

Campus Based Fee Review Committee
Meeting Summary
November 22, 2019

Present: Lorraine Acker, Eileen Daniel, Alison Dedicke, Peter Dowe, Crystal Hallenbeck, Michael Harrison, Teresa Major, Ed Ryan, Rongkun Shen and Melissa Wight

Regrets: Cathy Houston-Wilson, Kevin Montano, Karen Riotto and Craig Ross

Announcements

Ms. Hallenbeck made the following announcements:

- The initial budget meetings with the Broad-Based Fee Managers have been scheduled for December. This will involve going over their actuals from last fiscal year and providing them with the new AAFTE's from this fiscal year so that they can re-adjust their budgets.

Fall 2019 Items

2020 Call Letter

Members reviewed the 2020 Call Letter draft and the following edits were suggested:

- Make sure that all of the broad-based fees are listed in the letter.
- Reword the first bullet under number one to ensure the fee managers provide a good explanation of the fee.
- Move the last bullet under number one to be listed under number two and number three.

Members also discussed the new opportunity to request two years' worth of fees instead of one as we have in the past. Members decided to remain with the one-year request as things could change in a year and requesting two years without the knowledge of what is to come in that year could put us at the disadvantage. SUNY may scrutinize our requests more when plans do not align and ultimately may deny our requests.

Summer 2020 Course Fee Request

Dr. Daniel stated that she did not yet meet with Dr. James to discuss members' concerns regarding the course fee request for HEA 663. She did however leave Dr. James a voicemail and plans to meet with her as soon as possible. Dr. Daniel will follow up with her again in hopes that she can present the information at our next meeting.

Items from the Committee

None at this time.

Next Meeting: Friday, December 6, 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/Alison Dedicke/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 for the forum | Ms. Riotto/Ms. Acker/Dr. Houston-Wilson | Completed | | |
| Review locations and times for forum | Mr. Dowe | Completed | | |
| Develop a new qualitative vs. quantitative Call Letter for the spring budget presentations | Ms. Riotto/Ms. Hallenbeck | In-progress | | |
| Develop feedback form for forum | Ms. Wight | 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 | Completed | | |
| Summer 2020 Course Fee Requests | | | | |
| Decide on request for HEA 663 | All members | In-progress | | |