

Campus Based Fee Review Committee
Meeting Summary
December 6, 2019

Present: Lorraine Acker, Eileen Daniel, Alison Dedicke, Peter Dowe, Crystal Hallenbeck, Cathy Houston-Wilson, Teresa Major, Craig Ross, Ed Ryan, Rongkun Shen and Melissa Wight

Regrets: Michael Harrison, Kevin Montano and Karen Riotto

Announcements

None at this time.

Fall 2019 Items

2020 Call Letter

When members reviewed the new version of the Call Letter, the following items were discussed:

- As Jill Wesley's last day at the College is 12/10, we will have to determine whom the letter should be sent to for Career Services representation.
- Ms. Hallenbeck added that at our last meeting, adding Career Services to the listing of fees was discussed but because it is not considered a broad-based fee, it was not added in the second paragraph.

All present members agreed upon the newest version and it was approved to distribute.

Student Fee Presentation

Members briefly discussed the results of the feedback form and that students did not complete the form past indicating whether they were an undergraduate or graduate student.

Summer 2020 Course Fee Request

Dr. Daniel updated members on the Dean's approval of the course fee request for HEA 663. She stated that Dean Hernandez was not in support of this fee and has request Dr. Schuhle-Williams to withdraw her request and seek alternate assessment opportunities for this course. It was determined that all members were in agreement to not approve the course fee request and Dr. Houston-Wilson and Dr. Daniel would work together to draft a committee response memo to Dr. Schuhle-Williams.

Spring 2020 Planning

Members reviewed the Spring 2020 Planning outline and decided to add the Commencement Fee for review. Members are interested to see with the implemented change, how the Commencement budget has been impacted.

Items from the Committee

None at this time.

Next Meeting: Friday, January 31, 2020, 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	Completed		
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	Completed		