

Campus Based Fee Review Committee
Meeting Summary
September 27, 2019

Present: Lorraine Acker, Eileen Daniel, Peter Dowe, Crystal Hallenbeck, Michael Harrison, Cathy Houston-Wilson, Karen Riotto, Craig Ross, Ed Ryan, Rongkun Shen and Melissa Wight

Regrets: Teresa Major and Kevin Montano

Fall 2019 Items

Re-engineering Fee-Based Budget Approval Process

- Members discussed possible dates and times for the Fall Student Fee Forum. Mr. Dowe stated he would review some locations options and report back to the committee.
- Ms. Riotto stated that this forum would be live streamed to Brockport Downtown.
- The online feedback form for students to complete after the forum will be developed after information is distributed to fee managers so that questions are based on the material that is to be provided. IT will be utilized to assist with the development and implementation of this form.
- Members discussed what information would be requested to be presented by the fee managers. The following items should be included:
 - What is the fee and why is it needed
 - When is it charged and to whom
 - What is the current rate
 - What would happen if that fee revenue was not received
 - What other revenues or support that is utilized to run the program
 - What are the challenges in running the program
 - How does the fee enhance the quality of the overall student experience
- Members suggested adding the following items to the presentation:
 - Provide an introduction before the fee presentations to inform students that SUNY mandates some of these fees.
 - Provide a link to the SUNY page that compares all of the fees from the SUNY schools.
 - Inform the students of the different items that are available to them at Brockport that could impact the fee difference with other SUNY schools.
- Members discussed the importance of lecture capturing the forum and creating a website for students to review it on.
- Members agreed that we would publicize the forum and the feedback form. The deadline to submit the feedback form will be before Thanksgiving break.

2020 Fee-Based Budget Presentation Call Letter

Members will discuss the Call Letter at a future meeting.

Broad Based Fee Process Proposal Outline

Members reviewed the proposed outline.

Items from the Committee

Karen Schuhle-Williams will be attending our next meeting to request a new course fee for Summer 2020.

Next Meeting: Friday, October 11, 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	Completed		
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 qualitative vs. quantitative informational student forum and Call Letter	Ms. Riotto/Ms. Acker/Dr. Houston-Wilson	In-progress		
Review locations and times for forum	Mr. Dowe	Completed		
CBFRC Website				
Develop a website for committee items to be reviewed such as video from student forum, link to SUNY fee comparisons, feedback form, etc.	Ms. Wight	In-progress		