

AGENDA
Campus Fee Advisory Committee Meeting

February 7, 2025
11:00 A.M.

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

1. Review and Approve Minutes

- a. January 24, 2025

2. Proposals

- a. Cat IV Fee Proposal- Graduation Fee

3. Action Items

None

4. Informational Items

None

5. New Business

6. Public Comment

7. Reminder – Next Meeting Date – Friday, February 21, 2025 at 11:00 A.M. via Zoom



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:

Due to an escalation of costs year over year from all vendors (on and off campus), the HEPI increases are not enough to cover the commencement ceremonies, even with significant cuts and cost saving efforts the last three years, including eliminating the physical programs, reducing elements of the event program, reducing catering and other event supports, and negotiated reductions in contracts by some of the external event vendors. The Commencement Committee and Enrollment Services are requesting to increase the graduation service fee to \$175. Of this amount, Commencement will receive \$100 and Enrollment Services will receive \$75. Additional information: As the number of graduates has increased, the Commencement Committee has had to add additional ceremonies, to help prioritize what graduates have expressed are the two most important priorities with the commencement experience: maintaining the number of tickets for family members and maintaining the name reading portion of the ceremony. Both would be in jeopardy if the number of commencement ceremonies were not increased. The Commencement Committee is planning to add a fourth day ceremony on May 2026 given the number of projected graduates, and Associated Students' approximate cost for a fourth day with two ceremonies at Viejas is an additional \$117K (which goes directly back to AS, to support student jobs and the AS priorities.) It is requested the fee would continue to be adjusted annually based on the Higher Education Price Index (HEPI).

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



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Purpose or Name of Student Fee:

Graduation Services Fee

STATEMENT OF REVENUES & EXPENDITURES

vide one year of current revenues and expenditures (if applicable) and two years of projected revenues and ex

	ACTUAL	Projected (Current Year)	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year	2023-2024	2024-2025	2025-2026	2026-2027
Number of Students Paying Fee:	based on actuals	11,000	11,000	11,000
Fee Amount:	112.00	112.00	175.00	175.00
Revenues	1,094,178.52	1,232,000.00	1,925,000.00	1,925,000.00
TOTAL REVENUES:	\$ 1,094,178.52	\$ 1,232,000.00	\$ 1,925,000.00	\$ 1,925,000.00
Faculty Salary & Benefits				
Staff/Management Salary & Benefits	527,585.01	620,116.00	621,674.00	621,674.00
Student Salary & Benefits	39,057.75	57,000.00	59,000.00	59,000.00
Supplies	50,488.27	70,500.00	71,900.00	71,900.00
Services	839,251.37	852,896.91	1,055,746.91	1,055,746.91
Equipment				
Other Hospitality	37,805.27	42,000.00	45,000.00	45,000.00
Other T Hardware/Software	0.00	45,000.00	45,000.00	45,000.00
Other				
Other				
Other				
TOTAL EXPENSES:	\$ 1,494,187.67	\$ 1,687,512.91	\$ 1,898,320.91	\$ 1,898,320.91

Additional Information: