

AGENDA
Campus Fee Advisory Committee Meeting

May 3, 2024
11:00 A.M.

<https://SDSU.zoom.us/j/86914079553>

Meeting ID: 869 1407 9553

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- 1. Review and Approve Minutes**
 - a. April 19, 2024
- 2. Proposals**
 - None.
- 3. Action Items**
 - a. Student Success Fee Academic Related Programs
 - b. Instructionally Related Activities (IRA) Budget
- 4. Informational Items**
 - a. Late Payment Fee (Cat IV)
- 5. New Business**
 - a. Alternative Consultation Process- additional feedback
- 6. Public Comment**
- 7. Reminder – Happy Summer and congrats to our graduates!**

CAMPUS FEE ADVISORY COMMITTEE

April 19, 2024

MINUTES

ATTENDEES

Chair: Katie Olivo

Members: Palni Bhatt Alana Ritchison
Ally Gallant (late) Derrick Herrera
Mary Anne Kremicki Victoria Lara
~~Zachary Almaraz~~ Crystal Little
Karen Macauley Tarek Morsy (late)
~~Kenia Noblina~~ Rashmi Praba
Leo Reyes Pena (late) Melvin Ridley III (late)
~~Savanna Schuermann~~ Satish Sharma
Amanda Wilson

Guests: Craig Winton Kathy Brown
Mikhail Portnoy Sophia Koch
Ambre Noble Ben Compton
Carlos Careaga Rose Pasenelli
Temple Northup Noel Bezette-Flores

The meeting was called to order at 11:03 A.M. by Katie Olivo, CFAC Chair.

Review and Approval of March 8th, 2024 Meeting Minutes

Olivo asked if there were any questions or comments for last meeting's minutes before the committee moved to approve. There were none. Alana Ritchison moved to approve. Palni Bhatt seconded the motion. Meeting minutes were approved unanimously.

Proposals

- a. Student Success Fee Academic Related Programs –
 - i. Olivo discussed the purpose of Student Success Fee Programs which will be used next fiscal year, starting July 1st.
 1. The total amount of allocated funds is \$1.9m
 2. Craig Winton elaborated on the Student Success Fee about how there will only be one application in Spring for the SSF. There was an increase in applications due to this switch with over 100 applications to utilize the resources. All proposals for SSF must be academic related. 89 applications were recommended for approval and those students will be going through a budget workshop, so they are aware of how to properly use funds.
- b. Instructionally Related Activities (IRA) Budget
 - i. Olivo discussed IRA fees which are reviewed annually. The IRA fees are limited to instructionally related activities that support the academic mission of SDSU. The majority of the fee is designated for specific purposes based on previous referendums. The item up for discussion in relation to IRA is for the Daily Aztec and KCR Radio for a long-term fundplan.

- ii. Temple Northup discussed moving the Daily Aztec and KCR to a single entity (Aztec Student Media Group) under the school of Journalism & Media Studies to give them a more permanent location. Carlos Careaga mentioned that AS will continue to financially support the business manager position of the Daily Aztec.
- iii. Palni Bhatt asked about the potential increase in materials such as music licensing fees in the future and how it would be managed. Olivo responded – the annual budget would increase gradually each year based off the actuals from the previous year.

Action Items

None.

Informational Items

- a. Equitable Access Fee (Cat IV)
 - i. Category IV fees are a fee for service, these are not approved through CFAC, but CFAC is able to provide feedback for the President before it is passed along.
 - ii. Kathy Brown gave an overview on Equitable Access, rebranding will be occurring to have Equitable Access be promoted as 'Day One Ready', the new proposed fee is \$21.50 per credit unit. This fee is updated from last years' rate of \$19.75 per credit unit, but is consistent with the original fee of \$22.00 per credit unit.
- b. Graduate Student Health Insurance Plan Fee (Cat IV)
 - i. This opt-out fee is set to increase to stay consistent with market rates of health insurance. The cost is set to increase from \$3,190.00 last year to \$3,447.00 per year which is an increase of 10%. This healthcare program is lower than the national average rate for similar programs.
 - ii. Tarek Morsy asked if there is a profit being made for the campus with this policy, Olivo was able to answer that there is no profit to the campus through this fee. Opt-out policies are standard for graduate student insurance policies across the nation.
 - iii. Bhatt asked what the current percent of graduate students that use the fee. Noel Bezette-Flores was able to answer that 10-15% of students use the insurance. Follow up question from Bhatt about how much the subsidy would increase based on usage amount, was answered with no concerns about the usage or a subsidy.
 - iv. Satish Sharma reemphasized the idea of an opt-in fee option for students.

New Business

- a. Alternative Consultation Process
 - i. The committee discussed alternative consultation in detail about attempts at reaching students in the past, and seeking guidance on how best to encapsulate the student voice in the future.
 - ii. Last year there were were 22 open forums which were put on, 6 were unattended, four of the meetings had 1 student, and others were poorly attended. Each of these meetings shared the same information, in attempts to get the proper information to all students that attended. Based on this information; what are some areas in which CFAC should interact with students to have a good outreach program?
 - iii. Student feedback provided: Comes down to educating students and reaching out, Associated Students should help to reach out with their network. It will be most beneficial to focus on impacted communities, and work with them directly versus a broad reach to all students. It is important to note that most students struggle to read all their emails – so emails being sent need to catch the attention of individuals. Student feedback in CFAC should be solicited before marketing to target the proper communities.

Public Comment
None.

Olivo adjourned the meeting at 11:59 A.M.

Reminder: Next Meeting Date – Friday, May 3, 2024 at 11:00 A.M. on Zoom

College	Funding Amount Request	SUM of Funding Amount Request	COUNT of	SUM of
Arts & Letters	0	\$817,631.28	0	0
Business	35	\$170,427.36	14	\$322,142.78
Education	14	\$308,400.37	3	\$94,612.87
Engineering	10	\$715,442.78	25	\$511,966.96
Faculty Advancement & Student Success	36	\$78,500.00	8	\$50,177.00
Health and Human Services	2	\$878,374.00	14	\$346,178.00
Professional Studies & Fine Arts	29	\$551,141.73	15	\$376,085.50
Sciences	21	\$602,328.08	8	\$165,603.08
SDSU Imperial Valley	25	\$99,127.00	2	\$42,900.00
Grand Total	177	\$4,221,372.60	89	\$1,909,666.19

SUM of Funding Amount Request by Cla Class Level									
	Doctoral	Master	Undergraduate Freshman	Undergraduate Junior	Undergraduate Senior	Undergraduate Sophomore	Grand Total		
CAL)	\$83,254.00	\$401,910.50		\$201,888.78	\$14,980.00	\$115,598.00	\$817,631.28		
EDU)	\$91,930.00	\$206,470.37				\$10,000.00	\$308,400.37		
ENG)	\$1,800.00	\$109,183.00		\$187,113.82	\$214,286.96	\$203,059.00	\$715,442.78		
FASS)				\$78,500.00			\$78,500.00		
FCB)		\$500.00		\$25,977.00	\$80,000.00	\$63,950.36	\$170,427.36		
HHS)	\$223,992.00	\$306,372.00	\$12,000.00	\$207,180.00	\$27,770.00	\$101,060.00	\$878,374.00		
PSFA)		\$38,550.00		\$312,691.73	\$102,885.00	\$97,015.00	\$551,141.73		
SCI)	\$30,350.00	\$244,368.00	\$13,100.00	\$183,510.08	\$69,000.00	\$75,100.00	\$602,328.08		
SDSU IVC)				\$78,127.00	\$7,900.00		\$99,127.00		
Grand Total	\$431,326.00	\$1,307,353.87	\$25,100.00	\$1,274,988.41	\$516,821.96	\$665,782.36	\$4,221,372.60		

SAN DIEGO STATE UNIVERSITY
Proposed 2023/24 IRA Budget

	2023/2024 Approved BUDGET	2023/2024 3/22/2024 ACTUAL	2023/2024 Est. 6/30/24 PROJECTIONS	2024/2025 Proposed BUDGET	
REVENUE:					
FEES - MAIN CAMPUS	\$1,552,662	\$1,609,558	\$1,639,343	\$1,699,601	[a]
FEES - IVC	37,859	42,320	42,320	46,089	[a]
SUBTOTAL	\$1,590,521	\$1,651,878	\$1,681,663	\$1,745,690	
INTEREST INCOME/OTHER	15,000	48,593	50,000	20,000	[b]
TRANSFER IN/(OUT) - RESERVE					
TOTAL REVENUE:	\$1,605,521	\$1,700,471	\$1,731,663	\$1,765,690	
COMMITMENTS:					
MUSIC-LICENSING FEES	55,000	45,634	60,846	60,000	[c]
STUDENT TRAVEL INSURANCE	1,700	934	1,700	1,700	[c]
OVERHEAD (6% OF EXPENSES)	96,094	96,094	96,094	93,057	
IVC	37,859	14,024	42,320	46,089	
SUBTOTAL COMMITMENTS:	\$190,652	\$156,686	\$200,960	\$200,846	
NET AVAILABLE AFTER COMMITMENTS:	\$1,414,869	\$1,543,785	\$1,530,703	\$1,564,844	
PROGRAM ALLOCATIONS:					
ACADEMIC AFFAIRS	294,000	\$100,630	\$294,000	\$294,000	
ATHLETICS	804,000	804,000	804,000	836,160	[d]
ATHLETICS - INSURANCE	313,000	313,000	313,000	313,000	
The Daily Aztec	63,000	63,000	63,000	0	[e]
KCR College Radio	33,000	33,000	33,000	0	[e]
Aztec Student Media Group	0	0	0	121,684	
SUBTOTAL ALLOCATIONS:	\$1,507,000	\$1,313,630	\$1,507,000	\$1,564,844	
TOTAL EXPENSES	\$1,697,652	\$1,470,316	\$1,707,960	\$1,765,690	
BALANCE:	(\$94,890)	\$230,155	\$23,703	(\$0)	
One Time Request- Aztec Student Media Group				\$128,426	

EST RESERVE STATUS 2023/24	CAMPUS
RESERVE AS OF 6/30/23	\$1,080,768
FINAL FOUR SUPPORT	\$0
2023/24 ALLOCATION	23,703
EST RESERVE AS OF 6/30/24	\$1,104,472

EST RESERVE STATUS 2024/25	CAMPUS
EST RESERVE AS OF 6/30/24	\$1,104,472
2024/25 ALLOCATION	(128,426)
2024/25 BALANCE	(0)
EST RESERVE AS OF 6/30/25	\$976,045

- [a] Revenues projection based on enrollment estimate provided by Academic Affairs on 2/13/23.
- [b] Interest earnings estimate based on historical trend.
- [c] Budget is based on historical trend.
- [d] Adjusted for HEPI.
- [e] Subsidized operating expenses for The Daily Aztec and KCR College Radio.



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:

The University Bursar's office is requesting an increase in late payment fee amount. SDSU changed our billing cycle to a post-pay model in the Fall of 2022 following the implementation of my.SDSU (PeopleSoft.) Due to the University now allowing students to register first, and pay post-registration, the amount of outstanding balances on student accounts has increased dramatically, by 400-500%. Prior to post pay outstanding balances hovered around \$150-300k at the end of each term. Since the post pay model implementation, outstanding balances now remain in the \$1.2-1.6M amount at the end of each term. In an effort to enhance collection on student accounts we face the choice of cancelling students for non-payment or increasing late fees as a penalty for non-payment. We would like to increase the late payment fee as a consequence for non-payment to support not moving forward with cancelling students. We have devised a comprehensive communication plan to outline important dates and deadlines to students to assist in preventing as many students as possible from being assessed a late payment fee. The late payment fees will be used as a leverage tool to encourage timely student account payments and they would be assessed in the following ways.

Tuition and Fees Late Payment Fees:

A \$50 late payment fee will be assessed on tuition and fee charges (TUT) for both the undergraduate and graduate populations upon first tuition due date, 5 days after the payment is due. A query will be pulled on all past due installment plan balances for students that are not coded to receive any third party funding or financial aid. An additional \$50 tuition late payment fee will be assessed for each past due payment thereafter, 5 days after the due date. A maximum of four charges, totalling a possible \$200 in tuition late payment fees.

Housing Late Payment Fees:

A \$50 housing late payment fee will be assessed on housing charges (HSG) after the final housing bill is administered for both undergrad and graduate populations 5 days after the first housing payment is due. A query will be pulled on all past due housing balances for students that are not coded to receive any third party funding or financial aid. An additional \$50 housing late payment fee will be assessed for each past due housing payment thereafter 5 days after the due date. A maximum of four charges, totalling a possible \$200 housing late payment fee could be assessed.

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 IV
 Category III Category V

Action Items: Student Fee Referendum/Alt. Consultation President's Approval
 FAC recommendation CFAC information item
 President's Approval
 Chancellor's Office Approval

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: **Late Payment 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		AY 24/25	AY 25/26
Number of Students Paying Fee:		600 4x per term	450 4x per term
Fee Amount:		50.00	50.00
Revenues	0.00	240,000.00	180,000.00
TOTAL REVENUES:	\$ -	\$ 240,000.00	\$ 180,000.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits		75,000.00	75,000.00
Student Salary & Benefits		10,000.00	10,000.00
Supplies		10,000.00	10,000.00
Services			
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 95,000.00	\$ 95,000.00

Additional Information:

These numbers are based on point in time data that was pulled 3/15/24 SP24 to assess who would get a late fee if they were assessed this term. We then factored in a decrease based on our communication plan to assist students with timely payments. This revenue will cover the costs of increased outreach and communication via student and staff salary and benefits. In addition, it was also support additional marketing materials to enhance outreach efforts.

Additional documentation is attached

(attached additional documentation as necessary to justify proposed fee)