

North Dakota State University

Student Fee Advisory Board

Bylaws

SECTION 1 - Definitions

1. The "Student Fee Advisory Board" (SFAB) shall be charged with the purpose of providing input and oversight for mandatory student fees at North Dakota State University (NDSU).
2. "Mandatory Fees" shall be defined as student fees paid by all registered students on a per credit basis.

SECTION 2 - Composition

1. The SFAB shall be chaired by the Student Body President who shall vote only in the instance of a tie.
2. Student representation shall consist of the Student Government Executive Commissioner of Finance, the Executive Commissioner of Academic and Student Affairs, two Student Senators appointed by the Student Senate, and three students (at least one undergraduate and one graduate) at-large appointed by the Student Body President.
3. Each mandatory fee, other than the Student Activity Fee, shall have a staff member/administrator serve as a representative of that fee. The representatives shall serve as full voting members.
 - a. The Career Services Fee-representative shall be appointed by the Provost.
 - b. The Health Fee representative shall be appointed by the Vice President for Finance and Administration
 - c. The Wellness Fee representative shall be appointed by the Vice President for Finance and Administration
 - d. The Library Fee representative shall be appointed by the Provost.
 - e. The Technology Fee representative shall be appointed by the Provost.
4. Additional representatives shall be the Provost, the Vice President for Finance & Administration, and the Budget Director. These members shall be non-voting members who are to serve in an advisory capacity.

SECTION 3 - Responsibilities

1. The SFAB shall be responsible for making recommendations to the President of the University on mandatory fees.
 - a. Any entity that would like to request an increase to their mandatory fee in a given year shall submit an application to the SFAB in written form and by oral presentation. The application and presentation should provide the committee with pertinent budgetary information from previous years as well as the intended use of the fee increase. The committee chair shall be responsible for facilitating a consistent

application process.

- b. The responsibility of the SFAB shall be to evaluate the given information, question the entity representatives, and determine by a majority vote the level at which they will recommend changes to the fees.
- c. The committee chair will then forward the recommendations to the President of the University who has the final decision-making authority.
- d. This process shall be completed during the month of January each year.

SECTION 4 - Amendments

1. Any changes to the bylaws and purpose of this committee should be proposed as an amendment to this document. All recommended changes must be passed by a majority vote, and approved by the President of the University.

Procedures

Section 1 - General Meeting Procedures

- A. Student Fee Advisory Board (SFAB) meetings may consist of the following:
 1. Updates on the activities of each representing fee
 2. Discussion on issues related to mandatory student fees
 3. Action on issues related to mandatory student fees
 4. Discuss or act upon changes to the Bylaws or Procedures of SFAB
 5. Announcements from any of the SFAB members

Section 2 - Student Fee Change Procedures

- A. There are four ways to propose and enact a student fee change, such as creating, removing, increasing, decreasing, or merging student fees:
 1. Create a petition for a student fee change and solicit signatures from 5% of the Student Body and submit to Student Court for validation. The petition would go to Student Senate as legislation and a vote would be taken whether to pass or deny the request of submitting the legislation for a Student Body-wide vote, which then a majority affirmative of students voting would be needed for approval. If the Student Senate did not pass the legislation, it would still go to a Student Body-wide vote, where a majority affirmative of students voting would be needed for approval.
 2. Have a Student Senator propose a Senate Bill for a fee change. The Student Senate would need to pass the Senate Bill to send it to a Student Body-wide vote, where a majority affirmative of students voting would be needed for approval.
 3. Gain support from the President of NDSU to propose a fee change. The fee change would be proposed through a Student Body-wide vote, where a majority affirmative of the students voting would be needed for

approval.

4. SFAB can vote to recommend a fee change to the President of NDSU. The President of NDSU can then approve or not approve the recommendation.

Section 3 - Voting Procedures

- A If no fee change is being proposed, there would need to be a vote from the SFAB to recommend the current fee structure as it stands to the President of NDSU.
- B. When voting on fee changes, SFAB has the power to vote on fee changes line by line.
- C. If there is a fee change being proposed, there will be two rounds of voting:
 1. Voting on the merits of the fee changes
 2. Voting on the consideration of the 1 % of tuition cap for annual student fee increase

Section 4 - Fee Changes Proposal

- A Overview of Fee Changes Proposal
 1. Due to the vast differences within each department represented within the SFAB, a collective standard for fee increase proposals is recommended. This is to ensure that all departmental fee increase proposals are accurately and fairly represented to the SFAB. Each department requesting an increase is highly encouraged to apply the following standards for their respective increase proposals.
- B. A clear explanation of the proposed increase. This may include any information for the general introduction of the department. Examples include the following topics:
 1. Current state of the department
 2. Future potential for higher student impact
 3. General explanation of how the department contributes to student life on campus
 4. Current events, activities, or services funded by the department's student fee
 5. Percentage of total funding budget provided by student fee income
- C. A summary pertaining to the reason why the increase is being brought before the SFAB. This should include a statement of what current shortfalls contributed to the need for the increase. Examples include the following topics:
 1. Current deficiencies in events, activities, and services
 2. Department-specific challenges that require additional funding
 3. Current external factors requiring the consideration of a fee increase (e.g., political climate, national or state requirements, social expectations, economic changes)
- D. Two options for the proposal presented.
 1. The primary proposal to be considered by the SFAB.
 - a. This should be an ideal fee increase model. It should meet all of the minimal operating needs and provide additional benefit for students.

2. A secondary fee consideration to be provided as a reserve in the event that the SFAB is unable to consider a full fee increase.
 - a. This should be a smaller amount, covering only the current needs of the department. This consideration should be the amount that would keep the department performing at the current capacity until the next consideration for a fee increase.
- E. A clear history of departmental fee increases approved by the SFAB or similar entities and how they have affected the performance of the department. Examples include the following topics:
 1. Time since last fee increase
 2. Current performance increases assisted by a prior fee increase
 3. Student response as a result of performance increases
- F. A detailed balance sheet of the previous three (3) years of financial spending within the department. These balance sheets should consider, but are not limited to, the following items:
 1. Standard operation expenses
 2. Year-end balance of department spending accounts, to include reserve accounts
 3. Income and cost totals with respect for that year's enrollment numbers
 4. Unexpected, incidental, or significant one-time costs to the department
 5. Projected fiscal year spending compared to actual year-end spending
- G. A total of three (3) projected balance sheets. Each balance sheet will provide insight for the next three (3) years of spending, simulating how each of the fee increase options (primary, secondary, none) will impact the department financially. These balance sheets should consider, but are not limited to, the following items:
 1. How an ideal increase will increase student benefits, availability, and events financially.
 - a. This example should consider the estimated use of new or expanded events, programs, and services.
 2. How a basic fee increase will sustain the department until the next consideration period for additional fee increases.
 - a. This example should consider the current performance of the department, and how current levels are projected to perform for an additional fiscal year.
 3. How the department will financially accommodate for current and future projected shortfalls if no fee increase is approved.
 - a. This example should demonstrate the department's willingness and capacity to absorb any shortfall as a result of an increase denial. This should also demonstrate financial repercussions for the department.
- H. A comprehensive contingency plan to highlight the department's plan in the case that no fee increase is approved.

1. This should highlight the cause-effect relationship of an increase denial. This section is not to dissuade members of the board from increasing the fee. Rather, it is necessary to provide voting members with an accurate representation of current departmental need.

Section 5 - Education of Fee Change

- A. Listserv for student communication
 1. At least two weeks prior to any scheduled open forum or other public meeting where SFAB fee proposals are discussed, the chair shall coordinate with the Office of University Relations to inform the student body by email of such meetings via the official student listserv.
 2. The same message shall be sent again no sooner than one week before the first such meeting.
 3. Messages sent in this manner shall contain a link to the appropriate Student Government website where SFAB information and materials are hosted.
- B. Materials hosted by Student Government
 1. The chair shall designate a Student Government representative to post in a publicly-accessible Student Government website the following information for each present and historical year (where available):
 - a. the names and positions of each SFAB voting and non-voting representative
 - b. the fee proposal and open forum presentations for all fee-seeking entities
 - c. a table showing an overview of each proposed fee's current value and proposed increase (or each proposed increase if multiple options are presented)
 - d. minutes of all SFAB meetings
 - e. a copy of SFAB bylaws
 - f. a chart showing the relevant entities and offices involved in the fee proposal process for each fee-seeking entity
 - g. archival streaming of all open forum meetings, if feasible (see Section 5.C)
- C. Open Forum Meetings
 1. Each fee change entity representative or designee should give a presentation through means of an open forum to the student body. This presentation should include standards from Section 4 of these SFAB Procedures.
 2. The chair or a designee shall schedule a summary open forum meeting to take place no later than one week after the last regularly-scheduled open forum meeting.
 3. This summary meeting shall present, in an abbreviated way if necessary for timing, each fee increase proposal and presentation, and should be scheduled after 4:00pm.
 4. The chair should make every effort to arrange for live television and online

streaming of all open forum meetings, and for archival streaming of open forum meetings if feasible, to be hosted by Student Government as discussed in Section 5.B.

D. Student Feedback

1. The chair or a designee shall create an online survey that seeks feedback from students, faculty, and staff about fee increase proposals.
2. The survey shall accept responses beginning no later than the day of the first regularly scheduled open forum meeting, and shall accept responses until the day of the first SFAB meeting at which fee proposal voting occurs.
3. A link to the survey shall be hosted by Student Government (see Section 5.B) for the duration of the survey, and shall be included in all listserv emails sent on behalf of SFAB as discussed in Section 5.A.
4. Questions may vary from year to year at the discretion of the chair, but are recommended to be similar to those listed below:
 - a. What is your status? one selection: student, faculty, staff
 - b. Have you attended any fee proposal open forums? one selection: yes, no
 - c. Do you support the proposed fee increase for [entity name]? one selection: yes, no, unsure
 - d. Why or why not? free response
 - e. Additional comments. free response