, the SGA budget officer, to assist the Secretary of the Committee with the work of the Committee.
3. Oversee all committee meetings by ensuring presenters remain within time limits; committee members adequately discuss and review budgets; and there is consensus of the committee in their recommendations to the Vice President.
4. Identify and recognize guest speakers at meetings.
5. Verify written report before it is sent to the President.
6. Sign (along with the Vice President for Student Affairs) letters delineating final allocations to each requesting unit.

F. Committee Processes

1. Upon receiving budget requests from each budget unit funded from Student Services Fees, the Committee will consider the most feasible level of funding for the units.
2. Deliberations of the committee will take place in a meeting open to the public. The Committee will publish notice of the date, hour, place, and subject/agenda of all meetings at least 72 hours before a meeting is convened. Meeting notices will be posted on the university's webpage, published in the student newspaper, and posted on the door of the office of the Vice President.
3. Individuals may address the Committee at the time noted on the agenda. Speakers must register at least 15 minutes prior to the convening of a meeting and must identify their name and the agenda item/subject to be addressed.
4. The committee may convene in subcommittees of four members or fewer to review requests for funds but votes on requests and the final recommendation to the President must be conducted by a quorum of the full committee in a meeting open to the public with notice as provided above.
5. The committee will make a written report of its recommendations to the President through the Vice President.

V. References and Cross-References

[Texas Education Code §§ 54.5031 & 54.5033](#)

VI. Revision History

Policy Contact:	VP for Student Affairs
Approved Date:	01/01/1979
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