



BOISE STATE UNIVERSITY
VICE PRESIDENT FOR STUDENT AFFAIRS

MEMORANDUM

TO: Student Activity Fee Funded Campus Units
Vice Presidents
Deans

FR: Leslie Webb, VPSAEM *LM*
Stacy Pearson, VPFA *SP*

DT: October 15, 2016

RE: Change in Annual Student Activity Fee Allocation Process

In an effort to increase student input and strengthen shared governance, it was recommended during the Spring 2016 Executive Budget Committee session we revise the student activity fee review and allocation process. The new process is applicable to activity fees charged to all students each academic term and excludes professional fees, self-support academic program fees, and other special or one-time fees.

Effective fall 2016, the process has changed for requesting a new or continuing student activity fee and financial reporting of student fee revenue. The newly created Student Activity Fee Advisory Board will review and recommend the annual allocation of Student Activity Fees to the Executive Budget Committee. This Advisory Board is comprised of seven voting members: four (4) students, one (1) full-time faculty and two (2) full-time staff. Every campus unit that currently receives a student activity fee will present in December to the Advisory Board to request same or an increase in its fee revenue allocation. Campus departments that wish to request a new student activity fee will also be asked to present a funding proposal in December.

The following timeline outlines the new process:

November 1	Campus Invitation to Submit Student Activity Fee Proposals and Reports
November 30	Reports and Proposals Due
December 5-9	Campus Units Present Reports and Proposals to Advisory Board

Additional information including the request and report forms for the presentation and hearing schedules will be sent in the coming weeks. Questions can be directed to the office of the Vice President for Student Affairs & Enrollment Management at 426-1418 or vpsa.boisestate.edu.