

**Campus Based Fee Review Committee**  
**Meeting Summary**  
**January 31, 2020**

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

Regrets: Teresa Major, Kevin Montano and Rongkun Shen

**Fall 2019 Items**

***2020 Fee-Based Budget Presentations***

Ms. Riotto stated the following information regarding the Fee-Based Budget Presentations:

- The Call Letters were sent out on 12/19/19.
- The HEPI rate was estimated in the Call Letter to be 2.8% or \$44. The actual rate was announced after the first of the year and it is 2.6% or \$41.
- The Fee Presentations will be at the JPBC meeting on Thursday, February 27, 2020 at 8:30am.
- The BSG Student Fee Forum will be on Friday, February 28, 2020 at 4:00pm.

***Summer 2020 Course Related Fee Request***

The denial for the summer 2020 course related fee request for HEA 663 was sent in December.

**Proposed Broad-based Fee Assessment Criteria Modifications & Fee Waivers Policy**

***Current Students and Programs***

Members discussed programs that were developing ways for students to pick their method of instruction by either being fully online, hybrid, or fully face-to-face courses. The concern is the students that choose the fully online method will want to fee structure of the fully online programs. The difficulties in this is that the fee structure is based on the program not on the individual student. There was a discussion about doing a comprehensive fee, but research has shown individuals don't like that as they think charges are being hidden. Members agreed that the next step would be for Ms. Riotto to gather information from other schools to see how they are managing the fee structure.

***Doctor of Nursing Practice (DNP)***

Ms. Riotto stated that the Doctor of Nursing Practice has been approved as an online program and the students in the program will be charged the online fee structure.

**Spring 2020 Items**

Ms. Riotto stated the following items would be completed this semester:

- The 2020 Fee-Based Budget Presentations, the campus approvals and submission to SUNY.
- The 2020-21 Course Related Fee Requests, the campus approvals and submission to SUNY.
- We will review the status of the commencement budget now that it has been a year since we removed the commencement fee and started using a portion of the Alumni Fee to cover commencement expenses.

### **Items from the Committee**

Ms. Riotto stated that there was an outstanding action item related to concerns that the online fee structure would prohibit students from using financial aid to cover the cost of a SERC membership as it was no longer a fee they are assessed. Ms. Riotto spoke with Mr. Haines and it was determined that this is not an issue as there has not been an online student requesting a SERC membership.

Next Meeting: Friday, March 6, 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
<b>Student Representatives</b>				
Submit request to BSG to provide undergraduate and graduate representatives	Ms. Riotto	Completed		
<b>Brockport Downtown Representative</b>				
Extend an invite to Kevin Montano to serve as the Brockport Downtown Representative	Ms. Riotto	Completed		
<b>Campus Policy: Course Fee Waiver for 100% Online Courses</b>				
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		
<b>2018-19 Committee Report</b>				
Provide feedback on the report	All Members	Completed		
<b>Biennial Review</b>				
Follow-up with Scott Haines regarding issues with students wanting to use the SERC and not being charged the fee	Ms. Riotto	Completed		
<b>2020 Fee-Based Budget Presentations</b>				
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		
<b>CBFRC Website</b>				
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		
<b>Summer 2020 Course Fee Requests</b>				
Decide on request for HEA 663	All members	Completed		
<b>Online Course Track Fee Structure</b>				

Reach out to other SUNY schools to inquire about their fee structure	Karen Riotto	In-progress		
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