

## 26.01.01.R0.01 Student Fee Advisory Committee

Approved January 30, 2012  
Revised September 19, 2017  
Next Scheduled Review: September 19, 2022



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### Procedure Statement

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The Student Fee Advisory Committee (SFAC) is a university standing committee charged with advising the administration on the type, amount, and expenditure of compulsory fees for student services.

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### Reason for Procedure

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This procedure outlines the SFAC responsibilities regarding types of fees, conduct of meetings, and recommendations.

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### Procedures and Responsibilities

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- 1 COMPULSORY FEES FOR STUDENT SERVICES CONSIDERED BY THE COMMITTEE
  - 1.1 Student Services Fee (Section 54.503 of the Texas Education Code),
  - 1.2 Medical Services Fee (Sect. 54.507),
  - 1.3 Student Center Complex Fee (Sect. 54.521), and
  - 1.4 Recreational Sports Fee (Sect. 54.539).
- 2 CONDUCT OF MEETINGS AND FINAL DELIBERATIONS
  - 2.1 The SFAC conducts its meetings in accordance with Section 54.5033 of the Texas Education Code and will publicize the type, hour, place, and subject/agenda of all meetings. These notices will be provided at least 72 hours before a meeting is convened and will be posted on the university's web page, published in the student newspaper, and posted at the Student Involvement Suite, second floor, Sam Rayburn Student Center.

- 2.2 The SFAC shall conduct its meetings with a quorum of at least five of the nine voting members and three of the five student members present. If a quorum is not reached or maintained, members may continue to meet and discuss agenda items but may not take any action.
- 2.3 A member of the campus community is allowed to present written and/or oral testimony, for a reasonable amount of time as determined by the committee chair, on any subject listed on the meeting announcement. Testimony on subjects not listed on the agenda will not be allowed.
- 2.4 While the meetings are open to the public, visitors to the meetings must register their intentions to testify with the committee chair at least 15 minutes prior to the convening of a meeting. Registration must include the name of the person submitting testimony and the agenda item/subject to be addressed.
- 2.5 Final deliberations of the committee will be held after registered testimony is received and will be held in closed session. The final recommendation made by the SFAC will be recorded and made public.
- 2.6 The SFAC shall annually evaluate the effectiveness and outcomes of programs supported with student activity fees.

### 3 MEMBERSHIP OF COMMITTEE

Membership of the SFAC will include the following nine members: (1) four members who are representative of the entire institution, appointed by the President; and (2) five students (three students to serve two-year terms and two students to serve one-year terms), appointed by the Student Government Association.

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## Related Statutes, Policies, or Requirements

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Texas Education Codes: [54.503](#), [54.507](#), [54.521](#), and [54.539](#)

Texas Education Code [54.5033](#)

System Policy [26.01 Tuition and Fees](#)

System Regulation [26.01.01 Chancellor's Delegation of Authority Related to Tuition and Fee Exemptions and Waivers](#)

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## Contact Office

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