

**SENATE RESOLUTION #2096**

**Title:           Creation of ASUW/UW Mandatory Fee Setting Policy**

**Date:           November 9, 2004**

**Authors:       President Willms; Vice President McGinty; Senator Kinner**

**Sponsors:     Senators Jordan and Kinner**

1.     WHEREAS, there are two (2) mandatory student fees, the Wyoming Union
2.     fee and the Student Services fee, which has six (6) components for all
3.     University of Wyoming students; and
4.     WHEREAS, there are three additional mandatory fees for all full-time
5.     University of Wyoming students; and
6.     WHEREAS, there is no established University policy for setting mandatory
7.     fees with ASUW involvement; and
8.     WHEREAS, there is little involvement of ASUW in the mandatory fee setting
9.     process; and
10.    WHEREAS, ASUW has expressed an interest in increased involvement for
11.    many years; and
12.    WHEREAS, the current practice of allowing ASUW two to three weeks to
13.    develop a formal response does not allow time for proper education and
14.    analysis; and
15.    WHEREAS, there is no guarantee that the current practice will continue on an
16.    annual basis; and
17.    WHEREAS, an established policy encouraging ASUW involvement from the
18.    planning stages of mandatory fee setting would benefit both ASUW and UW

19. administration.
20. THEREFORE, be it resolved by the Associated Students of the University of
21. Wyoming Senate that a formal policy be enacted, which would allow for
22. increased participation by ASUW in the mandatory fee setting process; and
23. THEREFORE, be further resolved that the ASUW Senate endorses the plan
24. created through the partnership of ASUW and UW administration; and
25. THEREFORE, be it further resolved that ASUW and UW administration
26. work together to create and implement said plan following generally the
27. outline set forth in Addendum A.

**Referred to:** Committee of the Whole

**Date of Passage:** November 30, 2004

**Signed:**

Mary McIntyre  
(ASUW Chairperson)

“Being enacted on December 1, 2004, I do hereby sign my name

hereto and approve this Senate action.”

Daniel Williams  
ASUW President

## Addendum A

### Outline for Mandatory Fee Setting Policy at the University of Wyoming

- I. Create a new ASUW Standing Committee to be known as the ASUW Student Fee Committee
  - A. Composition
    1. ASUW Senators (min. 4)
    2. Ex-officio member from each fee unit who will serve as a liaison from their respective fee unit
    3. Students at large (min. 4)
- II. Encourage and aid in the creation of Advisory Boards for mandatory fee units currently lacking Advisory Boards
  - A. Boards should be predominately students
    1. Encourage student chairs
    2. Students should be well represented from different disciplines.
  - B. Each Advisory Board should select one student to serve as the ex-officio member of the ASUW Student Fee Committee
  - C. Boards should provide counsel on other matters in addition to student fees
- III. Process for Mandatory Fee requests and setting
  - A. Individual Advisory Boards should meet to determine what their unit fee request may be, if any
  - B. A unit representative (preferably the liaison with assistance from the unit director) makes a presentation to Student Fee Committee outlining the mandatory fee request
  - C. After all the units make presentations outlining their mandatory fee requests, the ASUW Student Fee Committee may recommend adjusting the requested fee, deny the request, or endorse the requested amount for each fee unit
  - D. The ASUW Student Fee Committee would draft legislation supporting a recommendation on a mandatory student fee package, or individual fees, to the ASUW Senate for a vote
  - E. The official recommendation of the ASUW Senate would be sent directly to the University Fee Book Committee
  - F. The Fee Book Committee would make a recommendation to the University of Wyoming President in adherence with the status quo
  - G. The University of Wyoming President would take the final Fee Book recommendation to Board of Trustees for final approval

## MANDATORY STUDENT FEE SETTING MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is between the Division of Student Affairs, Division of Intercollegiate Athletics, the College of Arts and Sciences, and the Associated Students of the University of Wyoming (ASUW). It sets forth the general terms of understanding between the parties in connection with the revised mandatory fee setting philosophy to be instituted in the fall semester of 2005. The parties agree and understand as follows:

1. **Purpose:** The purpose of the revised mandatory fee setting philosophy is multi-layered. First, a purpose is to strengthen the working relationship between the ASUW and University administration. Second, a purpose is to increase the student voice in the mandatory student fee setting process by educating the ASUW about fee requests and providing the ASUW an opportunity to provide well-reasoned and thoroughly considered recommendations on mandatory fee setting to fee units and the University Fee Book Committee.
2. **Stakeholders:** The mandatory student fee setting process will be a partnership among the Division of Student Affairs, the Division of Intercollegiate Athletics, the College of Arts and Sciences, and ASUW.

The Office of the Vice President for Student Affairs will communicate the annual timeline for fee setting and coordinate the delivery of mandatory fee proposals. If assistance is needed in securing fee information outside of the Division of Student Affairs, the Office of the Vice President for Student Affairs will provide that assistance. The Office of the Vice President will serve as a resource to ASUW in this process.

3. **ASUW Student Fee Committee:** The ASUW will create a new standing committee that will be known as the ASUW Student Fee Committee (the Committee). Voting members of the Committee will include four (4) ASUW Senators (no more than two (2) of whom should be experienced Senators) and three (3) students-at-large. The remaining members will include an ex-officio member appointed by each fee unit with preference given to a student involved with the unit's fee setting process. If the fee unit has developed an advisory board, every effort should be made to appoint the ex-officio member from said board. Additionally, non-voting student-at-large positions will also be available at the discretion of the ASUW Vice President. The ASUW President or Vice President shall serve as chair of the committee.
4. **Fee Request and Setting Process:** (1) Each advisory board or fee unit should meet to determine what the unit fee request may be. (2) A unit representative (preferably the Committee ex-officio with assistance from the unit director) should make a presentation to the Committee outlining the mandatory fee request. (3) After each unit makes its presentation outlining mandatory fee requests, the committee may recommend adjusting the requested fee, not supporting the request, or endorsing the requested amount for each fee unit. (4) The Committee should draft legislation supporting a recommendation on each fee included in the mandatory student fee package to the ASUW Senate for a vote.

(5) The official recommendation of the ASUW Senate will be submitted directly to the University Fee Book Committee, with copies given to the director of each fee unit and the Office of the Vice President for Student Affairs.

5. **Training:** In order for ASUW to provide the most constructive feedback to various fee units, a series of training methods should be employed. Each member of the Committee should receive a binder with information about each fee unit including its purpose and a longitudinal report detailing the amount of the fee charged, the annual revenue received, and the annual expenses for the mandatory student fee. Further, the ASUW President and Vice President should receive similar training during their summer internship. The Office of the Vice President for Student Affairs will be an active partner in this training and in the development of preparatory information for the Committee.
6. **Evaluation:** Evaluation of the new process will be on going. Each party agrees to make reasonable accommodations/modifications to this memorandum as circumstances warrant.

Each party acknowledges its good faith intent to collaborate with the other parties to this project so as to achieve the project goals and objectives in a timely and effective way.

**DATED** this \_\_\_ day of \_\_\_\_\_, 2005.

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S. Leellen Brigman, Vice President  
University of Wyoming  
Student Affairs

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David Willms  
ASUW President

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Gary Barta, Director  
Intercollegiate Athletics

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Henry Bauer III, Associate Dean  
College of Arts and Sciences