

Student Fee Allocation Committee Guidelines

These guidelines were written in coordination with the Student Fee Allocation Committee, University of Kentucky Student Government, University Budget Office, the Office of the Executive Vice President for Finance and Administration, and the Office of the Provost.

Updated: October 30th, 2017

Section 1. Definitions

- A. Student Fee Allocation Committee (henceforth known as SFAC)
 - a. Committee tasked with allocating mandatory student fees paid by students to registered student organizations and campus entities with the purpose of providing benefits for all students on campus. The SFAC has the responsibility to monitor the expenditure of student fee dollars and provide a recommendation to the President on the use of all mandatory student fees.
- B. Mandatory Student Fee
 - a. A fee paid by either all students or only full time students, as designated by this committee.
- C. Mandatory Student Fee Receiving Groups
 - a. Groups receiving a mandatory student fee as allocated by the SFAC and approved by the President and Board of Trustees.
- D. University Senior Leadership
 - a. University Senior Leadership includes, but is not limited to, the President, Provost, Executive Vice President for Finance and Administration (henceforth EVPFA), Executive Vice President for Health Affairs, and Associate Provost for Student and Academic Life.

Section 2. Committee Composure

- A. SFAC shall be composed of the following appointed members, who each serve terms that last an academic year.
 - a. Voting members:
 - i. Senate President of the University of Kentucky Student Government
 - ii. One designated graduate or professional student
 - iii. One designated undergraduate student

- iv. Four additional students, either graduate, professional, or undergraduate, who represent a diverse spectrum of students
- b. Non-Voting members:
 - i. Chair of the SFAC, a student appointed at the discretion of the President of the University of Kentucky Student Government
 - ii. Provost, or designee
 - iii. Executive Vice President for Finance and Administration, or designee
 - iv. Associate Provost for Student and Academic Life, or designee
 - v. Chief Budget Officer, or designee
- B. Student members may apply to be a part of the SFAC at the start of each academic year. Applications will be advertised on the University of Kentucky Student Government's (henceforth known as UKSG) website and social media accounts, and additionally communicated to registered student organizations and university senior leadership. After reviewing applications, the Chair of the SFAC will submit their nominations to the UKSG Student Senate, who will then approve the nominations.

Section 3. Qualifications to Receive Mandatory Student Fees

- A. Groups wishing to apply for a mandatory student fee should meet the following criteria:
 - a. Registered Student Organization or University Academic or Administrative Unit.
 - b. Approval of appropriate administrator (See B of this section)
- B. University academic or administrative units applying for a new mandatory student fee or student fee increase must have the approval of the Provost or the applicable Executive Vice President in order to apply.
- C. Registered student organizations need approval from an advisor and Director of Student Organizations and Activities. They must be tied to an administrative or academic unit for financial purposes.
- D. Criteria for decisions may include but is not limited to campus impact, ability to serve all students, and demonstrated financial need.
- E. If a group does not meet all criteria, it is up to the discretion of the SFAC to decide whether or not to consider the application.

Section 4. Student Fee Application Process

- A. At the start of the academic year, these guidelines will be updated as needed and the most up to date version will be sent to appropriate entities. The EVPFA's office will provide the SFAC with context on the university's budget decisions for the fiscal year so members have an understanding of where university groups may need funding in the next round of the mandatory student fee process.
- B. In December, the SFAC will open applications for groups to apply for new mandatory student fees or student fee increases. Applications and the most recent version of these guidelines will be sent to all current fee receiving groups, registered student organizations, University Senior Leadership (as defined above), University Budget Office, and other relevant university entities.
- C. In early January, applications will close. All applications must be returned on time, as designated in the application, to the Chair of the SFAC. Applications will then be shared with all committee members.
- D. The SFAC will then meet to discuss applications. Budgets for each applicant will be given to the SFAC by the University Budget Office to determine if an increase or new mandatory student fee is necessary. Groups that the SFAC determines meets all necessary criteria will be given the opportunity to present to the committee in late January or early February. Criteria may include but is not limited to campus impact, ability to serve all students, and demonstrated financial need. Groups not selected to present will be notified by late January.
- E. Groups selected to give presentations will be given twenty-five minute time slots. Ten minutes will be given for groups to present their case for mandatory student fees, and the following fifteen minutes will be a question and answer session by the SFAC. Groups are allowed and encouraged to use visual presentations or paper handouts in their presentations.
- F. In the event that a member of the SFAC is involved with an organization seeking a mandatory student fee increase, that member must refrain from participating in the discussion of that group. If additional context is necessary, the group may ask the member to provide facts or reasoning.
- G. Following all presentations, the SFAC will discuss all groups. Discussion is not allowed prior to the last presentation. When discussing groups, the SFAC will consider the criteria mentioned in Part D of this section. If additional information is necessary, the Chair will reach out to the respective presenters for the needed information.
- H. The SFAC will create a plan for allocating the incremental increase in student fee revenue up to 5%.

- a. The SFAC may choose to recommend that there be no new mandatory student fees or student fee increases for an upcoming fiscal year.
 - b. The SFAC may choose to recommend a decrease in a group's mandatory student fee regardless of their application status should the situation merit it (see Section 5). This recommendation will coincide with the recommendations made for groups that applied for a mandatory student fee or student fee increase. The SFAC has the option to reallocate the difference in the decrease.
 - c. The SFAC must designate whether they would like the fees to be administered to only full time students or full and part time students.
- I. Once a recommendation is ready, the SFAC will send it to University Senior Leadership. The President of the University of Kentucky will consider the recommendation for presentation to the Board of Trustees.

Section 5. Accountability for Mandatory Student Fee Receiving Groups

- A. The SFAC expects all mandatory student fee receiving groups to use their allocations for the purpose that the new mandatory student fee or student fee increase was granted.
- B. Each year in October, the SFAC will request information from the University Budget Office on how much mandatory student fee receiving groups spent of their allocations. The SFAC will then meet to review the information and compare it to groups' proposed spending on their most recently approved application.
- C. Periodically, the SFAC will meet with each mandatory student fee receiving group to discuss how mandatory student fees are being spent.
 - a. At this meeting, the SFAC will have the opportunity to ask questions to the group about their financial report from the University Budget Office and provide feedback on spending.
 - b. Following this individual meeting, the SFAC has the option to recommend an increase or decrease in the group's mandatory student fee amount to the President should an extreme situation warrant it.

Section 6. Spending Changes by Mandatory Student Fee Receiving Groups

- A. In the event that a fee receiving group needs to utilize their funding in a manner not stated in their most recently approved application, groups must communicate with the Chair of the SFAC as to how they plan to use the funding prior to spending it. Groups must describe why they no longer

need to spend the funds in the approved manner and how the proposed change will benefit all students and the student experience. After receiving this information, the SFAC will recommend one of the following:

- a. Approve the change.
- b. Approve parts of the change.
- c. Deny the change.

If changes are denied, the group has the opportunity to revise its plan, or sections of the plan, until the SFAC has approved the change in spending.

- B. This section additionally applies to changes within a mandatory student receiving group and voluntary decreases in a mandatory student fee.
 - a. Any mandatory student fee receiving group that changes its name or purpose (for instance, a university entity that undergoes a restructure or is rebranded) must also go before the SFAC for review prior to the change and is subject to a recommendation of an increase or decrease if necessary.
 - b. Any fee money resulting from a mandatory student fee receiving group that voluntarily decreased their fee must go before the SFAC to be reallocated. If university senior leadership is wishing to use the excess fee money resulting from a group's voluntary decrease for a specific purpose, then they must still present this change to the SFAC.