

Campus Based Fee Review Committee Meeting Summary September 13, 2019

Present: Lorraine Acker, Eileen Daniel, Michael Harrison, Cathy Houston-Wilson, Teresa Major, Karen Riotto, Rongkun Shen and Melissa Wight

Regrets: Crystal Hallenbeck, Peter Dowe and Craig Ross

Announcements & Introductions

- With the start of a new year and new members, committee members completed introductions.
- Ms. Riotto stated that she will follow-up with Mr. Ross and Dr. Wilson regarding whether Mr. Ross will be able to continue to serve on the committee with his position.
- Ms. Riotto stated that she has submitted a request to BSG to provide an undergraduate representative and graduate representative.
- Ms. Riotto stated that a request from JPBC last year was to add Lisa Robusto-Mack as a committee member to represent Brockport Downtown. Unfortunately, Ms. Robusto-Mack is unable to serve on the committee due to other obligations. She did suggest Kevin Montano to serve in her place. Committee members discussed this suggestion and agreed that Mr. Montano should serve as the Brockport Downtown representative.

Revisit Charge

Committee members reviewed the committee's charge.

2018-19 Campus Based Fee Review Committee Report

Ms. Riotto stated that if members have any feedback regarding this report, to submit it via email to Ms. Riotto. Ms. Riotto stated that she would send a reminder email to members to submit the feedback by Wednesday next week.

Policy Approval: Course Fee Waiver for 100 Percent Online Courses

Ms. Riotto stated that when the course fee requests were submitted to SUNY last year, SUNY stated that the campus needed to have a policy that formalizes that when a course is 100% online and does not utilize the materials associated with the course fee, students do not get assessed the course fee. This has been in practice at the College but SUNY wants evidence that we have a policy.

Committee members reviewed the proposed policy and endorsed it. The next step is for the policy to be submitted to the Policy Management Steering Committee for their process and approval.

Discussion & Planning: Fall 2019 Items

1. Biennial Fee Review, Including Assessment Criteria and Fee Waiver Policy

Ms. Riotto discussed the previous fee review and clarification was discussed regarding how the students enrolled in fully online program are assessed. At this point the students enrolled in fully online programs are not assessed the Athletics, Transportation, Health, Campus Recreation fees and are assessed a double tech fee. Some members were concerned regarding students who would like to utilize the SERC but cannot as they are coded as an online program student and therefore now have to pay to utilize the SERC when the fee might have been included in their financial aid. Members stated that this decision was based on the majority of students in online programs do not utilize these services. Ms. Riotto will follow-up with Scott Haines to see if this decision has caused any issues and how many students it has affected.

2. Consideration of Re-Engineering Fee-Based Budget Approval Process

Ms. Riotto reported that she consulted with University at Buffalo (UB), Buffalo State and Oswego in regards to their approval process for the fee-based budgets. At UB and Buffalo State, there are student forums in both the fall and the spring. In the fall, the forum is to educate the student about the fee and solicit feedback from the students regarding the services they receive and would like to receive with the fee. In the spring, the forums are used to show the students the overall financial challenges and the cost of the fee in a narrative way without spreadsheets. The budgeting and spreadsheet piece is more in the background. Members agreed that the Budgeting Office's time could be utilized better in other areas and by creating a similar process to UB and Buffalo State, may promote less confusion and a better understanding on the students' part.

3. 2020 Fee-Based Budget Presentation Call Letter

Members reviewed last year's call letter and decided that the letter for this year will be modified to have presentations provide more quantitative information and less qualitative information. In addition, members determined that Student Affairs would be a great partner for the development of the Call Letter and student forums, as most of the fees are within Student Affairs and they have more contact with the students. Ms. Riotto, Ms. Acker and Dr. Houston-Wilson will meet to start the development of the student forums and Call Letter.

Items from the Committee

Next Meeting: Friday, September 27, 2019, 8:30-9:30 AM, 185 Seymour

KR/CHW/mw

Campus Based Fee Review Committee Action Plan List

Committee Members: Lorraine Acker/Eileen Daniel/Peter Dowe/Crystal Hallenbeck/Michael Harrison/Cathy Houston-Wilson/Teresa Major/Kevin Montano/Karen Riotto/Craig Ross/Ed Ryan/Rongkun Shen

Action	Responsible	Status	Deadline	Notes
Student Representatives				
Submit request to BSG to provide undergraduate and graduate representatives	Ms. Riotto	Completed		
Brockport Downtown Representative				
Extend an invite to Kevin Montano to serve as the Brockport Downtown Representative	Ms. Riotto	Completed		
Campus Policy: Course Fee Waiver for 100% Online Courses				
Develop a policy for course fee waiver for 100% online courses	Ms. Riotto	Completed		
Submit policy for review and approval by the policy committee	Ms. Riotto	Completed		
2018-19 Committee Report				
Provide feedback on the report	All Members	In-progress		
Biennial Review				
Follow-up with Scott Haines regarding issues with students wanting to use the SERC and not being charged the fee	Ms. Riotto	In-progress		
2020 Fee-Based Budget Presentations				
Develop a new quantitative vs. qualitative informational student forum and Call Letter	Ms. Riotto/Ms. Acker/Dr. Houston-Wilson	In-progress		