

Campus Based Fee Review Committee Meeting Summary November 8, 2019

Present: Lorraine Acker, Eileen Daniel, Alison Dedicke, Peter Dowe, Crystal Hallenbeck, Michael Harrison, Cathy Houston-Wilson, Teresa Major, Kevin Montano, Karen Riotto, Ed Ryan, Rongkun Shen and Melissa Wight

Regrets: Craig Ross

Announcements

Ms. Riotto made the following announcements:

- Alison Dedicke was welcomed to the committee as the Graduate Student Representative.
- Ms. Riotto presented an update on this committee at the Joint Planning and Budget Committee at yesterday's meeting. The presentation reviewed the 2018-19 Committee Report and the work the committee is conducting this semester and next semester.
- Ms. Riotto reminded members that the Student Fee Forum would be on Wednesday, November 13, 2019. Ads were sent out to all individuals in charge of digital signage. In addition, an Ad was placed in the Stylus and an article in the Daily Eagle.

Fall 2019 Items

Re-engineering Fee-Based Budget Approval Process

- Members discussed the feedback form and the following discussion points occurred:
 - Add, "N/A" as an answer option to question 1A.
 - Change question four to read, "Are you now more aware".
 - Update scale options on question four to: "Important, Neutral/No Opinion and Not Important".
 - Change the word "all" in question four to be bold and underline this way it calls attention to the word "all".
 - In question four add a comment box for each fee and delete feedback questions.

Summer 2020 Course Fee Request

Dr. Daniel stated due to scheduling conflicts, the first available date that Dean Hernandez, Dr. Daniel and Dr. Houston-Wilson could meet was in January. Dr. Daniel stated she briefly discussed the request with Dean Hernandez and would be meeting with Dr. James to discuss this fee request and the committee's concerns. Dr. Houston-Wilson stated she had a previously planned meeting with Dean Hernandez at noon today and would discuss the request with him. We need to have a committee decision by early January, as the request needs to be approved by SUNY and give us time to adjust fee tables in Banner.

Items from the Committee

Our next meeting will be discussing the 2020 Call Letter.

The December 6, 2019 meeting will entail reviewing the results from the feedback form and determining if any proposals will be needed in the spring to adjust our assessment structure. As well as finalizing the 2020 Call Letter.

Next Meeting: Friday, November 22, 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 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		