



Student Affairs Fee Advisory Board Standard Operating Procedures

I. Purpose

According to the Texas Educational Code, the Student Affairs Fee Advisory Board is responsible for advising the Board of Regents and the administration of Texas A&M University on the type, amount, and expenditure of compulsory fees for student health and medical services under Section 54.507, for student center facilities under Section 54.521, and for recreational sports under Section 54.539. The Board makes a recommendation each year to the Vice President for Student Affairs for the University Advancement Fee who is responsible for approving, disapproving, or adjusting the recommendation before routing it to University administration.

II. Composition of the Board

A. Board

1. The Board will consist of 8 (eight) student members and 1 (one) student Chair. Three new members will be selected each year for two-year terms. The Chair will be selected for a single year term.
2. The nine-member Board will be appointed by the Student Senate (5 members) and the President of the University (4 members).

B. Chair

1. The Chair must have previously served on the Student Affairs Fee Advisory Board.
2. The selection will be made by a joint committee comprised of the current Student Body President, the Speaker of the Student Senate, the previous Student Affairs Fee Advisory Board Chair, the Graduate and Professional Student Government President, and a representative from the Office of the Vice President for Student Affairs or their designees.
3. The Chair will be selected late in the fall of the previous SAFAB cycle or early in the spring of the upcoming SAFAB cycle in order to provide enough time for selection of the Board members.
4. Should a vacancy arise in the Chair's position during the course of the year, the joint committee will reconvene and fill the vacancy with one of the currently seated Board members who has already served for at least one year.
5. The Chair or his/her designee will report each year to the Student Senate and Graduate and Professional Student Government on the Board's progress with speaking privileges on SAFAB overseen budget requests and with the ability to introduce to those bodies the Board's recommendations on those requests.

C. Board Members

1. The Board will consist of nine student members (eight members and one chair) who have a minimum GPR of 2.0 (undergraduate) or 3.0 (graduate). Applicants for the Board must be currently enrolled at Texas A&M University.
2. The members will be selected through an application and interview process conducted by a joint committee comprised of the current Student Body President, the Speaker of the Student Senate, the Student Affairs Fee Advisory Board Chair, and the Graduate and Professional Student Government President, or their designees. A maximum of two alternates may be selected for the Board as a whole.
3. Once the selection process is complete, the names of prospective Board members will be sent to the Student Government Association and the President of the University for confirmation and subsequent appointment.
4. The Student Senate will appoint five students to SAFAB, three to serve a two-year term and two to serve a one-year term while the remaining four members will be appointed by the President of Texas A&M University for either two or one-year terms. These members shall be representative of the entire university population.
5. Should a vacancy arise in the general membership of the Board, it will be filled for the unexpired portion of the term by an alternate or, if necessary, using the appointment process described in C(2) above.
6. Board members will be selected during the Spring semester, after the Chair is selected.
7. In line with C(4) above, it is recommended that the number of undergraduate and graduate student members of the Board should reflect the respective ratios in the student body.
8. Those students whose terms expire must reapply for membership to be considered for a new appointment, except in the case of a Board member accepting an appointment as chair of the Board at the end of their term.

D. Advisors

1. The Vice President for Student Affairs will appoint an advisor who will advise the Board and Chair on administrative issues.
2. The advisor will have a complete understanding of University policies and finances and advise the Board regarding the intricacies of Student Affairs Fee Advisory Board operations.
3. The advisor is expected to attend all meetings.
4. A secondary advisor will be appointed by the Vice President for Student Affairs to serve in the absence of the primary advisor.

III. Procedure

- A. Training: All Board members will attend workshop(s) in which budget procedures, ethics, University policies, and departmental operations are explained. Training will be provided by the Office of the Vice President for Student Affairs for all new members, so that they may become familiar with budget items, fiscal policy, and any pertinent accounting knowledge that may prove beneficial for review of the budget increase request forms.

- B. During the spring semester, each requesting department will be assigned a liaison from the Student Affairs Fee Advisory Board. It is the liaison's responsibility to familiarize him/herself, in depth, with the department's budget and any potential budget increase requests the department may propose. The liaison is also expected to maintain ongoing communication with the department's Director and to answer any questions that individuals may have about the funding process.
- C. Individual liaisons from the Student Senate and Graduate and Professional Student Government can be appointed to interact with each of the departments benefitting from the University Advancement Fee to facilitate communication between the Student Senate/Graduate and Professional Student Government and the departments. The departments will maintain the established precedent of open and continual communication with Student Government and the Graduate and Professional Student Government with reports on communication to be submitted to the chair of the board and the Vice President for Student Affairs.
- D. During the Spring semester, each department receiving fees will conduct a brief orientation session for the entire Board. No budget figures will be discussed at this time. Presentations should focus on the structure of the department and the services provided.
- E. Requirements for Budget Requests (Fall Semester)
 - 1. Prior to review by the Board, requestors' budget increase request forms must be turned into the Office of the Vice President for Student Affairs for review and any necessary changes or adjustments.
 - 2. The Chair will provide requestors with the necessary budget forms as early as possible in the SAFAB cycle.
 - 3. All budget requests for funding increases will be documented in the budget summary and detailed on a "Budget Increase Request Form."
- F. Requirements for Allocation Procedures
 - 1. The new Chair will meet with the Student Government Association's Vice President of Finance in early Fall to go over the timeline, goals, and procedures of the Student Affairs Fee Advisory Board. This is in preparation for the primary presentation of the Board to the Student Senate which is to take place within that same Fall semester.
 - 2. Each department (requestor) will present to the Board the various aspects of its budget and answer any questions raised by the Board.
 - 3. Deliberations will be conducted to allow the Board to review each department's budget increase request form. Questions, if any, raised by the Board, will then be taken back to the fee requestor to be answered prior to the commencement of final deliberations.
 - 4. The Board will then proceed with final deliberations, if necessary, resulting in a final recommendation for subsequent submission to the Student Senate and the Graduate and Professional Student Government.
 - 5. Recommendations in final deliberations may be made based on a secret ballot system, with one vote per Board member. The Chair will tally the votes and report the final tally, recording that tally for publication.

6. The Board will share its final fee recommendations with requestors and the Vice President for Student Affairs prior to the Vice President for Student Affairs submitting their finalized recommendations to the University President. Fee requestors will be notified as to when the Board will present its final recommendation to the Student Senate and Graduate and Professional Student Government.
7. The Board will present to the Student Senate and Graduate and Professional Student Government its recommendations for fee increases, if any, for the University Advancement Fee, Health Center Fee, Recreational Sports Fee, and University Center Fee. Deadlines will be announced in appropriate advance to allow for interaction with their constituents and providing the necessary feedback to the Vice President for Student Affairs.
8. When voting on the fee proposals, the Student Senate and the Graduate and Professional Student Government will cast a yes/no vote with no line-item amendments or adjustments. If either the Student Senate or Graduate and Professional Student Government, or both, vote not to endorse the Board's allocation recommendations, the Speaker of the Student Senate and/or Graduate and Professional Student Government President will write a dissenting opinion to accompany the final recommendation put forth by the Board to the Vice President for Student Affairs.
9. The Chair will deliver the recommendation to the Office of the Vice President for Student Affairs.
10. All proposed fee increases will follow the approved University process.
11. An Ad Hoc Committee may be formed by the Student Body President in concert with the Graduate and Professional Student Government President or its designees to review the Student Affairs Fee allocation process. If such a review is to take place, it must be commenced under a framework with respect to the Texas Higher Education Code (Sec.54.5032) which charts the Board, and with the consent of the Vice President for Student Affairs who must approve that review framework.
***All references above to "The Board" and "VPSA" are referring to the Student Affairs Fee Advisory Board and the Vice President for Student Affairs.

G. Timeline for Student Affairs Fee Advisory Board (See attached schedule)

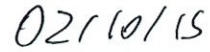
IV. Documentation, Communication and Openness

- A. All meetings, allocations, budgets, and recommendations will be documented.
- B. All Student Affairs Fee Advisory Board meetings will be open for the student body to attend. The only meetings limited to Board members will be final deliberations on personnel actions.
- C. All department budgets will be distributed to the Board and the Chair. All documentation will be handed down from one Chair to the next.

Standard Operating Procedures
Recommended for Approval:



Clayton Conn
Chair, Student Affairs Fee Advisory Board



Date



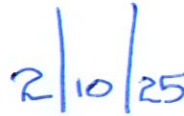
Cari Tawney
Advisor, Student Affairs Fee Advisory Board



Date



Tom Reber
Interim Vice President for Student Affairs



Date