To: Members of the 2011-2012 Student Services Fee Review Task Force (SSFRTF)
   - Linc Kallsen, Director of Financial Research, University Budget Office (Co-Chair)
   - (interim appointment) Abou Amara, Hubert H. Humphrey School of Public Affairs, Master’s of Public Policy
   - Jeffrey Anderson, College of Education and Human Development, PhD in Higher Education
   - Brook Blahnik, Program Director, the Learning Abroad Center
   - Brittany Edwards, Hubert H. Humphrey School of Public Affairs, Master’s of Public Policy
   - Joyce Holl, Co-chair, University Senate Committee on Student Affairs
   - Mohamed Keynan - Hubert H. Humphrey School of Public Affairs, Master’s of Public Policy
   - David Kraft, College of Liberal Arts, Communication Studies
   - Marissa Kramer, College of Liberal Arts, Political Science
   - Jill Merriam, Budget Director, University Budget Office
   - Scott Petty, College of Liberal Arts, PhD, Economics
   - Lori Smith, Assistant Director, Student Unions & Activities
   - Tracy Smith (Ex-Officio), Associate General Counsel, Office of the General Counsel
   - Megan Sweet (Ex-Officio and Staff to the Task Force), Assistant to the Chief of Staff, Office for Student Affairs
   - Mark Vandergon, Carlson School of Management, Finance

From: Jerry Rinehart, Vice Provost for Student Affairs

Date: November 16, 2011

Re: 2011-2012 Student Services Fee Review Task Force Charge

Thank you for agreeing to serve on the 2011-2012 Student Services Fee Review Task Force (SSFRTF). The intent of this Task Force is to examine specific aspects of the Student Services Fee process and determine if changes are necessary. This review will serve as a model for future comprehensive reviews that will be conducted every five years for the SSF process.

I am concerned that having Abou Amara, president of GAPSA and one of the organizations receiving significant funding through the SSF process, would be perceived as a conflict of interest; therefore, I would like GAPSA to find another representative as soon as possible. To allow the committee to get started, however, I am grateful that Abou is willing to serve initially.

There will be two co-chairs of the Student Services Fee Review Task Force. Co-chairs will have full voting rights on the SSFRTF. I have asked Linc Kallsen from the University’s Budget Office to serve as the faculty/staff co-chair and the student members should democratically select a representative to serve as the other co-chair on or before the second meeting of the SSFRTF.
The specific questions that should be answered in this review are as follows:

**Committee Operations:**
- **FASTTRACK ITEM**: Should alternate members of the SSFC be allowed to become voting members after presentations have started? (Appendix A)
- **FASTTRACK ITEM**: Should the SSF Appeals Committee consist only of representatives from the SSFC? Should there be a restriction regarding whether a Chair/Sub-Committee Chair of the SSFC can serve as chair of the SSF Appeals Committee? (Appendix B)
- What is the optimal structure and operating procedure for the SSF Appeals Committee?
- How can we strengthen the SSF Committee’s understanding about what viewpoint neutrality really means and how the concept can appropriately be applied throughout the SSF process?
- Which of the resolutions passed in previous years should be adopted as part of the SSF process? (Appendix C)
- Compensation for SSFC Members:
  - Should faculty and staff who serve on the SSFC be compensated?
  - Should the compensation for students who serve on the SSFC be increased?
  - What is the appropriate mechanism for determining if SSFC stipend increases are necessary?
- Should there be restrictions on who can provide feedback at public forums, hearings and/or Committee deliberations?
- Are there ways to streamline the SSF review process?

**Financial Issues:**
- Do bond repayments from Administrative Units need to be voted on every year?
- Should Student Group and/or Administrative Units requests/presentations made to the SSFC include all sources of income and/or all expenses (i.e. all funds budgeting)?
- What is the best way to maintain transparency related to the SSF Administrative Fee Budget?
- How should one-time or special funding requests be handled and listed on the spreadsheet?
- Should the penny fee calculation process be changed?

**Student Group Issues:**
- Should the guidelines for submission of applications for SSF’s be modified to provide information to assist Student Groups in determining if their request is too small to be included in the SSFC review process? Should there be a minimum request amount for Student Groups? If so, what should that amount be?

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1 The SSFRTF should review the suggested language/edits included in Appendix A and provide a recommendation on this item to the Vice Provost for Student Affairs no later than December 9, 2011.

2 The SSFRTF should review the suggested language/edits included in Appendix B and provide a recommendation on this item to the Vice Provost for Student Affairs no later than December 9, 2011.
• For Student Groups, should there be changes made to the way that summer Fees are calculated, how enrolled summer students are charged, and the definition of what it means for an organization to be considered “operational” during the summer?
• Should there be changes in the way audits for Student Group are handled in the future?
  o How many Student Groups should be audited each year?
  o Should all Student Groups be audited in the same manner?
  o What information should the auditors provide to the SSFC?

The Task Force should meet as often as it deems necessary to respond to the above questions. As necessary, the Task Force should engage with appropriate stakeholders, including students, SSF-receiving Student Groups and Administrative Units during the review process.

A progress report should be submitted by February 17, 2012 and a final report should be submitted by April 20, 2012 following a public hearing hosted by the Task Force to discuss recommendations.

As the Task Force does its work, if there is consensus that additional issues need to be addressed, the co-chairs should discuss those issues with me and I will determine if they should be formally added to the charge, addressed at another time or in another manner.

To facilitate the FY 12 Student Service Fees process the following decisions have been made regarding other issues that have arisen in recent years:
  • Partisan political organizations are not eligible for SSF funding
  • A Student Group must have existed for one year prior to being eligible to submit a request for SSF funding

Megan Sweet or Steve Carnes from the Office for Student Affairs, will be in touch regarding scheduling the first meeting.