

The University of Texas at Tyler
Student Fee Advisory Committee Minutes – FY24
Thursday, April 6, 2023
UC3322 2:30pm

Voting Members Present: Adan Govea, Beverly Luna, Kelsey Niette, Justin Vargas, Cynthia Martinez, Cynthia Sherman, Dr. Adam McGuire

Voting members not present: Dr. Leonard Brown, Chloe Dix

Non-Voting Members Present: Ona Tolliver ex-officio, Kris Kavasch ex-officio, Rick McGill, ex-officio, Sally Bouis and Coby Dillard, support

*Guests at the request of Senior Vice President Kris Kavasch: Marie Adams, Danielle McDonald

I. Welcome and Introductions

II. SFAC Charge - Texas Education Code

Sr. Vice President Tolliver reviewed the charge of the SFAC and addressed the specifics of each applicable Texas Education Code:

- i. 54.503 Student Service Fee
- ii. 54.5031 Student Advisory Fee Committee
- iii. 54.5341 Recreational Facility Fee
- iv. 54.5033 Open Meetings

The committee was reminded that the SFAC meetings are open to the public. The full language of each code is available on the SFAC Canvas site.

Discussed SFAC Charge, Texas Education Code, Committee is recommending body, open meetings, meeting structure and committee resources such as Canvas and UT Tyler web page for Student Fee Advisory Council.

III. Elect SFAC Leadership

Chair - Adan Govea, outgoing SFAC Chair nominated Kelsey Niette for Chair. The nomination was seconded by Beverly Luna. Ms. Niette accepted the nomination. The nomination passed unanimously. No abstentions.

Secretary -Adan Govea nominated Beverly Luna for Secretary. The nomination was seconded by Cynthia Martinez. Ms. Luna accepted the nomination. The nomination passed unanimously. No abstentions.

IV. Budget

- a. Review Current Revenue Fee Forecast led by Kris Kavasch, Senior Vice President, Finance, Chief Financial Officer

Sr. VP Kavasch indicated that she has applied a 4% overall increase to the forecast for FY'24 due to the anticipated increase in enrollment. The university anticipates a 5.27% growth in enrollment for fall 2023. Mrs. Kavasch feels it is important to conservatively approach any projected budget increases.

- i. Student Services Fee
Analysis for the FY24 SSF is near complete. A final analysis is necessary to confirm the exact recommendation. She anticipates this being complete prior to the next meeting.
- ii. Recreational Facility Fee
Analysis is near complete. The 4% increase will also be applied to the Recreational Facility Fee

Mr. Rick McGill requested information regarding the Student Services Fee Reserve. Marie Adams, Budget Manager will confirm the available funds in the SSF Reserve for the next meeting. Sr. VP Tolliver informed the committee that the SSF Reserve is part of the University's overall Reserve. The President and University Administration determine access to all Reserve accounts. UT System also has a recommended reserve amount for each campus. Sr. VP Kavasch will confirm that amount. That traditionally only applies to certain accounts.

Sr. VP Tolliver informed the committee that should the university exceed enrollment and the 4% forecast, the SFAC may be called upon during the next fiscal year to consider requests from Budget Authorities for funds available in excess of the forecasted amount.

b. Explanation of budget request and review process

- i. Canvas access
Sally Bouis informed the committee that the budget requests and supporting documents have been loaded to the SFAC Canvas Course. The course invitation has been sent to all members of the committee.

Mrs. Bouis will be moving to a new role and Mr. Coby Dillard will be assisting the SFAC with support.

- ii. Department requests
Most departments have submitted their requests. We anticipate all requests being final submitted before the next meeting. The requests will be posted to Canvas as they become available.
The committee's charge includes a review of requests for recommendation to the President.
- iii. Departmental presentations by request
The committee was informed that they may request additional information, clarification of any item provided on the request or request that a Budget Authority join the committee to discuss a budget item. The committee may also contact Mr. Dillard or Sr. VP Tolliver in advance of the next meeting to obtain information or to request clarification from a Budget Authority.

c. Student Services Fee – Expenditures and activities

The committee was informed that the Education Code requires the committee to review the expenditures for both the Student Services Fee and the Recreational Facility Fee. Those documents will be loaded to the Canvas course for review.

Other items

A current student inquired about their ability to serve on the SSF committee.

Sr. VP Tolliver informed the student and the committee that the configuration of the committee is based upon the Texas Education Code 54.5031 which specifies the number of students who may serve. She indicated that she would research the rule in consideration of the student's request.

V. Meeting schedule

The following meeting dates were confirmed:

Thursday, April 13th at 3:00pm, in UC 3322

Thursday, April 20th at 3:00pm in UC 3322

Thursday, April 27th at 3:00 pm in UC 3322, if needed