

UW-Stout Administrative Procedure

Office: Administrative & Student Life Services
Number: 012
Subject: Segregated University Fees
Effective: August 15, 2005
Last Revision: May 27, 2009

I. Purpose

The purpose of this procedure is to outline the process for providing students with an opportunity to review and offer advice concerning the budget funded primarily with non-allocable Segregated University Fees. Successfully applied, this process brings UW-Stout in compliance with the below reference which states “Institutions must have policies delineating the role of students in the budget review process to ensure that students are given full information on the uses of non-allocable Segregated University Fees and opportunities for input to the budget process.”

II. References

[UW System Financial and Administrative Policy F37, Segregated Fee Determination and Distribution.](#)

UW System Regent Resolution I.2.a.

III. Procedures

a) Procedures at the university level:

1. In early September, the Budget, Planning and Analysis office will email the Assistant Vice Chancellor for Student Life Services to request notification to BPA if SLS has any segregated fee debt service that will be retired in the next year. In their response, information will be provided if SLS plans to request the use of the debt service dollars for another purpose during the budget process.
2. In early September, the Budget, Planning and Analysis office will also meet with the SSA President and Financial Affairs Director to review the timeline that BPA developed for auxiliary and segregated fee operations as well as the procedures (AP012) in place to comply with System policy. The SSA Advisors as well as the Controller will be requested to attend the meeting.
3. In September or October, the Auxiliary directors (including textbook rental and the Counseling Center, but excluding all other non-segregated fee funded units), the Budget Planning and Analysis office, and the Vice Chancellor for Administrative and Student Life Services will meet with the SSA President and Director of Financial Affairs. At this time these parties will review year-end financial information from the previous year, financial challenges and issues, and debt service retirement. The purpose of the meeting is interaction and discussion with the students.

4. Approximately the 3rd week of January, the Chancellor announces to the Stout Student Association (SSA) his/her intent to approve segregated fees, room, board, textbook rentals, parking, and fleet rates for the upcoming fiscal year. The Chancellor's announcement will include current year fee levels, upcoming year fee levels, and the rationale for fee increases if above the UW System established threshold. The Chancellor's announcement will also include information about debt service retirement, as well as if any segregated fees will be discontinued or reallocated due to debt service that is ending (per UW System Regent Resolution I.2.a.) The SSA will have two weeks to review the information and respond to the Chancellor. The Chancellor will finalize segregated fees, room, board, textbook rental, parking, and fleet rates about the 1st week of February.
5. The SSA President and Director of Financial Affairs are invited to attend budget review meetings held with each Auxiliary Operation during the third and fourth weeks of February and the first week of March.
6. Copies of the Auxiliary Budget submission to the UW System Administration are provided to the SSA President and Director of Financial Affairs.

b) Procedures at the activity and program level:

1. The Intramurals program and the Intercollegiate Athletics program present their three-year budget to the SSA for review and recommendation to the Chancellor.
2. Modifications to the approved upcoming year segregated fee for Intramurals and/or Intercollegiate Athletics are sent to the SSA for review and recommendation.
3. SSA provides recommendation to the Chancellor on the allocable Student Activities segregated fee for the upcoming year and determines the budget allocations of the allocable segregated fee funds generated.
4. The Memorial Student Center and Student Health Services Advisory Committee and the Counseling Advisory Committee are charged with reviewing and offering advice concerning their budgets. These committees have significant student representation.

IV. Definitions

The following chart lists the segregated fees at UW-Stout, their status as allocable or non-allocable, and provides the policy reference for determining the status:

Segregated fee:	Treated as:	FPPP #37, Section III reference:
SSA Activities	Allocable	Student Organization support; student activities; concerts & lectures
Intramurals	1 st & 2 nd Year: Non-allocable 3 rd Year: Allocable	Intramural support for the 3 rd year of a three year budget, and increases above the level for the first two years approved by the SUFAC & Chancellor

SSA Activities Administration	Non-allocable	Personnel contracts
Recreation Complex	Non-allocable	Debt service and approved capital projects; base operating funding
Athletics	1 st & 2 nd Year: Non-allocable 3 rd Year: Allocable	Athletic support for the 3 rd year of a three year budget, and increases above the level for the first two years approved by the SUFAC & Chancellor
Union	Non-allocable	Base operating funding of student centers/unions not covered by user charges
Student Health	Minimum Health Module, Non-allocable	Minimum student health program as determined by the Chancellor
Counseling Center	Minimum Health Module, Non-allocable	Minimum student health program as determined by the Chancellor. Students will recommend to the Chancellor 3 years out if they would like funding to cease
Municipal Services	Non-allocable	Other items as determined by the institution, consistent with the non-allocable definition and System policies
University Identification System	Non-allocable	Other items as determined by the institution, consistent with the non-allocable definition and System policies

IV. Records

Original Segregated University Fees approved by the Chancellor are kept in the Budget, Planning & Analysis office along with the rationale for establishing Segregated University Fees.

V. Approvals

Philip Rizzo, President
Stout Student Association

Date

Sawyer Lubke, Director of Financial Affairs
Stout Student Association

Date

Meridith Wentz, Director
Budget, Planning & Analysis

Date

Diane Moen, Vice Chancellor
Administrative and Student Life Services

Date