

I. POLICY

Salt Lake Community College will appoint a student fee board to oversee the creation, review and maintenance of required student fees. The student fee board will serve as a recommending body to the executive cabinet.

II. REFERENCES

Tuition and Fees, Utah State Bd. of Regents r. 510.

III. DEFINITIONS

- A. Student Fees: Refers to the general student fee structure included in the tuition and fees schedule. It does not include course fees or administrative fees.
- B. Students at Large: A currently enrolled student who does not hold any formal leadership position on campus.
- C. Fund Balance: The amount of carry forward dollars available to department budgets at the end of the fiscal year.

IV. PROCEDURES

- A. Appointment of Student Fee Board:
 - 1. The student fee board will be assembled by the vice president for Student Affairs and Enrollment Management who will chair the meetings and serve as a non-voting member.
 - 2. Membership will include the following:
 - a. One representative from the Budget Office
 - b. Two administrative representatives (appointed by the vice president for Student Affairs and Enrollment Management)
 - c. The SLCCSA president
 - d. One currently enrolled student senator (appointed by the SLCCSA president)

- e. One currently enrolled student peer leader (appointed by the associate vice president for Student Success)
- f. Two currently enrolled students at-large (appointed by the vice president for Student Affairs and Enrollment Management)

B. Authority of the Board:

- 1. The student fee board will make annual recommendations to the executive cabinet regarding the allocations of student fees.
- 2. Executive cabinet will affirm, modify or decline the recommendations which will be forwarded to the board of trustees and board of regents for review and action.

C. Procedures for Creating, Reviewing, and Recommending Student Fees:

1. Timeline:

- a. Each fall, the vice president's office will announce to the college community the upcoming timeline to request and review fees.
- b. Student fee board members will be oriented to the student fee budget in the fall semester in anticipation of the board meetings.
- c. Board meetings will be held in December through February to align with executive cabinet budget meetings and Utah State Board of Regents tuition and fee approval meetings.

2. Process for Requesting New Fees:

- a. College departments may request consideration for a new student fee during the student fee board meetings. Any new request should demonstrate need, a clear statement describing the use of the fee, and a detailed budget proposal.
- b. New requests will be heard by the student fee board during their regularly scheduled board meetings in the Spring Semester.

3. Process for Reviewing Current Fees

- a. Any college department that currently receives fees must present their fee utilization to the student fee board annually for review.
- b. These presentations are open to the public.

- c. The presentation will include:
 - (1) a detailed budget from the previous year demonstrating how the fee was used and the adequacy of the fee in accomplishing the stated objective;
 - (2) a detailed budget of the current fiscal year's usage of the fee and anticipated expenditures; and
 - (3) a proposal for the subsequent year.
 - d. Departments may request to maintain their fee, decrease their fee, or increase their fee.
 - e. Supporting documentation must include a budgetary plan demonstrating how the proposed fee will be utilized.
 - f. If there is an excessive carry forward amount, departments must share justifications for maintaining that carry forward amount.
4. Process for Determining Student Fee Recommendations:
- a. Once all new or currently funded departments have presented their proposals, the student fee board members will deliberate.
 - b. Student fee board members shall consider the following information in their deliberations:
 - (1) The impact of the proposed fee on students;
 - (2) The level of fund balance currently available to the department;
 - (3) The level of student involvement in the department and/or the scope of impact the fee will have on the student experience;
 - (4) The effective stewardship and appropriate monitoring of the fee by the requesting department; and
 - (5) Data which supports the fee usage.
 - c. The student fee board may not vote on the final recommendations without the full board present to ensure adequate student representation in the decisions.

- d. In cases where the student fee board recommends a fee increase which exceeds the percentage of the proposed tuition increase, a letter of support from the SLCCSA president must accompany the request. The SLCCSA president may request input from the general student body prior to forwarding that letter.
- e. Recommendations will be sent in written form to the president of the college for review by executive cabinet.

Date of last cabinet review: August 27, 2019

The originator of this policy & procedure is the vice president of Student Affairs and Enrollment Management. Questions regarding this policy may be directed to the originator by calling 801-957-4285.