

**AGENDA
CFAC Meeting**

January 27, 2017

2:00 P.M.

Lipinsky Hospitality Center – Room SS 1608

- 1. Review and Approval of November 18th Meeting Minutes**
(Attachment 1)
- 2. Informational Items**
 - a. SDSU Georgia Intent to Enroll and Non-matriculated Student Fees
(Attachments 2-3)
- 3. Fee Requests**
 - a. Course Materials Immediate Access Fee Recommendation
(Attachment 4)
- 4. Action Items**
 - a. None
- 5. New Business**
- 6. Public Comment**
- 7. Reminder – Next Meeting Date - Friday, February 10th, 2017 at 2:00 p.m.**
Lipinsky Hospitality Center – Room SS 1608

CAMPUS FEE ADVISORY COMMITTEE

November 18, 2016

MINUTES

ATTENDEES

Members:	David Ely	Tony Chung
	Douglas Deutschman	Lisa Thurn
	Kimberlee Reilly	Radmila Prislin
	Patty Masengale	Dylan Colliflower
	Alexander Shapiro	Chimezie Ebiriekwe
	Chloe Sension	Daniel Matlock
	Michael Kagan	

Non-voting member: Crystal Little

Guests:	James Frazee	Todd Summer
	Eric Hansen	Agnes Wong Nickerson
	Kathy Brown	Ben Compton
	Cathy Cirina-Chiu	Dipthi Battapadi
	Rashmi Praba	Octavio Tudela
	Luke Fishman	Calvin Thorp

The meeting was called to order at 2:04 P.M. by David Ely, CFAC Chair.

Informational Items

a. 2017/18 Housing Room Rates

Dr. Hansen, Director of the Office of Housing Administration (OHA), presented a brief overview of approved housing rate increases for the upcoming 2017/18 academic year – the new rates represent an average 7.18 percent increase over 2016/17 rates. Dr. Hansen explained that housing rates in the recent past have not increased at the same rate as costs, so the rate increase is necessary to cover deferred maintenance and increased demand. Dr. Hansen also acknowledged that the university housing is in a higher priced market but the OHA is making every effort to keep rates low and stay competitive. Dr. Hansen stated that the goal is to eventually tie housing rate increases to a cost index. Mr. Matlock asked what the rate increases have been over the past two years; Dr. Hansen answered that the average increases have been the same at approximately 7 percent. Dr. Hansen went on to say that the OHA is expecting to see increased demand over the next five years as the Sophomore Success Plan is implemented. Mr. Shapiro asked what the demand is expected to be; Dr. Hansen answered that approximately 1500 sophomores are expected in Fall 2018 and approximately 3000 sophomores are expected in Fall 2019, with those numbers representing non-local students. Mr. Shapiro also asked if there would be an exception for Greek Life; Dr. Hansen answered that there is no exception at this time.

b. Transcript Fees

Dr. Ely introduced the transcript fees as an informational item and opened the floor for questions. Mr. Kagan asked what the reason was for the cost increase; AVP Prislin answered that the cost increase was necessary to cover increased salary and benefits for the staff members who process the transcripts. At Dr. Ely's request, Ms. Little described the fee approval request process and noted that departments must justify the reasoning for the request by showing current and projected revenues and expenditures. Ms. Wong Nickerson asked if the department is currently operating in deficit and AVP Prislin and Ms. Little confirmed.

c. Student Fee Report

Dr. Ely introduced the Student Fee Report as an informational item and opened the floor for questions. Mr. Colliflower noted that the Instructionally Related Activities (IRA) maximum fee had been increased from \$360 to \$368 and Ms. Little responded that the IRA is an indexed fee so is subject to annual increases based on the Higher Ed Price Index. Mr. Colliflower asked if there are any other indexed fees;

Ms. Little answered that the Student Success Fee (SSF), when fully implemented, will be indexed as well. Ms. Reilly confirmed that the SSF is the only other student fee which is indexed.

Fee Requests

a. Cat III Course Materials Immediate Access Fee Recommendation

Mr. Frazee began the presentation of the Course Materials Immediate Access Fee Recommendation. Mr. Frazee noted that the price of textbooks over the past 30 years has been increasing faster than the general rate of inflation and because students select courses based on the cost of materials, the goal of this fee is for students to obtain course materials more affordably. Mr. Summer gave a brief history of books and pricing for the SDSU bookstore and noted that the store's efforts have been more innovative than other retailers as constant efforts are being made to save students money. Specifically, Mr. Summer noted that the campus bookstore was an early adopter of offering digital textbooks and a textbook rental program. Mr. Summer described how the fee would be charged, what would be provided, and that students may opt-out by a specified deadline. Ms. Cirinia-Chiu and Ms. Dipthi Battapadi presented survey results from students who had participated in the pilot program. The committee discussed the proposed fees – the classes for which fees are requested are CHEM 100, CHEM 200, GEOG 321, GEOG 354, PH 353, POL S 103, and MATH 141. Mr. Summer noted that with more classes the bookstore can add diversity in publishers and may have a better opportunity to negotiate for lower prices; Mr. Frazee added that the bookstore is currently losing money on the pilot program. Dr. Ely asked the committee if the fee recommendation should be moved to action or tabled for the next meeting. Ms. Reilly made the motion to move the fee request to action, which was seconded by Mr. Colliflower. The motion was approved unanimously.

Action Items

a. Cat III Course Materials Immediate Access Fee Recommendation

Ms. Masengale made the motion to approve the Cat III Course Materials Immediate Access Fee Recommendation, which was seconded by Ms. Thurn. The motion was approved unanimously.

b. Spring 2016 SSF-ARP Proposals

AVP Prislin presented the SSF-ARP recommendations and briefly described the SSF proposal process. Dr. Ely noted how much work has gone into the SSF process to get the proposals to the committee. Mr. Shapiro made the motion to approve the recommended allocations, which was seconded by Ms. Masengale. The motion was approved unanimously.

New Business

CFAC had no new business items.

Mr. Colliflower made the motion to adjourn the meeting, which was seconded. The motion was approved unanimously. The meeting adjourned at 3:07 P.M.

Reminder: Next meeting is scheduled for Friday, December 2nd, 2016 at 2:00 P.M. in the Lipinsky Hospitality Center – Room SS 1608



SAN DIEGO STATE
UNIVERSITY


Business and Financial Affairs
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Thomas McCarron
Vice President and CFO

MEMORANDUM

DATE: December 7, 2016

TO: Elliot Hirshman
President

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

SUBJECT: Recommendation for Approval of Category V Intent to Enroll Fee
for SDSU Georgia

Please find attached for your approval the Category V fee request from College of Extended Studies per Executive Order 1102. This request is to establish an Intent to Enroll Fee which will allow SDSU Georgia staff to project the number of first-time freshmen and new transfer enrollees. In turn, this will allow SDSU Georgia staff to adjust class schedules in a timely manner and secure additional lecturers if needed.

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

Please let me know if you have any questions. I recommend your approval.

Attachments

Category V Fee Request


December 7, 2016

RECOMMENDATION

Establish Category V SDSU Georgia Intent to Enroll Fee effective Fall 2016 as follows:

Category V Fee	Fee Amount
SDSU Georgia Intent to Enroll Fee	\$100

Approved



Elliot Hirshman

Date:



1/4/17



SAN DIEGO STATE
UNIVERSITY

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College of Extended Studies
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5250 Campanile Drive
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Tel: 619 • 594 • 5822
Fax: 619 • 582 • 1622
Email: jshapiro@mail.sdsu.edu
www.neverstoplearning.net

DATE: November 29, 2016
TO: Radmila Prislin
FROM: Joe Shapiro
Subject: Proposed Intent to Enroll Fee for SDSU Georgia

Approved,

[Signature]

The College of Extended Studies is requesting an SDSU Georgia Intent to Enroll Fee of \$100 effective Fall 2016. The Intent to Enroll fee is a Category V fee per Executive Order 1102 and the President has the delegated authority to establish and adjust Category V fees and must notify the Campus Fee Advisory Committee of his decision.

The justification supporting this request is the need for the Intent to Enroll fee to serve as a predictor of new enrollees. This will allow SDSU Georgia staff to project, within a relatively small margin of error, the number of first-time freshmen and new transfer enrollees. This in turn will allow SDSU Georgia staff to adjust the class scheduled in as timely a manner as possible, securing additional lecturers if needed and shifting course sections as needed.

It is important to note that this fee does not represent a net increase in student fees. Rather, the total amount of the Intent to Enroll fee serves as a credit toward required registration fees. The Intent to Enroll fee is non-refundable except for when a student is not qualified to enroll in the SDSU Georgia program.



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Thomas McCarron
Vice President and CFO

MEMORANDUM

DATE: December 7, 2016

TO: Elliot Hirshman
President

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

SUBJECT: Recommendation for Approval of Category V Special Fee for
Non-Matriculated Students Taking Courses at SDSU Georgia

Please find attached for your approval the Category V fee request from College of Extended Studies per Executive Order 1102. This request is to establish a Special Fee of \$246 per unit for non-matriculated students taking courses at SDSU Georgia. The SDSU Georgia approved fee structure is based on campus fees and therefore this fee is similar to the current SDSU Open University fee.

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

Please let me know if you have any questions. I recommend your approval.

Attachments

Category V Fee Request

December 7, 2016

RECOMMENDATION

Establish Category V Fee for Non-Matriculated Students taking classes at SDSU Georgia effective Fall 2016 as follows:

Category V Fee	Fee Amount
SDSU Georgia Non-Matriculated Student Fee	\$246 per unit *

*SDSU Georgia Fee will increase consistent with approved increases in the CES Open University Fee and not require additional approval.

Approved



Elliot Hirshman

Date:

1/4/17



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Email: jshapiro@mail.sdsu.edu
www.neverstoplearning.net

DATE: November 29, 2016

TO: Radmila Prislín

FROM: Joe Shapiro

SUBJECT: Special Fee for Non-Matriculated Students Taking Courses at SDSU Georgia

Approved,

R.P.

SDSU has partnered with three top universities in Georgia to deliver courses leading to science, technology, engineering and mathematics (STEM) bachelor's degrees. The courses are offered through College of Extended Studies Special Session. The development and initial operating support of these programs include investment from the Millennium Challenge Corporation, Government of Georgia, and Georgian Regional Development Fund as well as student tuition fees.

The program is now in its third year and there is growing interest from non-matriculated students to enroll in selected courses in these degree programs.

The SDSU-Georgia Operations and Finance committees recommend your approval of this special fee for non-matriculated students at \$246 per unit beginning Fall 2016. The SDSU Georgia approved fee structure is based on campus fees and therefore this fee is similar to the current SDSU Open University fee. This fee is proposed to increase incrementally to mirror the currently approved Open University fees structure at SDSU.

budget@mail.sdsu.edu

Request Number: 16-013

Effective Date: 1/18/17

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 1/31/2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$50. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

- Cystal Little Budget & Finance 1/9/2017 Date



SAN DIEGO STATE UNIVERSITY

Request to Establish or Revise a Student Fee

Contact extension 4-4578 for assistance with completion of form. Send completed form electronically to Budget & Finance budget@mail.sdsu.edu

Purpose or Name of Student Fee:

Pilot Project for Course Materials Immediate Access Opt-Out for CHEM 202 All Sections

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Spring 2017	2017-2018
Number of Students Paying Fee:		168	168
Fee Amount:		50.00	50.00
Revenues	0.00	8,400.00	8,400.00
TOTAL REVENUES:	\$ -	\$ 8,400.00	\$ 8,400.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		7,308.00	7,308.00
Services		504.00	504.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 7,812.00	\$ 7,812.00

Additional Information:

Students will save 26% compared to regular digital. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ Additional documentation is attached

(attached additional documentation as necessary to justify proposed fee)

Subject: RE: Approved Cat III Course Materials Immediate Access Fee
From: Kathy Brown <Kathy.Brown@darth.sdsu.edu>
Date: 12/8/2016 1:03 PM
To: 'Crystal Little' <little@mail.sdsu.edu>, Kimberlee Reilly <kreilly@mail.sdsu.edu>, T'ante Sims <tsims@mail.sdsu.edu>
CC: Todd Summer <Todd.Summer@darth.sdsu.edu>, Lesley Bryant <lbryant@mail.sdsu.edu>, Agnes Wong Nickerson <awongnickerson@mail.sdsu.edu>, Joshua Pederson <jpederson@mail.sdsu.edu>

Attached is the Fee Request form for Chemistry 202 for the January meeting.

Have a great day!

From: Crystal Little [mailto:little@mail.sdsu.edu]
Sent: Thursday, December 08, 2016 11:25 AM
To: Kimberlee Reilly; T'ante Sims
Cc: Todd Summer; Lesley Bryant; Agnes Wong Nickerson; Joshua Pederson; Kathy Brown
Subject: RE: Approved Cat III Course Materials Immediate Access Fee

Hi Kim & T'Ante,

It seems there was a misunderstanding and CHEM 200 and 202 should have both been included when the immediate access fees went to CFAC last month, however only CHEM 200 was included. CHEM 200 and 202 are the same lecture and use the same books so both courses should have the immediate access. CFAC does not meet again until Jan 27th and we would like to go ahead and move forward with including the immediate access fee for CHEM 202 (\$50 fee, same as CHEM 200) for Spring 2017. We would then ask CFAC to retroactively recommend approval of this fee at the Jan 27th meeting. I touched based with Jamie Miller (AS President) and she did not have any concerns with this approach.

Todd – please provide the documentation for CHEM 202 and we'll get it officially approved at the Jan 27th CFAC meeting. I don't think it will be necessary for your and/or your staff to attend that meeting.

Thanks.

Crystal

Crystal Little

Director, Budget & Finance
Advisor, Student Veteran Organization
San Diego State University
(619) 594-4578

From: Joshua Pederson [mailto:jpederson@mail.sdsu.edu]
Sent: Friday, December 02, 2016 10:54 AM
To: Kimberlee Reilly; T-ante Sims
Cc: Todd Summer; Lesley Bryant; Crystal Little
Subject: Approved Cat III Course Materials Immediate Access Fee

Hi Kim & T'Ante,

The attached Cat III Course Materials Immediate Access Fees have been approved as attached.

CFAC approved and recommended these fees at its meeting on November 18th. Please share with your staff as needed.

Thanks!

Josh Pederson
Budget Analyst
San Diego State University
Ph: [619-594-6602](tel:619-594-6602)
jpederson@mail.sdsu.edu

— Attachments: —

172-Immediate Access-CHEM 202- Carlson.xls

502 KB