

Updated January 22, 2020

Updated and approved 3.13.2020

By the Student Fee Board Committee

By Board of Trustees

UTAH STATE UNIVERSITY LOGAN CAMPUS STUDENT FEE POLICY

This policy defines the (1) purpose, (2) structure, (3) authority, (4) reporting procedures, and (5) other considerations of the University Student Fee Board (USFB) and the Administrative Fee Committees.

1. Purpose

The purpose of the USFB is to provide students with direct input into decision regarding the disposition of student fees for the following reasons: (a) Students should pay fees to support facilities, programs, and/or activities that they desire. Student fees should not generally be used for programs or services that can be supported by state or auxiliary funds. (b) Information regarding the purpose and use of student fees should be easily available for public review. (c) There should be a process by which new and present fees can be evaluated.

The following are the purposes of the Administrative Fee Committees: (a) Review and recommend the allocation of fees collected from students to ensure their appropriate use. (b) Review and recommend levels of service within each fee receiving area.

2. Structure

The USFB will consist of the following members and act as stewards over the accompanying fees:

- USUSA Executive Vice President (Chairperson)
- USUSA President: Activity Fee-specifically the USUSA service and student body activities portion
- USUSA Graduate Studies Senator: Health Fee
- USUSA Student Advocate: Building Fee-specifically the bond for the stadium and spectrum portion
- USUSA Public Relations Director: Activity Fee-specifically the Statesman portion
- USUSA Engineering Senator: Computer Fee
- USUSA Programming Vice President: Building Fee-specifically the TSC maintenance portion
- USUSA Athletics Vice President: Athletic Fee
- USUSA Art Senator: Music and Theatre Fee
- USUSA Natural Resources Senator: Aggie Blue Bikes Fee
- USUSA Education Senator: Bus Fee
- USUSA CHaSS Senator: Library Fee
- USUSA Science Senator: Sustainability Fee
- USUSA Organizations and Diversity Vice President: Campus Recreation
- USUSA Business Senator: Aggie Recreation Center
- USUSA CAAS Senator: CAPS Fee

Vice President for Student Affairs

Director of Student Involvement and Leadership Center (non-voting – executive secretary)

Associate Vice President for Student Affairs (non-voting,)

Executive Director, Budget & Planning Office (non-voting)

If one of the USUSA officers are unable to fulfill their obligations required of the Fee Board, the Executive Vice President and the Student Advocate will appoint another officer or a student-at-large to replace them. The appointment must be approved by the USUSA Executive Council before the first Fee Board meeting. Consideration will be given to those students who were part of the administrative fee committee that the unavailable officer was a steward over.

The USFB consists of seven students-at-large that will be chosen through application process in the beginning of the fall semester, which is 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 first Fee Board meeting.

If, after the selection occurs, the student at large fails to meet the requirements, the Executive Vice President and Student Advocate must appoint another student to fill the position.

Each area receiving student fee funds at USU will establish an administrative fee committee. Students must constitute a majority of administrative fee committees.

3. Authority

Requests for the allocation of new student fees and increases in current student fees shall be due to the USUSA Executive Vice President on the Wednesday of the first week of Spring Semester. The requests will be completed using a form established for that purpose. The USUSA Executive Vice President will provide a copy of these requests to the USUSA President, the Vice President for Student Affairs, and the executive secretary of the USFB. The Vice President for Student Affairs will meet with the Executive Committee of the University for input. The Executive Committee will provide comments on each request for existing fee increases and new student fee proposals and give an un-prioritized list of requests they support to the USFB.

The recommendations of the USFB will be due to the President by February 7 of each academic year. The USFB shall be authorized to consider general fees assessed to all USU students. Course fees, special fees for distinct groups, and tuition charges shall not be subject to review by the USFB.

The USFB shall take the following actions:

- (a) All new fee requests, after review and comment by the Executive Committee, will be voted on by the USFB. A favorable vote by the USFB will move the fee proposal to a referendum at the general student-body election. A favorable vote by the students would be followed by a recommendation to the University President, and, if approved, to the Board of Trustees by the USFB. A student referendum for new program fees may be initiated by student petition as outlined in the USUSA Constitution.
- (b) If an existing fee increase request is more than \$30.00, the USFB will not be authorized to approve this recommendation. A favorable vote by the USFB will move the fee proposal to a referendum at the general student-body election. A favorable vote by the students would be followed by a recommendation to the University President, and, if approved, to the Board of Trustees.
- (c) If a university staff salary increase is approved by the university president and the state legislature, the fee will automatically increase to the exact amount necessary to provide for an equivalent salary increase for all salaries funded through student fees. No vote of the USFB is necessary; however, the chairs of these committee will provide a notice of said increase to the USFB before the last meeting of the academic school year.
- (d) It will be necessary to hold an introductory fee board meeting in the first part of October to orient the fee board members and the administrators to one another, to read over the fee board policy to understand one another's duties, and to identify issues that they, as the current fee board will be addressing over the next year.
- (e) Decide whether recommended increases in established fees are necessary to ensure the desired level of service in a fee receiving area. If increases are deemed necessary, recommendation will be sent by the USFB to the University President.
 1. Obtain all budgets dealing with the expenditures of student fees and make them available to the general student population.
 2. Make recommendations to the University President to resolve differences between an Administrative Fee Committee and the program administrator.
 3. Call for 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 USFB may recommend either no change in the present fee

structure or it may recommend changes to the University President in the amount of the fee, or the continuation of the fee.

4. There will be no automatically assessed annual increases in student fees. All increases must be reviewed and recommended by the USFB.
5. The Vice President for Business & Finance shall notify the USFB at least 12 months in advance of the date when financial obligations to purchase or renovate a facility with student fees has been paid in full. However, the USFB may recommend the continuation of a fee at their discretion

Prepare a complete student fees schedule for consideration and approval by the University President, and if approved, with subsequent recommendations to the Board of Trustees and Board of Regents. This schedule will consist of the dollars per student per semester to be collected for the administrative fee committees as well as the fees approved by the USFB through referenda. Budget documents related to the schedule of fees will be submitted according to established institutional and USUSA guidelines.

Administrative Fee Committees take the following actions:

- (a) Review proposed budgets and actual expenditures of the fee receiving areas. These budgets and reports will be forwarded to the USFB.
- (b) Ensure that each fee receiving area maintains a desired level of service. These committees may recommend to the USFB increases in established fees to ensure that sufficient fees are collected to maintain the level of service.
 1. Request and conduct an in depth, comprehensive review of the specific fee.
 2. Review proposed expenditure of fees and recommend to the appropriate fee administrators any desired changes.
 3. Keep a record that sets forth the rationale for each decision regarding fees.

4. Reporting Procedures

The student officer in charge of the fee receiving area will report directly to the USFB. The USFB will report to the University President on proposed changes relating to existing fees, and on all requests for new fees.

5. Other Considerations

- (a) A student vote on fee increases for new programs will take place at the annual USUSA general student body elections, unless otherwise authorized by the Executive Council.
- (b) Student fee issues will be presented normally once a year to the University President, the Board of Trustees, and the Board of Regents, as a package proposal. The USFB will prepare the proposal after hearing all requests for new fees and increases in existing fees.
- (c) The USFB will not be authorized to make official recommendations for programmatic changes without approval of USUSA through the USUSA referendum process. The USFB will not have the authority to reduce student fees authorized by the referendum process or previously approved by the University President, the Board of Trustees and the State Board of Regents, unless recommended by the University President. Upon the recommendation of the University President, the Board of Trustees and the Board of Regents, a fee may be discontinued.
- (d) Revisions of this policy may be initiated by a 2/3 vote of the USFB and recommended to the President and Board of Trustees for approval.

NOTE: The original copy of this policy was approved by the Board of Trustees in their May meeting of 1992.