1. Review and Approval of February 16, 2018 Meeting Minutes
   (Attachment 1)

2. Informational Items
   a. Spring 2018 Student Body Center Fee Referendum Results
      (Attachment 2)
   b. Cat IV Graduation Fee Increase
      (Attachment 3)

3. Requests
   a. None

4. Action Items
   a. Student Body Center Fee Referendum

5. New Business

6. Public Comment

7. Reminder – Next Meeting Date - Friday, April 20th, 2018 at 2:00 p.m.
   Lipinsky Hospitality Center – Room SSW 1608
CAMPUS FEE ADVISORY COMMITTEE  
February 16, 2018  

MINUTES  

ATTENDEES  

Members: David Ely  
Tony Chung  
Lisa Thurn  
Chris Thomas  
Victor Uwakwe  

Radmila Prislin  
Marcie Bober-Michel  
D. Hayden Willis  
Anya Shutovska  

Guests: Dorian Diaz  
Agnes Wong Nickerson  

Eric Hansen  

The meeting was called to order at 2:03 P.M. by David Ely, CFAC Chair.  

Review and Approval of February 1st Meeting Minutes  
Dr. Ely introduced the February 1st Meeting Minutes and asked for any corrections or additions – none were suggested. Mr. Thomas made the motion to approve the minutes which was seconded by Dr Bober-Michel. The motion was approved unanimously.  

Informational Items  

a. 2018/19 Room & Meal Rates  
Dr. Ely introduced the 2018/19 Room & Meal Rates and asked Dr. Eric Hansen, Director of the Office of Housing Administration, to provide an overview. Dr. Hansen noted that the increase in housing rates is the lowest it has been during his tenure at just 4.9 percent, and he noted that the rate increases are helping to fund operational costs as well as cover the debt for building renovations and new construction. Regarding the dining rates (for meal plans), Dr. Hansen stated that rates were submitted as “not to exceed” amounts and actual rates will be lower than those proposed and approved. He further noted that up to date meal plan rates are posted on the SDSU Housing website.  
Dr. Ely asked if there were questions; there were none. He further reminded the committee that these rates are simply an informational item.  
Mr. Uwakwe asked if the committee would be taking any action in relation to the rates; Dr. Ely responded that the committee does not take action and Dr. Hansen explained the process through which the rates are proposed and approved by the President.  
Mr. Thomas asked if the fee for ARC membership was included; Dr. Hansen responded that the fee is currently optional, but the fee will no longer be optional [starting in Fall 2021 if the Spring 2018 fee referendum is successful].  

Requests  

a. None  

Action Items  

a. None  

New Business  
None  

Public Comment  
None  

Dr. Ely adjourned the meeting at 2:07 P.M.  

Reminder: Next meeting is scheduled for Friday, March 2nd, 2018 at 2:00 P.M. in the Lipinsky Hospitality Center – Room SSW 1608
Spring 2018 Fee Referendum - Student Body Center Fee  
March 6-7, 2018  
OFFICIAL REFERENDUM RESULTS

"Shall the current SDSU mandatory Student Body Center Fee be increased by $195 - from the current amount of $237 per semester ($16.58 per unit up to maximum of $187.38 for the summer term) to $432 per semester ($25.58 per unit up to maximum of $287.38 for the summer term) - effective in fall 2021 for the purpose of expanding and renovating the Aztec Recreation Center facility and adding additional recreational outdoor field space?"

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th>PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>3,371</td>
<td>51.2%</td>
</tr>
<tr>
<td>NO</td>
<td>3,216</td>
<td>48.8%</td>
</tr>
<tr>
<td>TOTAL VOTES</td>
<td>6,587</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

SDSU Student Enrollment, Spring 2018 28,424
Student Fee Referendum - Number of Votes: 6,588
Student Fee Referendum - Turnout: 23.18%

Monica Deyski  
Elections Coordinator
I. CALL TO ORDER
A.S. President, Chimezie Ebiriekwe, called the meeting to order at 3:41 PM in the Council Chambers at the Conrad Prebys Aztec Student Union.

II. ROLL CALL
A. Voting Members Present: Chimezie Ebiriekwe, Vanessa Girard (late), Chris Thomas (late), Carmel Alon, Hayden Willis, Brie Hornig, Josh Miller, Anya Shutovska, Victor Uwakwe, Christy Samarkos.
B. Voting Members Absent: Farris Nabulsi, Michelle Sabin, Jessica Rentto.
C. Non-Voting Members Present: Christina Brown, Aileen Wei.
D. Non-Voting Members Absent: None.
E. Visitors: Meegan Togatorop.

III. APPROVAL OF AGENDA
It was moved and seconded to approve the agenda for today’s meeting.
ALON/MILLER CARRIED

IV. APPROVAL OF PREVIOUS MINUTES
It was moved and seconded to approve the Board of Directors meeting minutes of 3/5/18, as attached.
ALON/UWAKWE CARRIED

V. PUBLIC COMMENT: None.

VI. UNIVERSITY REPORTS AND PRESENTATIONS:
A. Business and Financial Affairs Designee: No report.

B. University President’s Designee: Christy Samarkos reported on the following:
   1. There are four weeks until finals.
   2. They are in preparation for next year.
   3. There will be a Trans Week of Empowerment followed by “Take Back the Week”. There will be events hosted by the Women’s Resource Center.

VII. ITEMS FOR CONSIDERATION:
A. General Consent Agenda (Action): It was moved and seconded to approve the General Consent Agenda, as attached.
MILLER/ALON CARRIED

B. General Consent Report (Information): The general consent report was reviewed, as attached.

C. Approval to forward the certified 2018 Student Fee Referendum Results to the Campus Fee Advisory Committee (Action):
   It was moved and seconded to approve to forward the certified 2018 Student Fee Referendum Results to the Campus Fee Advisory Committee.
   THOMAS/WILLIS CARRIED, (8-0-1)

VIII. CLOSED SESSION (Closed to Non-Members): None.

IX. BOARD OF DIRECTORS COMMITTEE REPORTS:
A. Audit Committee: None.
B. Facilities Board: None
C. Financial Affairs Committee: None
D. Marketing and Communications Committee:
   1. Will work on the media for Campus Safety Week.
   2. There is a project to highlight student leaders and alumni of Associated Students.
X. EXECUTIVE REPORTS:
A. **President:** Chimezie Ebiriekwe reported on the following:
   1. Will attend California State Student Association (CSSA) in Long Beach with Michael Wiafe.
   2. There will be a Board of Directors meeting every week this month.
   3. Congratulations to Fran Hasterok, Accounts Receivable Supervisor, on her retirement!

B. **Executive Vice President:** Vanessa Girard reported on the following:
   1. This weeks is Campus Safety Week!
   2. Aztecs Achievement Awards will take place on April 19.

C. **Vice President of External Relations:** Carmel Alon reported on the following:
   1. All events for “Rock the Vote” has been finalized.
   2. Encouraged members to educate students on voting.
   3. There will be a Letter Writing campaign in the Women’s Resource Center on Tuesday from 4-5:30 pm that will include advocacy for a course on prevention and domestic assault training.

D. **Vice President of Financial Affairs:** Hayden Willis reported on the following:

E. **Vice President of University Affairs:** No report.

F. **Executive Director:** Christina Brown reported on the following:
   1. The meeting for University Council will be cancelled on April 11.
   2. There will be a joint University Council (UC) and Campus Life Council (CLC) meeting this week. Two appointments will need to be selected from each council to appoint next year’s Board of Directors Students-at-Large. CLC will take place at 3:30 pm followed by UC at 5 pm.
   3. BOD will meet for the next three weeks to discuss budgets, bylaw revisions, and appointments.
   4. April 4 will be the last UC meeting. April 18 will be the last CLC meeting. There will be a joint transition meeting on April 25 for all councils.

XI. REPORTS OF BOARD OF DIRECTORS:
A. Josh Miller, Student-At-Large reported on the following:
   1. Hope everyone had a good spring break.

B. Brie Hornig, Student-At-Large reported on the following:
   1. Will attend the Economic Crisis Response Team: Marketing and Outreach subcommittee on April 17.

C. Farris Nabulsi, Student-At-Large reported on the following: None.
D. Anya Shutovska, Student-At-Large reported on the following: None.
E. Michelle Sabin, Student-At-Large reported on the following: None.
F. Victor Uwakwe, Student-At-Large reported on the following:
   1. In preparation to graduate.

XII. ADJOURNMENT
It was moved and seconded to adjourn the meeting.
SABIN/ALON
The meeting was adjourned at 4:16 pm.
CARRIED, (6-1-1)

APPROVED BY: Chimezie Ebiriekwe
A.S. President

PREPARED BY: Aileen Wei
A.S. Government Secretary
MEMORANDUM

DATE: March 28, 2018

TO: Sally Roush
    President

FROM: Tom McCarron
      Vice President for Business and Financial Affairs & CFO

SUBJECT: Recommendation for Approval of Category IV Fee Increase for Graduation Fee

Please find attached for your approval the Category IV fee request from the Office of the President and Academic Affairs per Executive Order 1102. This request is to increase the Graduation Fee to $100 to cover the increased costs of overall commencement planning. Further, it is requested that this fee be adjusted annually based on the Higher Education Price Index (HEPI).

Once you have approved this request, the fee increase will be reported to the Campus Fee Advisory Committee pursuant to the Executive Order.

Please let me know if you have any questions. I approve this recommendation.

Attachments
Category IV Fee Request

March 28, 2018

RECOMMENDATION

Increase Category IV Graduation Fee to cover the increase costs of overall commencement planning effective Fall 2018:

<table>
<thead>
<tr>
<th>Category IV Fee</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation Fee</td>
<td>$100*</td>
</tr>
</tbody>
</table>

*To be adjusted annually based on the Higher Education Price Index (HEPI)

Approved  
Sally Roush  
Date: 4.3.18
Request to Establish
or Revise Student Fee

Contact extension 4-4578 for assistance with completion of form. Send completed form electronically to Budget & Finance.

Name of Requestor: Melissa Heres/Sandra Cook
Organization/Department Name: Office of the President/Enrollment Services
Requestor's Email: mheres@mail.sdsu.edu/scook@sdsu.edu
Requestor's Phone Number: 619-594-5744/594-4766

Purpose or Name of Student Fee: Graduation Services Fee
☐ Revision to an Existing Student Fee
  Proposed Revised Fee Amount: 100.00
☐ Establish a New Student Fee
  Proposed New Fee Amount: 
  Effective Date: 2018-2019 Academic Year

JUSTIFICATION for new fee or to revise existing fee:
The current graduation fee has not increased since 2007. Due to an increase in overall commencement planning costs, including labor and venue costs, it is recommended to increase the fee from $55 to $100. Additionally, as part of this increase, Enrollment Services will enhance the graduation application process which will help to increase graduation rates and better manage graduation workflow. It will also enable greater communication and opportunity for advising. The commencement fee will increase from $29 to $49 and enrollment services fee will increase from $28 to $51.

☐ Statement of Revenues & Expenditures is attached (REQUIRED)
☒ Additional documentation is attached
  (attached additional documentation as necessary to justify proposed fee)

Please refer to SDSU Fee Policy & Procedures tab for further information and guidance.

APPROVALS:

M Heres

3/8/18

G. Theno

2/27/18

P or VP

Dean/Administrator

3/27/18

Date

Date

Budget & Finance Use Only

Fee Category: ☐ Category II
☐ Category III
☐ Category IV
☐ Category V

Action Items: ☐ Student Fee Referendum/Alt. Consultation
☐ CFAC recommendation
☐ President's Approval
☐ Chancellor's Office Approval
☐ President's Approval
☐ CFAC Information Item

Budget & Finance

Date

REVISED MAR11
### Request to Establish or Revise a Student Fee

**Purpose or Name of Student Fee:** Graduation Services Fee

### STATEMENT OF REVENUES & EXPENDITURES

*Please provide one year of current revenues and expenditures (if applicable) and two years of projected revenues and expenditures.*

<table>
<thead>
<tr>
<th>Fiscal/Calendar Year</th>
<th>2016-17</th>
<th>2017-18</th>
<th>2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Students Paying Fee:</td>
<td>8,229</td>
<td>8,691</td>
<td>8,865</td>
</tr>
<tr>
<td>Fee Amount:</td>
<td>$55.00</td>
<td>$55.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Revenues</td>
<td>$452,595.00</td>
<td>$478,005.00</td>
<td>$886,482.00</td>
</tr>
<tr>
<td>TOTAL REVENUES:</td>
<td>$452,595.00</td>
<td>$478,005.00</td>
<td>$886,482.00</td>
</tr>
</tbody>
</table>

#### Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>2016-17</th>
<th>2017-18</th>
<th>2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Salary &amp; Benefits</td>
<td>266,694.42</td>
<td>348,639.65</td>
<td>569,680.53</td>
</tr>
<tr>
<td>Staff/Management Salary &amp; Benefits</td>
<td>17,471.00</td>
<td>20,000.00</td>
<td>20,000.00</td>
</tr>
<tr>
<td>Student Salary &amp; Benefits</td>
<td>443,543.26</td>
<td>433,084.93</td>
<td>487,239.18</td>
</tr>
<tr>
<td>Supplies</td>
<td>961.59</td>
<td>55,000.00</td>
<td>32,500.00</td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EXPENSES:</td>
<td>$760,870.27</td>
<td>$856,724.58</td>
<td>$1,159,019.71</td>
</tr>
</tbody>
</table>
## REVENUE:

<table>
<thead>
<tr>
<th>Year</th>
<th>Pres Office</th>
<th>Enroll Serv</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016/17</td>
<td>236,641.00</td>
<td>213,954.00</td>
<td>452,595.00</td>
</tr>
<tr>
<td>2017/18</td>
<td>252,039.00</td>
<td>225,966.00</td>
<td>478,005.00</td>
</tr>
<tr>
<td>2018/19</td>
<td>434,376.18</td>
<td>452,105.82</td>
<td>886,482.00</td>
</tr>
</tbody>
</table>

## EXPENSES:

<table>
<thead>
<tr>
<th>Year</th>
<th>Pres Office</th>
<th>Enroll Serv</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-17</td>
<td></td>
<td></td>
<td>760,670.27</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>650,410.77</td>
</tr>
</tbody>
</table>

### Notes:

*ES information taken from Oracle*

## 2017-18

<table>
<thead>
<tr>
<th>Pres Office</th>
<th>Enroll Serv</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Salaries</td>
<td>221,061.67</td>
</tr>
<tr>
<td>(Loach, Lane, Teichman, Wallan, portion Steadman, Southard)</td>
<td></td>
</tr>
<tr>
<td>Benefits</td>
<td>127,577.98</td>
</tr>
<tr>
<td>Student Salary &amp; Benefits</td>
<td>20,000.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>433,084.93</td>
</tr>
<tr>
<td>Services - diplomas, processing</td>
<td>55,000.00</td>
</tr>
<tr>
<td>Total:</td>
<td>856,724.58</td>
</tr>
<tr>
<td>Total less benefits:</td>
<td>729,146.80</td>
</tr>
</tbody>
</table>

## 2018-19

<table>
<thead>
<tr>
<th>Pres Office</th>
<th>Enroll Serv</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Salaries</td>
<td>353,432.23</td>
</tr>
<tr>
<td>(Loach, Lane, Teichman, Wallan, portion Steadman, Southard)</td>
<td></td>
</tr>
<tr>
<td>+ 2 new positions salary SSF 53050, IT 73k</td>
<td></td>
</tr>
<tr>
<td>Benefits</td>
<td>216,448.29</td>
</tr>
<tr>
<td>Student Salary &amp; Benefits</td>
<td>20,000.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>454,739.18</td>
</tr>
<tr>
<td>Services - Mailing diplomas</td>
<td>32,500.00</td>
</tr>
<tr>
<td>New staff professional development</td>
<td>4,850.00</td>
</tr>
<tr>
<td>Portion of IT Maint for advising/degree</td>
<td>44,550.00</td>
</tr>
<tr>
<td>Total:</td>
<td>1,159,019.71</td>
</tr>
<tr>
<td>Total less benefits:</td>
<td>942,571.41</td>
</tr>
</tbody>
</table>

### Notes:

As UOF carryforward decreases, plan to move 18-19 diploma processing & IT Maint from UOF to this revenue account. IT Maint represents a portion of license used currently, which we anticipate to grow from 40% to 55% in future with new staff hire.
## URD Historical Rev-Based Budget 8814 (Commencement)

### Proposed Increase for Commencement from $29 to $49

<table>
<thead>
<tr>
<th></th>
<th>PROJECTED</th>
<th>PROJECTED</th>
<th>known</th>
<th>known</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY 18/19</td>
<td>FY 17/18</td>
<td>FY 16/17</td>
<td>FY 15/16</td>
</tr>
<tr>
<td>Base - URD (assumed dollars)</td>
<td>311,000.00</td>
<td>311,000.00</td>
<td>311,000.00</td>
<td>312,000.00</td>
</tr>
<tr>
<td>Base - IVC (assumed)</td>
<td>9,000.00</td>
<td>9,000.00</td>
<td>9,000.00</td>
<td>8,000.00</td>
</tr>
<tr>
<td>CF Budget - URD (assumed)</td>
<td>28,020.16</td>
<td>87,127.67</td>
<td>125,612.09</td>
<td>147,014.58</td>
</tr>
<tr>
<td>CF Budget - IVC</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>CF Budget - Other</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>PY Encum Budget - URD</td>
<td>21,106.92</td>
<td>21,106.92</td>
<td>21,106.92</td>
<td>37,307.78</td>
</tr>
<tr>
<td>YE Revenue Adjustment (-/+ - URD)</td>
<td>31,235.15</td>
<td>31,235.15</td>
<td>31,235.15</td>
<td>20,297.50</td>
</tr>
<tr>
<td>YE Revenue Adjustment (-/+ - IVC)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Subtotal Revenue</strong></td>
<td>400,362.23</td>
<td>459,469.74</td>
<td>497,954.16</td>
<td>524,619.86</td>
</tr>
<tr>
<td>Transfers-In (Benefits) (assumed dollars)</td>
<td>1,635.35</td>
<td>1,635.35</td>
<td>1,635.35</td>
<td>1,259.71</td>
</tr>
<tr>
<td>Transfers-In (Salary)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Subtotal Transfers</strong></td>
<td>1,635.35</td>
<td>1,635.35</td>
<td>1,635.35</td>
<td>1,259.71</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>401,997.58</td>
<td>461,105.09</td>
<td>499,589.51</td>
<td>525,879.57</td>
</tr>
<tr>
<td>Expenditures - Actuels - URD</td>
<td>382,355.32</td>
<td>370,111.86</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditures - Encum - URD</td>
<td>21,228.49</td>
<td>21,106.92</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditures - Actuels - IVC</td>
<td>8,878.06</td>
<td>9,048.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditures - Encum - IVC</td>
<td>-0.03</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures (5% incr assumed yr to yr)</strong></td>
<td>454,739.18</td>
<td>433,084.93</td>
<td>412,461.84</td>
<td>400,267.48</td>
</tr>
</tbody>
</table>

| **NET / CARRY-FORWARD (CF)** | -52,741.60 | 28,020.16 | 87,127.67 | 125,612.09 |
DATE: January 8, 2018

TO: Chukuka Enwemeka, Provost and Senior Vice President
    SDSU Student Success Committee

FROM: Sandra Cook, AVP Academic Affairs-Enrollment
    Melissa Henss, Director of Presidential Events, SDSU Commencement Coordinator

RE: Proposal to Increase the Graduation Fee and Enhance the Undergraduate Graduation Process

The current fee for students to apply to graduate is $55. The last increase for this fee occurred in 2007. Commencement receives $29 from this fee to cover the costs of the ceremonies and Enrollment Services receives $26 from this fee to cover the costs of graduation evaluations, diplomas, binders, etc. Commencement costs have risen and an additional $20 is being requested to cover those additional costs. This seemed like an opportunity to also implement a $25 increase in the Enrollment Services’ portion in order to cover the costs of implementing and supporting a proactive, new graduation application process that will improve graduation rates, smooth out the graduation evaluation work load, and provide greater opportunity for proactive academic advising.

Current process and challenges
Students submit a Graduation Application and pay a $55 Graduation Application fee. Undergraduate records are reviewed for completion of requirements and a graduation evaluation is prepared. There is a 7-month application submission period (applications for May/August 2018 can be submitted between July 2017 – January 2018; applications for December 2018 can be submitted between February 2018 – September 2018). If a student does not meet all requirements in the term for which he/she applied, the student must re-apply for a later graduation date and pay the $55 application fee again.

While the graduation application submission period spans a 7-month period, approximately 50% of applications are received during the last 10 days, between the first day of classes and the schedule adjustment deadline. This provides an immense challenge to review the record, prepare a graduation evaluation, and make advising recommendations before the schedule adjustment deadline.

We have learned from our reports for students with 150+ units and 120-149 units that a number of students are not applying for graduation in the term for which they are eligible, thereby delaying their graduation.

Proposed new process and goals
Students will be assessed a one-time Graduation Fee of $100 ($49 to commencement, $51 to enrollment services) when they have earned 90 units, rather than paying a Graduation Application Fee of $55 upon submission of the graduation application. Undergraduate students will still be able to submit a graduation application, however, Enrollment Services will utilize degree completion reports and auto graduation processes to assess academic progress and nominate students for graduation. Students nominated for graduation will receive communication that they will be graduating at the end of the current semester. Students who wish to appeal the nomination for graduation will need to contact their graduation evaluator in Enrollment Services’ Advising and Evaluations.
This new process will improve graduation rates and expedite degree attainment. This will also enable greater communication and opportunity for advising.

Graduate students would still need to apply for graduation as they have always done.