

# **SUL ROSS STATE UNIVERSITY**

*A Member of the Texas State University System*

## **Student Service Fee Revenue Allocations**

### **APM 4.04 (Reviewed 5/2012)**

Student Service Fee assessments are authorized by the legislature and implemented by action of the Board of Regents, Texas State University System. Student Service Fee revenues are used to provide a wide variety of student activities, programs, and services.

#### **A. Student Service Fee Advisory Committee**

1. The Student Service Fee Advisory Committee has responsibility for presenting recommendations to the President through Vice President for Enrollment Management and Student Services regarding programs and activities funded from Student Service Fee revenue.
2. It is intended that the Committee will be representative of the total University student body and will provide a means for student input into the allocation process regarding Student Service Fees.
3. It is understood that the role of the Student Service Fee Advisory Committee is exclusively advisory to the Dean of Student Life and to the President of the University. The final decision-making responsibility for the budgeting and expenditure of Student Service Fee revenue resides with the President of the University.

#### **B. Membership and Organization**

1. The Dean of Student Life shall serve as the Chair of the Student Service Fee Advisory Committee and shall receive all nominations for membership as outlined below and forward them to the President for appointment.
2. The Committee will include five student representatives, nominated by the Student Government Association. Two of these students serve one-year terms and three serve two-year terms.
3. The Student Service Fee Advisory Committee shall include four other non-student representatives appointed by the President of the University, two of whom are to be selected from faculty nominees submitted by the University Faculty Assembly, one staff member and the Vice President for Business Affairs as a non-voting resource person.

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4. The University Faculty Assembly will submit two nominations for each faculty vacancy on the Committee. Each faculty representative on the Committee shall serve a two-year term and the terms will be staggered.

## **C. Operating Procedures**

1. Meetings of the Student Service Fee Advisory Committee shall be scheduled and convened by the Dean of Student Life.
2. It is the responsibility of the Chair to provide Committee members with materials necessary to ensure productive discussions of agenda items.
3. Complete minutes are maintained of each meeting and copies shall be distributed to the President of the University, to the President of the Student Government Association, to Committee members, and to others as deemed appropriate.
4. During the course of the fall semester of each year, the Dean of Student Life and the Vice President for Business Affairs will compile information relating to the Student Service Fee budgets for Committee consideration during the subsequent spring semester. The Committee will develop its own procedures for obtaining requests for funding against Student Service Fee revenue, for reviewing those requests, and for forwarding recommendations for action to the Dean of Student Life.
5. The recommendations of the Dean of Student Life, along with the recommendations of the Committee, will be forwarded to the Vice President of Enrollment Management and Student Services and President of the University no later than the end of the spring semester of each year and earlier if the budget preparation cycle dictates.
6. The President of the University shall inform each member of the Student Service Fee Advisory Committee of actions taken upon the recommendations of the Committee, the Vice President for Enrollment Management and Student Services, and the Dean of Student Life.