

AGENDA
Campus Fee Advisory Committee Meeting

February 21, 2025
11:00 A.M.

<https://SDSU.zoom.us/j/87217063240>

- 1. Review and Approve Minutes**
 - a. February 7, 2025

- 2. Proposals**
 - a. Cat IV Fee Proposal- Reinstatement of Graduate Student Experience Program(GSEP) Fee

- 3. Action Items**

None

- 4. Informational Items**

None

- 5. New Business**

- 6. Public Comment**

- 7. Reminder – Next Meeting Date – Friday, March 7, 2025 at 11:00 A.M. via Zoom**

Stefan Hyman, Enrollment Services, explained the fee continues to support the resources used to evaluate the graduate's evaluation of required units and incoming transcripts.

- iii. Santos-Derieg and Hyman answered clarifying questions as to whether the fee increase would be covered by financial aid (it is) and how commencement would look without the increase.
- iv. The committee members expressed favorable support for the fee increase and no additional time was needed for further review. They stressed the importance of the commencement ceremony and ensuring all students have an equitable experience. The fee proposal will advance to the University President for consideration and approval.

4. ACTIONS ITEMS: None. Proposed Graduation Fee increase does not require a vote.

5. INFORMATION ITEMS: None

6. NEW BUSINESS: None

7. PUBLIC COMMENT: None

8. ADJOURNMENT: With no objections, OLIVO adjourned the meeting at 11:33am

Next meeting is scheduled for Friday, February 21, 2025 at 11am via Zoom.

Meeting Minutes prepared by Deborah Sandy and reviewed by Katie Olivo.

Proposal for the Reinstatement of the Graduate Student Experience Program (GSEP) 2025

We are thrilled to announce that the Graduate Student Experience Program (GSEP) is being reinstated for the 2025 academic year after a brief hiatus. The decision to relaunch GSEP stems from an extensive evaluation of past challenges, the establishment of an Advisory Council, and a significant increase in student engagement and buy-in. Through our commitment to continuous improvement, we are confident that this iteration of GSEP will provide an enhanced experience for graduate students at SDSU.

GSEP's improvements with a fresh perspective

1. Advisory Council for Strategic Oversight

- A newly established GSEP Advisory Council, composed of faculty, staff, and student representatives, provides strategic guidance, oversight, and continuous assessment of program effectiveness.
- The Council will ensure GSEP 2025 aligns with the evolving needs of graduate students and promotes a holistic academic experience.

2. Lessons Learned and Program Enhancements

- We have critically analyzed previous iterations of GSEP and addressed key areas for improvement, including clearer communication, structured program benefits, and increased faculty involvement.
- These enhancements will ensure that the program delivers tangible value and addresses past concerns.

3. Increased Student Engagement and Buy-In

- Graduate students are now more informed about the program's offerings, leading to increased participation and enthusiasm.

Office for Graduate Life and Diversity

SDSU



GLAD MISSION

To support all graduate students' success and promote diversity, equity, and inclusion in our graduate programs at SDSU. We offer various personal, professional, financial, and social resources to enrich your graduate experience and promote success in your graduate training.

Our welcoming staff is here to help you navigate the resources available to you at SDSU. This is your space on campus; come visit us and be a part of the graduate community at SDSU!

MEET THE TEAM



Henry Schweichler, M.A.

**Associate
Director**



Danya Youhanna, M.A.

**Graduate
Student Care
Coordinator**



Eugenie Budnik, B.A.

**Graduate Student
Assistant**

And Writing Consultants!



15,315+

*Graduate Students Served
by GLaD Since Fall 2021*

6,250+

Unique Students Served

350+

Workshops/Events

Students used our services an average of 2.5 times

FALL 2021 - Present

Graduate Writing Center and Academic Support

- **3,802** Students Served out of 15,315
 - 24.8% of Total Student Interactions

Mental Health Support

- **2,798** Students Served out of 15,315
 - 18.2% of Total Student Interactions

Co-Curricular Activities

- **5,920** Students Served out of 15,315
 - 38.7% of Total Student Interactions

Professional and Personal Development

- **2,795** Students Served out of 15,315
 - 18.3% of Total Student Interactions

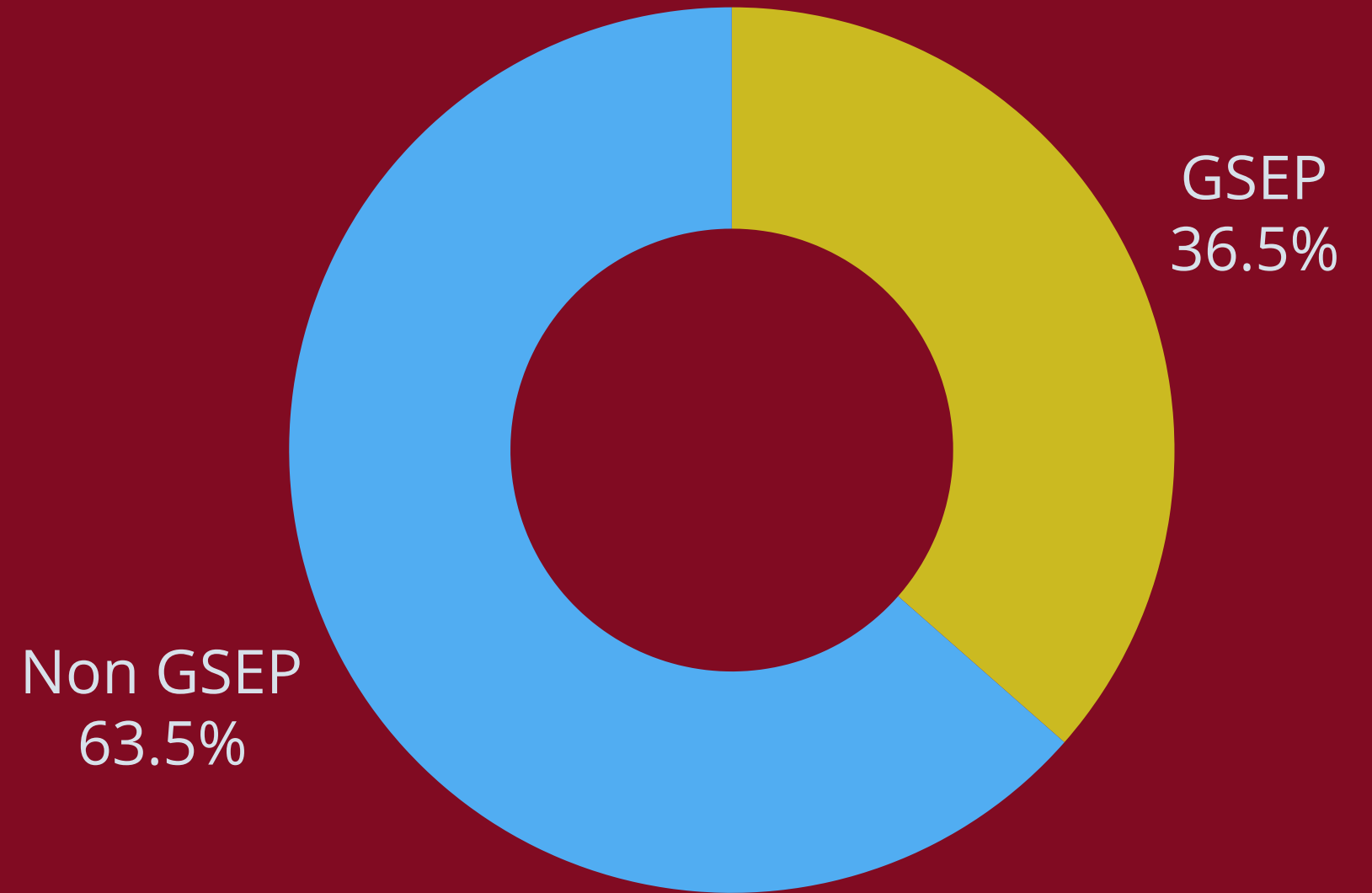
Center Data

GSEP

- 1 **\$300**
- 2 **Established in Fall 2021**
- 3 **Cat IV Opt Out**
- 4 **Support GLAD Personnel
and Services**

GSEP 2021

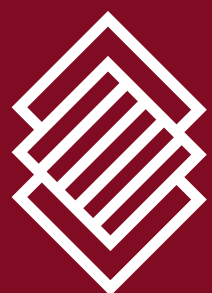
- GSEP 1,600
- Non GSEP 2,787
- Total Grads in Fall 2021 4,387



What's New

- 1 Learned from 2021
- 2 Collaboration is key: Advisory Council
- 3 Query System
- 4 Grad Student Engagement
- 5 Campaign

WHAT THE GSEP 2025 FEE COVERS



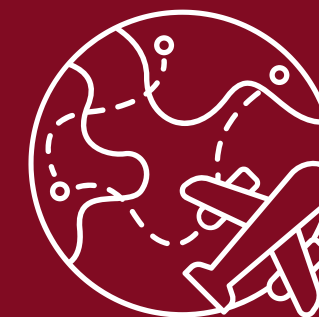
Full access to writing consultations, professional development workshops, and co-curricular activities



Free black and white printing and 2 poster prints/per semester



Priority booking for appointments and events



Access to participate in the the Graduate Student Travel Grant Program

GSEP Enrollement \$300



GSEP

Full access to writing support with priority appointment booking

Unlimited Printing + 2 posters per semester

Event ad workshop priority booking/entry

Graduate Student Travel Grant Program

NON-GSEP

Bi-Weekly Writing Support for 2 hours

50 pages/semester no poster printing

Event ad workshop standard booking/entry

**All students: Access to GLAD Office space and support from GLAD staff.
AS/GLAD Graduate Student Mixers**

GSEP COMMUNICATION



May 12, 2025

First Notification

- Launch First notification for 2025 via email to all graduate program directors notifying them about the GSEP program and communication campaign.

GSEP COMMUNICATION

May 12, 2025 **First Notification**

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May 26, 2025 **Updated GSEP** **Webpage Launch**

The GSEP 2025 webpage will include a comprehensive description of the program, a full list of services offered to students who opt out and those who do not

GSEP COMMUNICATION

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May 26, 2025 Updated GSEP Webpage Launch

The GSEP 2025 webpage will include a comprehensive description of the program, a full list of services offered to students who opt out and those who do not

May 30, 2025 Student Data Query

GLaD will generate a query in APEX that will provide a list of graduate students who qualify for the GSEP fee. The APEX query will be generated after grades have been submitted for the Spring semester (students who are on track to graduate spring 25/summer 25 will be notified that they are exempt from this fee.)

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May 30, 2025 Second Notification

Launch the second notification announcing the GSEP Fee via brochure/mailer/Graduate Students' Homeroom/Grad Studies/Student Newsletter.

GSEP COMMUNICATION

Jun 9, 2025

Third Notification



Launch of third notification announcing the GSEP Fee via [email](#), [social media](#), student newsletter. The email will include an explanation of the program, link to GSEP webpage and instructions on how to Opt-Out of the program.

GSEP COMMUNICATION

Jun 9, 2025 Third Notification

● Launch of third notification announcing the GSEP Fee via [email](#), [social media](#), student newsletter. The email will include an explanation of the program, link to GSEP webpage and instructions on how to Opt-Out of the program.

Jul 1, 2025 Forth Notification

● Launch fourth notification announcing the GSEP Fee via [State Up To Date](#). The State Up To Date announcement will include a brief description of the program and a direct link to the GSEP webpage.

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Jul 14, 2025 Fifth Notification

Launch fifth notification announcing the GSEP Fee via [SDSU Connect](#). The fourth and final notification will be sent via SDSU Connect. Students will receive a text with information about the GSEP.

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Jul 17, 2025 GSEP Opt-Out Deadline

The GSEP Opt-Out deadline is July 17th. Students who wish to opt-out of the program must complete the [GSEP Opt-Out form](#) on July 17, 2025, at 11:59 pm.

GSEP COMMUNICATION

July 18, 2025

GSEP Fee

**Acknowledgement
Text Message**

Launch the SDSU Connects text message campaign to confirm with students that they have not opted out of the fee, which will be added to their university billing. This message provides a final opportunity for students to express their interest in opting out. We will begin providing lists to Account Services on July 22, 2025.

Jul 22, 2025

**Submission of List
SAS**

On July 22nd, GLaD will submit two lists of students to Student Account Services. A list of students who completed the GSEP Opt-Out form and those who did not.

August

**GSEP \$300 Fee Billing
Date (confirm date)**

The GSEP Fee is \$300 and billed annually on DATE TBD. Students are only billed once at the start of the Fall semester on August 5th.

August/September

**Confirm New Date
GSEP Fee due date**

The GSEP Fee is due on September XX 2025. Students will have the option to pay the fee using their [my.SDSU](#) financial account.



SDSU




SAN DIEGO STATE
UNIVERSITY

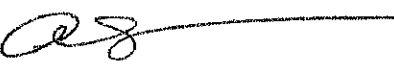
Business and Financial Affairs
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-1620
Tel: 619-594-5631
Fax: 619-594-6022
Email: awongnickerson@sdsu.edu

Agnes Wong Nickerson
Vice President and CFO

MEMORANDUM

DATE: February 10, 2022

TO: Adela de la Torre 
President

FROM: Agnes Wong-Nickerson 
Interim Vice President for Business and Financial Affairs & CFO

SUBJECT: Recommendation for Approval of Category IV New Fees

Please find attached for your approval the Category IV fee requests from Student Affairs and Campus Diversity per Executive Order 1102. These requests are to establish (1) the Graduate Student Experience Fee and (2) the Educational and Restorative Fee effective for fall 2022. The Graduate Student Experience fee is an opt-out fee that will allow for the Center for Graduate Life and Diversity to provide programming for graduate students beyond their first year to support their academic success, personal development, well-being and engagement. The Educational & Restorative fee will support the facilitation of educational and restorative sessions for students who have been found responsible for violating the student code of conduct.

These fee requests were provided to CFAC as an informational item during its October 22 and December 17 meetings.

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

Attachments

Category IV Fee Request


February 10, 2022

RECOMMENDATION

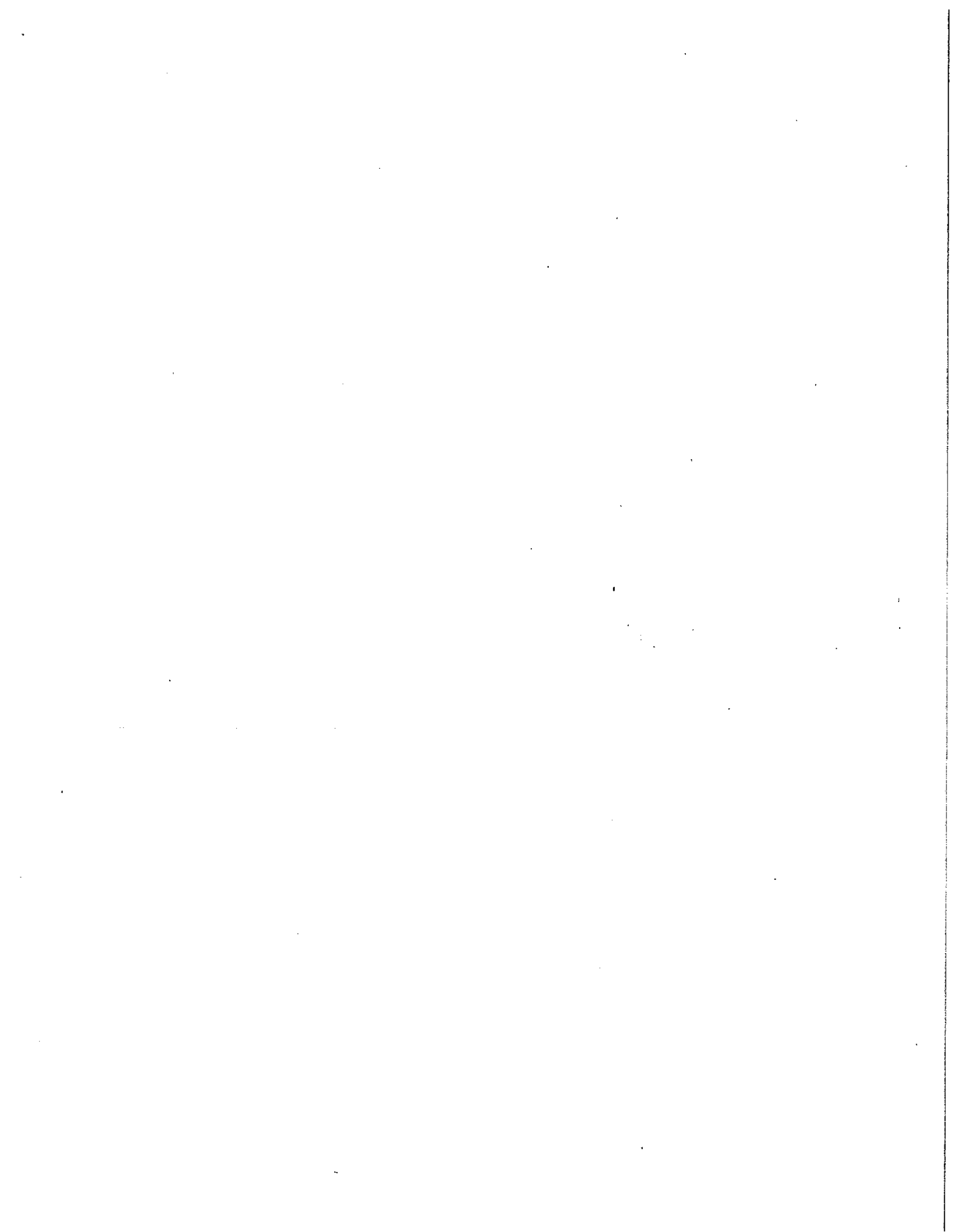
Establish various Category IV Fees to cover costs of the Center of Graduate Life and Diversity and the Office of Restorative Practices to provide services to students effective fall 2022:

Category IV Fee	Fee Amount
Graduate Student Experience Fee	\$300 (annually)
Educational and Restorative Fee	\$100

Approved _____


Adela de la Torre

Date: 2/10/22





SAN DIEGO STATE UNIVERSITY

Request to Establish or Revise Student Fee

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

budget@mail.sdsu.edu

Required Fields
 Budget & Finance Use Only

Name of Requestor:

Request Number:

Organization/Department Name:

Requestor's Email:

Requestor's Phone Number:

Purpose or Name of Student Fee:

Revision to an Existing Student Fee Proposed Revised Fee Amount:

Establish a New Student Fee Proposed New Fee Amount:

Effective Date:

JUSTIFICATION for new fee or to revise existing fee:

Currently, the Office of Graduate Life and Diversity receives funding from the First Year Experience fee for first time graduate students (e.g., credential, masters, doctoral) for their first year transition into SDSU. This supports targeted programming designed to ensure a seamless transition into and through San Diego State University. Specifically, we propose developing and implementing 1) individualized development plans 2) a speaker series, 3) a graduate affinity group mentorship program; and 4) tailored co-curricular and diversity-related programming. This programming for graduate students beyond Year 1 of their graduate programs is funded on one-time funds from HEERF. Based on student feedback from participating in the Graduate Life and Diversity programming, there is a need to ensure that graduate students in their 2nd year and beyond continue to have access to specialized programming designed to

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:

Requestor
Date

Provost or Vice President
Date

Dean/Administrator
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



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:

Graduate Student Experience Fee

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	YEAR ONE	YEAR TWO
Fiscal/Calendar Year	21-22	22-23	23-24
Number of Students Paying Fee:		1,595	1,595
Fee Amount:		300.00	300.00
Revenues		478,500.00	478,500.00
TOTAL REVENUES:		\$ 478,500.00	\$ 478,500.00
Return to Aid			
Revenues (minus Return to Aid)	0.00	478,500.00	478,500.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits		211,236.00	294,613.00
Student Salary & Benefits		84,000.00	84,000.00
Supplies		103,694.00	60,317.00
Services		10,000.00	10,000.00
Equipment		40,000.00	
Facilities/Fac Svc			
Other Hospitality		10,000.00	10,000.00
Other Software		10,000.00	10,000.00
Other Return to Aid 2%		9,570.00	9,570.00
TOTAL EXPENSES:	\$ -	\$ 478,500.00	\$ 478,500.00

Additional Information:

Additional documentation is attached

(attached additional documentation as necessary to justify proposed fee)

Procedures to Establish a New or Revise an Existing Student Fee:

1. A REQUEST TO ESTABLISH OR REVISE A STUDENT FEE FORM SHOULD BE SUBMITTED FROM THE DEAN/DIRECTOR VIA THE Provost or appropriate Vice President and then to Budget & Finance (burdnet@mail.sdsu.edu MC-1622 or A17224)
2. The request must include a statement of revenues and expenditures as well as any supporting documentation for the new or revised fee
3. CFAC reviews Category II and III fees and makes a recommendation to the president. The president will approve/deny the request and if required the request will be forwarded to the Chancellor's Office for approval/denial
4. Category IV and V fees are approved/denied by the president and CFAC is notified of the decision.

Policy:

SDSU student fees are governed by Executive Order 1054, The California State University Fee Policy.
Executive Order 1054

Definitions:

Category I Fees – Systemwide mandatory tuition fees and other fees that must be paid to apply to, enroll in, or attend the university or to pay the full cost of instruction required of some students by statute

Category II Fees – Campus mandatory fees that must be paid to enroll in or attend the university.

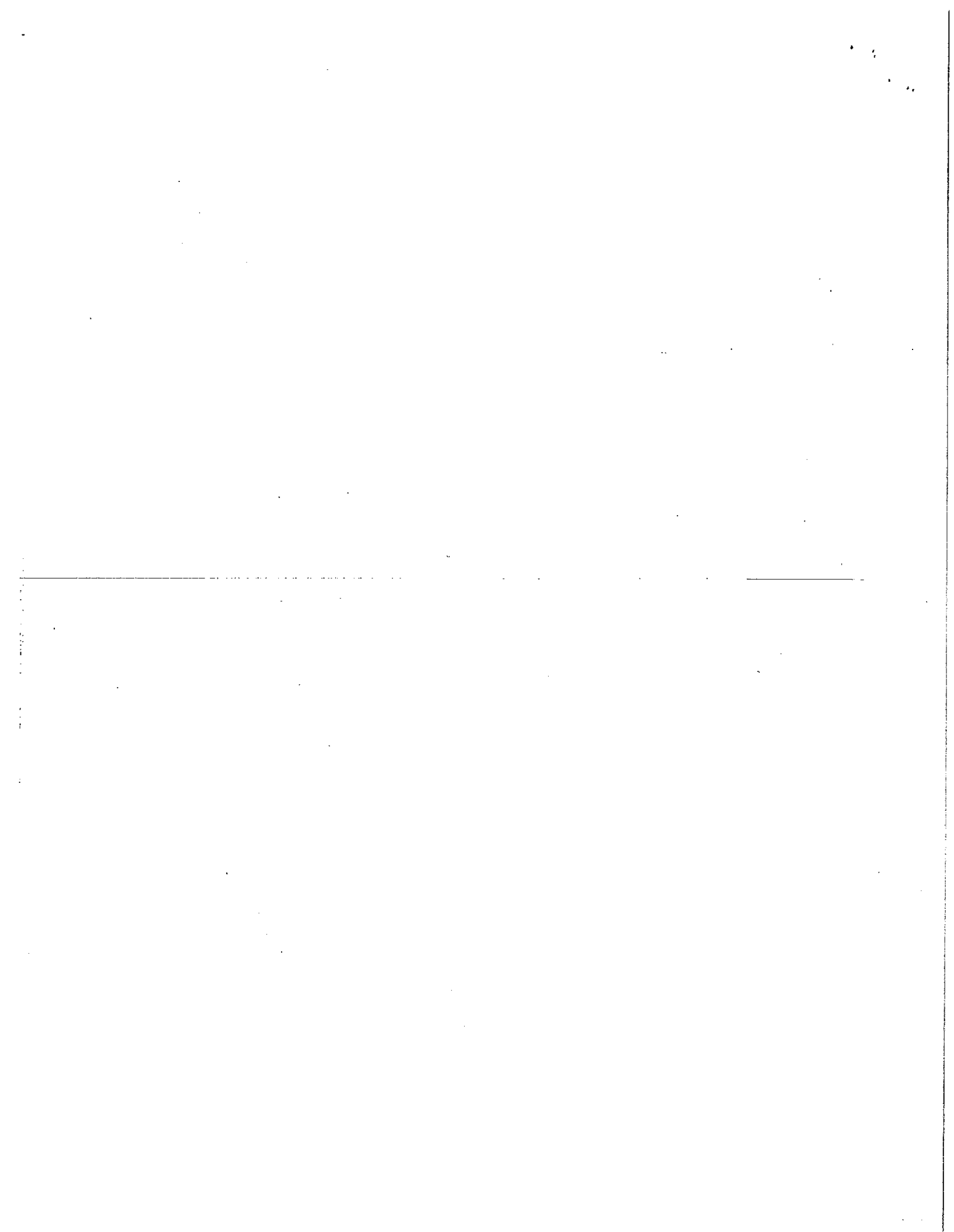
Category III Fees – Fees associated with state-supported courses. Specifically for materials and services used in concert with the basic foundation of an academic course offering

Category IV Fees – Fees, other than Category II or III fees, paid to receive materials, services, or for the use of facilities provided by the university and fees or deposits to reimburse the university for additional costs resulting from dishonored

Category V Fees – Fees paid to self-support programs such as Extended Education, Parking and Housing including materials and service fees, user fees, fines, deposits

Authority:

- I. The Board of Trustees provides policy guidance for all matters pertaining to student fees and has authority for the establishment, oversight and adjustment of Category I fees
- II. The Chancellor is delegated authority for the establishment, oversight and adjustment of Category II and Category III fees. The Chancellor is not delegated authority for Category I fees
- III. The president is delegated authority for the establishment, oversight and adjustment of Category IV and Category V fees, and for the oversight and adjustment of Category II and III fees. The president is not delegated authority to establish Category





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

budget@mail.sdsu.edu

Required Fields
 Budget & Finance Use Only

Name of Requestor:
Organization/Department Name:
Requestor's Email:
Requestor's Phone Number:

Request Number:

Purpose or Name of Student Fee:

Revision to an Existing Student Fee Proposed Revised Fee Amount:

Establish a New Student Fee Proposed New Fee Amount:

Effective Date:

JUSTIFICATION for new fee or to revise existing fee:

This Category IV fee is issued only to students who have been found responsible for violating the student code of conduct and sanctioned to restorative and educational measures. The fee will support the facilitation of educational and restorative sessions with student respondents, and impacted and affected parties. The fee will also support programming and efforts designed to promote positive relationships, community-building, and community restoration at SDSU and in the local community. Workshops and programming will focus on community standards and restorative justice, reflection meetings, restorative justice circles and conferences, and community reintegration processes. The fee will be increased annually using the Higher Education Price Index (HEPI) and will have a 3% set aside for return to aid. Any unspent return to aid funds from the previous fiscal year will be allocated to the Office for Restorative Practices

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:

Requestor

Provost or Vice President

Dean/Administrator

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
<input type="text"/>		<input type="text"/>
Budget & Finance		Date



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Purpose or Name of Student Fee: **Educational & Restorative Fee**

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	21/22	22/23	23/24
Number of Students Paying Fee:	0	2,200	2,200
Fee Amount:	0.00	100.00	100.00
Revenues	0.00	220,000.00	220,000.00
TOTAL REVENUES:	\$ -	\$ 220,000.00	\$ 220,000.00

Faculty Salary & Benefits			
Staff/Management Salary & Benefits		173,394	178,596
Student Salary & Benefits			
Supplies		5,000	5,000
Services		10,300	10,300
Equipment		12,000	8,904
Other Hospitality		12,706	10,600
Other Return to Aid 3%		6,600	6,600
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 220,000	\$ 220,000

Additional Information:

The Office for Restorative Practices (ORP) engages the SDSU campus community (including students, faculty, staff, and community members) through a restorative justice lens. Research has shown that restorative justice practices have been empirically proven to provide a more positive, community-based, alternative approach to harms and/or violations committed by individuals towards others in a shared community. Its focus is to include all stakeholders involved in an incident, and together, work towards righting the harms and/or violations done as much as possible. Restorative justice practices provide the opportunity for those who have committed harms and/or violations to be accountable and take responsibility to those who are effected by their actions, ideally rebuilding trust and allowing them to re-enter the community in good standing. This fee would

Additional documentation is attached
(attached additional documentation as necessary to justify proposed fee)

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2. The request must include a statement of revenues and expenditures as well as any supporting documentation for the new or revised fee.
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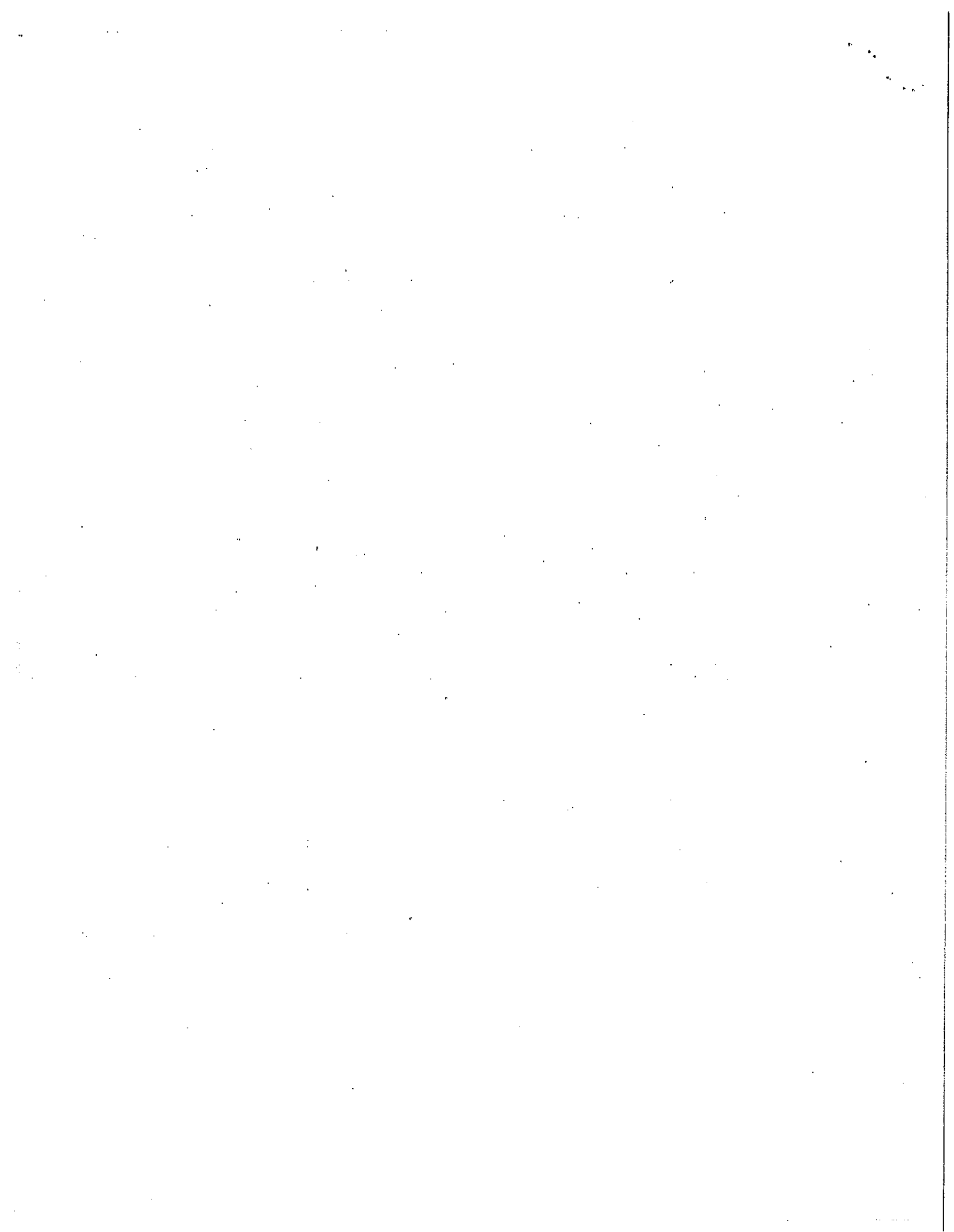
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II. The chancellor is delegated authority for the establishment, oversight and adjustment of Category II and Category III fees. The chancellor is not delegated authority for Category I fees.

III. The president is delegated authority for the establishment, oversight and adjustment of Category IV and Category V fees, and for the oversight and adjustment of Category II and III fees. The president is not delegated authority to establish Category I fees, Category II or Category III fees, or to adjust Category I fees. The president does, however, have authority to establish Category III fees within a range established by the chancellor.



CAMPUS FEE ADVISORY COMMITTEE
December 17, 2021

MINUTES

ATTENDEES

Members:

Amanda Fuller	Alexia Oduro
David Ely	Austin Barber
Mary Anne Kremicki	Carlos Fitch
Rashmi Praba	Shawki Moore
T'Ante Sims	
Mikhail Portnoy	
Savanna Schuermann	

Guests:

Crystal Little	Eric Hansen
Jerry Sheehan	Felon Villodas
Beth Warren	Aniesha Mitchell
Ted Gonzalez	

The meeting was called to order 11:04 A.M. by T'Ante Sims, CFAC Chair.

Review and Approval of October 22, 2021, Meeting Minutes

- a. Mr. Sims stated that at the last CFAC meeting, Mr. Fitch requested to have the data concerning the graduate life fee that was proposed. Mr. Sims requested to review that data and opened it up for discussion. He asked Mr. Fitch if this was what he had requested. Mr. Fitch confirmed that is correct. Mr. Sims motioned to approve the meeting minutes. Ms. Praba second. Meeting minutes have been approved with Mr. Fitch abstaining.

Review and Approval of November 19, 2021, Meeting Minutes

- a. Mr. Sims asked if there were any questions for these meeting minutes. There were none. He motioned to approve. Dr. Ely second. Meeting minutes have been approved.

Informational Items

- a. SACD Fee Clarification

Mr. Sims suggested going through the informational items first to provide more time to discuss the action item. There was no objection. Ms. Mitchell started that she wanted to clarify the information discussed at the October 22nd meeting regarding the graduate student experience fee. The proposal indicated that this is an opt out fee and the proposal is indeed accurate. She continued that this is a category IV fee and is optional to students. Ms. Mitchell also wanted to clarify that she has had conversations with Ms. Love from Graduate Studies, and she shared that the College of Graduate Studies has no position on this fee. She continued that in terms of this being an opt out fee, Ms. Mitchell is working with campus partners, information technology, financial aid and student accounts on identifying a process that will be implemented if this fee is adopted. That process will be a comprehensive process and consist of a comprehensive communication plan. Ms. Mitchell continued that they would work with Associated Students and Graduate Student Association in crafting that plan to communicate with students about this fee. Ms. Little asked to clarify if this fee and the restorative fee start dates for implementation would be Fall 2022. Ms. Mitchell confirmed that this is correct.

Mr. Sims opened it up for questions. Ms. Schuermann asked for clarification if they must opt out or opt in and if it is indeed opt-out, Ms. Mitchell and her team are working on a process to communicate this with students. Ms. Mitchell confirmed that students would need to opt out of this fee, and they are indeed finalizing a process on communicating this.

There were no further questions.

b. Annual Campus Fee Report

Ms. Little shared that per executive order, we are required to share with CFAC an annual report of the campus fee report across all categories except for the mandatory tuition fee. She continued that due to time constraints, this will be discussed in more detail at a future meeting if the committee had any questions or comments.

Action Items

a. Alternative Consultation Pamphlet

Ms. Little stated that at the last CFAC meeting, a subcommittee was formed to work with the sponsors for the proposed fee to develop the information pamphlet for use in the alternative consultation process. The subcommittee met last week and have been continuing their work on providing feedback for the information pamphlet. Ms. Little then reminded the committee of the process of this alternative consultation reiterating that the role of CFAC is to provide an objective information pamphlet and members personal positions on the proposed fee should not bias this process.

Ms. Little asked if the committee has had a chance to review the document prior to the meeting. Mr. Moore requested that they go through the document. Ms. Little went through the various parts of the Final Draft Information Pamphlet with the committee. She highlighted the financial analysis portion of the pamphlet which allowed for more context on the fee amount and the different tier amounts proposed and what would be provided to students. Ms. Little added that once the information pamphlet has been approved, it will be published to the website and the Daily Aztec in order to solicitate Pro/Con statements which will be incorporated into the final information pamphlet.

Ms. Little opened it up for discussion and questions. Dr. Ely asked if this fee included students enrolled in Global Campus. Ms. Little confirmed that it does not. Dr. Ely then suggested that it be made clear in the document. Ms. Little added the suggestion to the document.

Mr. Fitch suggested that the financial analysis portion of the document have clearer wording as some students may have difficulty understanding what the proposed programs are. He also pointed out that there are some portions of the chart that are very vague and would like it to be elaborated on. Mr. Fitch then added an example, where the document says expected revenue, if it is possible to put an amount there. Ms. Little responded that the current structure allows for flexibility to consider student voice in determining the discretionary allocations. She then continued that putting a specific dollar amount would limit the student's voice and the student voice is an integral part of the ongoing annual allocation process for this fee.

Ms. Oduro suggested that a section be added for the technology piece being implemented at IVC as it is known that the technology offered at main campus is different. Ms. Little stated that with the alignment of campus fees between the two campuses, the expectation is that there will be a similar level of support and services across both campuses. Mr. Sheehan echoed Ms. Little's point and added that if you look at the programs being offered, such as infrastructure changes, there are several similarities between the two campuses. Mr. Sheehan stated that programs such as e-sports that are not offered at IVC can be discussed at the forums with students to see if they would like that implemented at IVC. Ms. Oduro asked if there was any way to add this in the FAQs. Mr. Sheehan confirmed that they can do that. He also added that they can communicate verbiage on the commonalities between the two campuses and the differences.

Mr. Moore asked about the opposition section noting that the wording may come across to students as telling them that they have to vote to approve this fee rather than giving them an opportunity to formulate their own opinions. He noted that it has very strong language such as "no institutional support" resulting in some students thinking that they have no choice but to vote yes. Ms. Little thanked Mr. Moore for his suggestion and noted that she understood where he was coming from and was open to suggestions. However, she noted, that there is not currently a revenue source to fund this and absent this fee, there would be no fee revenues to support. Ms. Little does add though, that if there is a suggestion on how else

they should approach or word these, that is open for discussion. Mr. Sheehan suggested that for point 6 that instead of "no institutional support" that it be modified to something that includes factual information so to say something along the lines of "no investment in programs". Mr. Moore suggested that the entire opposition also be looked at to include something similar to Mr. Sheehan's suggestion. Ms. Kremickl suggested that instead of "worse staffing" that this be changed to "lower staffing ratios" and suggested to approach the opposition that way as there are other words that can be used.

Ms. Scheurmann asked about point 6 that if this fee proposal is not approved, will the University not try to seek out other funding opportunities and will these efforts then disappear. Mr. Sheehan answered that they do not have enough staff to do what is being proposed, therefore, without additional resources, it will be difficult to move forward. Ms. Scheurmann suggested that further context in point 6 be provided and if Mr. Sheehan's point of not having enough staff could be added in that section. No further comment was given.

Mr. Fitch asked if the Office of Energy and Sustainability is being created at IV, if yes, then suggested that a note be added to inform students of this. He asked this for insurance as IV has been promised various things over the years and has yet to see those promises delivered. Mr. Hansen stated that everything under the sustainability section would be applicable to IV. He added that some points will look different such as transportation, where main campus would have trolley passes and IV would have a shuttle system. Mr. Hansen stated that the overview does state that this is for both campuses, however, if they need to reemphasize that in this section, they can. Mr. Fitch then voiced that he wants to make sure IV is not just promised these new resources, but that all these promises be put into action. Ms. Little responded that they want to look at this as one campus. Anything being implemented will happen at both campuses. She encouraged that CFAC, and the University be held accountable. If it is seen that those promises were not being met, that it be voiced and brought to the committee. Ms. Little added that it is important to have student representation from IV. Mr. Hansen echoed that and suggested that in the student voice section that we include both campuses. Ms. Little updated the pamphlet with Mr. Hansen's suggestion. Ms. Oduro agreed with Mr. Hansen's point and suggested we make it known that this is affecting and benefiting both campuses especially in the beginning of this transition.

Ms. Little moved on to discuss the FAQs. She suggested that due to the feedback received that someone work with Ms. Little on revising and addressing those concerns. She does note that there is a timeline on when certain processes need to be approved. Ms. Little noted that they will add an FAQ on the topics mentioned earlier. She then went through an overview of the FAQs listed in the draft pamphlet. Ms. Little also gave an overview of the operating budget and noted that the operating budget is compiled of state allocated funds and student tuition/ fees collected.

Ms. Scheurmann asked if 85% allocated to employee salary and benefits includes the administrative staff and the President. Ms. Little answered that the 85% is inclusive of all employees. This includes the various employee levels across campus. She noted that the total operating budget is half a billion dollars as it takes a significant budget to run this University and fund over 6,000 employees. Ms. Scheurmann then added that the University seems to have a lot of funds and should not default to requesting students to help fund these projects. She also added that there was an article about unused funds. Ms. Little responded that there is some misinformation surrounding the balances in the CSU which were clarified by the CO. Many of these fund balances have commitments against them and are not available to reallocate for other purposes. Additionally, these balances are one-time meaning that once they are expended, they are gone. One-time resources are not able to support ongoing costs. For this fee proposal, a reliable ongoing revenue source is needed to sustain the services and programming proposed.

Mr. Sims interjected that there was 10 minutes left in the meeting. Ms. Little added that there will be information on the website for anyone that may need accommodations and provided the links needed to access any information regarding the fee proposal and alternative consultation.

Mr. Fitch asked about the first question in the FAQs, why do we need this fee right now. He requested to see the exact investment information for HEERF. Ms. Little and Mr. Sheehan confirmed that in technology

It is about 5.6 million. Mr. Fitch suggested to add that amount into the FAQ. Ms. Little made a note to provide that information.

Ms. Little noted that this pamphlet will need CFAC approval before they can publish on the Daily Aztec in order to solicit the pro/con statements so that CFAC can approve one of each to include in the pamphlet. This will happen at the January 28th meeting. She suggested that they vote now, and the subcommittee can be tasked to continue to work on the opposition section of the document. Mr. Fitch requested that this pamphlet be worked on more as it needs a lot of adjustments in his opinion. He suggested that the subcommittee continue to work on editing this and addressing the concerns. Once everyone's concerns have been addressed, then it would be brought back to CFAC. Ms. Little stated that the timeline for the ad copy will need to be submitted by January 11th, 2022 to be published on January 19, 2022. Ms. Little asked if they would like this to be worked on again by the subcommittee then they can do that, however, she suggested doing this sooner before the holiday break.

Mr. Sims asked if Mr. Fitch is motioning to postpone approval. Mr. Fitch motioned to bring the pamphlet back to the subcommittee then presented back to the full committee for CFAC approval. Ms. Little clarified that this would mean the entire committee return during the holiday break. Ms. Oduro voiced that she was not comfortable voting on this as it is not in its final stage and does not mind meeting over the break. Ms. Little asked if the committee would be ok voting via email instead in order to be respectful and mindful of the committee members' time during the break. Mr. Moore asked for clarification on the timeline. Ms. Little clarified that this will be published on January 19th on the Daily Aztec to solicit pro/ con statements from students. They will also need this entire pamphlet available before then and published on the website as students will be direct to this document.

Mr. Sims interjected that they are almost out of time. He then asked if they decided whether they would like to motion to have this worked on by the subcommittee and brought back to the entire committee via email for a vote. Mr. Moore seconds that motion. All present members voted yes.

Ms. Little asked to receive commitment from who will be participating in the subcommittee to work on revising the pamphlet. Mr. Sheehan also asked to clarify the timeline in order to stay on track. Ms. Little proposed that the subcommittee have everything wrapped up by January 7th so that would give time to send out to the committee to vote. Mr. Fitch, Ms. Praba, Ms. Oduro, and Dr. Ely volunteered to participate. Mr. Hansen asked that the subcommittee offer suggestions on what they would like fixed rather than listing areas that they do not agree with. Ms. Oduro asked that during the subcommittee any questions they may have be addressed so that they can ensure they understand everything. Ms. Little ensured that she will be facilitating these meetings and will address any questions anyone may have. She added that if she is unable to answer, she will reach out to Mr. Sheehan and Mr. Hansen. Ms. Little asked the volunteers if they were available to meet early next week via Zoom. There were no objections. Ms. Little stated that she will be in communication with the subcommittee on the timeline in hopes to wrap this up before the holiday break. She will also email a timeline to the committee on when responses are needed.

Requests

- a. None

New Business

- a. None

Public Comment

Mr. Sims motioned to adjourn the meeting.
Mr. Sims adjourned the meeting at 12:05 P.M.

Reminder: Next meeting is scheduled for Friday, January 28th, at 11:00 A.M. via Zoom.

CAMPUS FEE ADVISORY COMMITTEE

October 22, 2021

MINUTES

ATTENDEES

Members:

Amanda Fuller	Ashley Tejada
David Ely	Karlina Esteban
Mary Anne Kremicki	Shawki Moore
Rashmi Praba	Jennifer Schenkenfelder
T'Ante Sims	Stephen Jackson
Mark Bruno	Alexia Oduro
Mikhail Portnoy	Carlos Fitch
Hala Madanat	Erika Gutierrez
Savanna Schuermann	

Guests:

Crystal Little	Matias Farre
Beth Warren	Felon Villodas
Adam C. Adams	Ted Gonzalez
Anlesha Mitchell	Tonika Green

The meeting was called to order 11:05 A.M. by T'Ante Sims, CFAC Chair.

Review and Approval of October 8, 2021 Meeting Minutes

- a. Mr. Sims asked if there were any questions or comments for last meeting's minutes before he motioned to approve. There were none. Mr. Sims motioned to approve the meeting minutes. Mr. Bruno second. Meeting minutes were approved unanimously.

Informational Items

- a. Graduate Student Experience Fee Proposal

Dr. Green began by stating the mission of the Office of Graduate Life and Diversity as well as listing the current programs offered. She continued that this proposed fee would increase outreach, support, and impact. Dr. Green noted that current staffing provides the capacity to serve 5% of the graduate student population. She stated that they would like to provide opportunities for monthly speakers and experts from diverse backgrounds to promote multidisciplinary research collaborations and teaching pedagogies which will allow students networking opportunities. Dr. Green proposed that this fee would open opportunities for a graduate student mentorship program. She added that they would like to provide more one on one support where they can develop an individualized development plan. She noted that there are currently 40 graduated students of color who are on academic probation. They would like to change that and be able to provide them with support. Dr. Green concluded that this fee would cover staffing, new services, equipment, and hospitality and events. She continued that the proposal is for the Graduate Student Experience Fee of \$300 and that this is a voluntary fee. The hope is to support 1,500+ students, the projected revenue and expenditures would be about \$478,500, and return to aid 3%. Dr. Green noted that the return to aid is for students who are unable to pay this fee and apply through ECRT.

Mr. Sims opened it up for questions. Ms. Kremicki asked if graduate students will have access to the support presented in this proposal if they are not able to pay the fee. Dr. Green stated that this is what the return to aid would support, if a student is unable to pay the \$330 fee, they can go through ECRT and get support. She added that all students can access some of the programs through this center such as mental health, academic support and workshops. They will be able to participate in those programs regardless of if they opted into paying this fee. Ms. Kremicki then asked if Dr. Love, Dean of the College of Graduate Studies, was brought into the conversation. Dr. Green confirmed that they have had conversations and collaborated with Dr. Love. Dr. Villodas added that she was in conversations with Dr. Bohonak to start as Dr. Love was not in her current position when they first opened this office, however, she has since had conversations with her. However, she noted that majority of the conversations were with Dr. Bohonak. Ms. Kremicki followed up asking if Dr. Love and Dr. Bohonak are supportive of this

proposal. Dr. Villodas answered that their goal is to support graduate students especially when it comes to mental health programs. She added that from the conversations she had, they were very supportive of this proposal.

Ms. Schermann asked that if this is representative of all grad students and noticed in the proposal that this was information gathered from the feedback from graduate students from the graduate life and diversity program. She also added that some feedback she received from graduate students are that they cannot afford more fees as they already are struggling financially and living paycheck to paycheck. Dr. Villodas stated that she was involved with several focus groups with graduate students and that there was a lot of research going into what was needed. She noted that these programs have helped underrepresented graduate students immensely. Dr. Green followed up by stating that she agrees that financial burdens are an issue for graduate students, she continued that her goal as well as the center's goal is to help students, especially those who cannot afford it, have access to return to aid through ECRT. She added that the other concern is that they want to retain graduate students and if they do not have the support to succeed academically, they would leave SDSU and their goal is to retain these students.

Ms. Tejada voiced that she was very appreciative of the time they took to present this to CFAC. She added that this would benefit graduate students. Ms. Tejada continued that she was supportive of this and appreciated the return to aid or opt out options.

Mr. Fitch asked if this fee will be implemented at the Imperial Valley Campus. Dr. Green answered that they have been working closely with Mr. Villegas at the Imperial Valley Campus about how to support graduate students who are there. She continued that this fee is currently going to be implemented at the SDSU Main Campus but will look more into this to verify its validity. Dr. Villodas added that some Imperial Valley Campus graduate students are already taking advantage of the services offered. Since they are all offered through Zoom, Imperial Valley Campus graduate students have access to these resources. Mr. Fitch asked if Postbaccalaureate and Credential students will be offered this fee and services. Dr. Villodas answered that only students enrolled in the graduate program will have this option.

Ms. Schuermann asked why this program needs to be funded by students and not by the University. She also asked if there were any discussions with the University on funding this. Dr. Villodas emphasized that this fee is voluntary. Students are not required to participate in this if they choose not to. She added that the students she spoke with stated that this was well worth the money to invest in their academic success. Dr. Green added that there was a first-year experience voluntary fee that occurred this year where students chose to take part in and pay for this program that helped guide them through their first year at the University. She noted that they received positive feedback and learned that there is a need for these programs and that students want them. This is also why it is voluntary as not every student would want to opt into a program.

Mr. Fitch asked if it was possible if the committee could see the statistics of the feedback received from the focus groups and from those that participated in providing the feedback. He asked if the Graduate Student Association had been made aware of this fee and if they were supportive of it. Dr. Green stated that Dr. Villodas had the statistics and would provide it to the committee. She continued that Dr. Villodas was in constant communication with the Graduate Student Association and that they are in support of these services.

Ms. Tejada asked if this fee is available to first year graduate students or second year graduate students. Dr. Green clarified that this would be offered to graduate students in year two and beyond.

b. Educational & Restorative Fee Proposal

Ms. Mitchell began her presentation and stated that this proposal is currently modeled after the ASPIRE fee (approved Category IV fee) which is a scheduling fee charged to students who are found to have violated the Student Code of Conduct with alcohol or other drug violation. Ms. Mitchell stated that if this fee is approved, it would be administered through the Office of Restorative Practices. She listed the current staff/ team of this department and added that they are currently being funded through HEERF.

Ms. Mitchell listed the current services their office offers. She then stated that the educational and restorative fee would apply to students found responsible for violating the Student Code of Conduct. Students found responsible will be required to complete an educational and restorative sanction with ORP and pay this fee. She added that this fee would be considered a scheduling fee for services. Ms. Mitchell continued that students who are found to have violated the Student Code of Conduct will only be required to pay one scheduling fee per conduct case. Ms. Mitchell stated that they are aware that students may not be able to pay this fee, therefore, they have various options. Those options include resolution agreements, return to aid, ECRT and fee waivers. Ms. Mitchell then reviewed the projected revenue and expenditures. They noted that the projected number of students paying this fee would be around 2,200, educational and restorative fee of \$100, projected revenue and expenditures would be \$220,000. Revenue collected would go towards staff salaries and operating expenses.

Mr. Fitch asked if this fee is in total \$300 including the \$200 for the ASPIRE fee. Ms. Mitchell clarified that this is a separate fee from the ASPIRE fee and that this proposal is for \$100. She added that this fee was modeled after the ASPIRE fee, but they are not related and that if a student needed to pay the ASPIRE fee, they would not be required to pay any additional fees if it stems from the same conduct case.

Mr. Bruno asked if there is an appeal process built into this. Ms. Mitchell confirmed that there is an appeals process. She added that students are not assigned any fees or sanctions until they have exhausted all their opportunities for due process. Students have the opportunity to respond to allegations and once a decision has been made based on the evidence. If the student does not agree with the outcome, they are given the option to appeal.

Mr. Fitch asked what the process would be for implementing this fee. Ms. Mitchell responded that the target semester to have this implemented would be Summer or Fall 2022. She added that if students are required to pay this fee, this will be included in their settlement agreements.

Action Items

- a. None

Requests

- a. None

New Business

Ms. Little informed the committee of an update on the process of how these fees are approved due to the conversation brought up by Ms. Tejada at the last meeting. Category IV fee proposals will be brought to CFAC as an Informational Item before being sent to the President for approval. The committee will then be notified of the President's decision.

Mr. Fitch asked for clarity on the process of fee proposals. Ms. Little explained the process and noted that an orientation will be provided to all new members and scheduling is being worked on.

Public Comment

Mr. Fitch added that these fees and these proposals are something that really needs student involvement before implementing because at the end of the day students are the ones paying these and these directly affect students.

Ms. Schenkenfelder mentioned today is the first day of Aztec Rocks Hunger. She added there are signs promoting to donate and that 20% goes back to ECRT. The end of the campaign is November 13th.

Mr. Sims motioned to adjourn the meeting.
Mr. Sims adjourned the meeting at 12:01 P.M.

Reminder: Next meeting is scheduled for Friday, November 5th, at 11:00 A.M. via Zoom.

10/10/10

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