AGENDA
Campus Fee Advisory Committee Meeting

May 5, 2023
11:00 A.M.

https://SDSU.zoom.us/j/82510590088
Meeting ID: 825 1059 0088
+1 646 931 3860
82510590088@zoomcrc.com

1. Review and Approve Minutes
   a. April 21, 2023 Minutes

2. Proposals

3. Action Items
   a. Approve 2023-24 Student Success Fee Allocation- Academic Related Programs

4. Informational Items
   a. Category IV- Equitable Access Fee (Summer)
   b. Category IV- Equitable Access Fee (Fall)
   c. GSHIP Update

5. New Business

6. Public Comment

7. Reminder – Next Meeting Date – Friday, May 19, 2023 at 11:00 A.M. via Zoom
The meeting was called to order at 11:03 A.M. by Katie Robinson, CFAC Chair.

**Review and Approval Meeting Minutes**

Robinson asked if there were any questions or comments from last meeting’s minutes before the committee moved to approve. Hearing none, Rashmi Praba made a motion to approve the minutes, seconded by Amanda Wilson. Savanna Schuermann abstained from voting on the minutes, but they were otherwise approved unanimously.

**Proposals**

a. None

**Action Items**

a. Approve 2023-24 IRA Budget

Robinson revisited the budget that had been reviewed at the previous meeting and spoke to the allocations including the one-time requests. The requests from KRC radio and Daily Aztec are for a single year and will be funded from the reserves. All other lines in the budget are calculated using a previously developed formula to evenly distribute the budget based on revenue. Motion to approve was made by Amanda Wilson and seconded by Shawki Moore. Motion passed unanimously.

**Informational Items**

a. Category IV – Equitable Access Fee

Since the Equitable Access Fee amount is slightly changing, it is being shared with the committee prior to sending the request to the President. Ben Compton explained the proposed rate is now $19.75 per unit/credit. Robinson asked whether or not the students would prefer these fee proposals to be on the schedule for one week or two weeks since it is a small change to an existing fee. Moore would prefer two weeks to allow committee members time to process
the request. Compton explained that the fee was initially $22.50, but it was reduced in the previous year because Aztec Shops was subsidizing the program. He also went into detail about the process behind analyzing the data each semester and how timing of the meetings means they are often making decisions about pricing before having done a full evaluation.

Requests
a. None

New Business
a. Discussion – Reviewing Category IV Fees

Robinson opened the discussion on reviewing Category IV fees that had been tabled at the previous meeting. Schuermann provided a history of the committee’s request to review the process and revisited the idea that these fees should come back to CFAC as info items and then sent to the president. This has been done previously in practice but has not been codified as a formal policy. Robinson shared that she was not able to find any other policies specific to committee processes, other than what was included on the website. Robinson asked how the committee would like to proceed with drafting the guidelines or charter and suggested creating a working group to draft the document. Moore supported creating a working group. Schuermann asked for clarification on what a charter would entail, and Robinson explained it is a broader document that also includes membership and committee purpose. Carlos Careaga explained that the students are familiar with the concept of a charter since they use it to onboard their Board and committee members. Robinson asked for volunteers for the working group. Moore and Jazmyn Horton-Alvarado both volunteered but mentioned they would be transitioning out of their roles and their successors would be taking over. Schuermann and Praba also volunteered to join the group.

Public Comment
a. None

Robinson adjourned the meeting at 11:32 P.M.

Reminder: Next meeting is scheduled for Friday, May 5th 2023 at 11:00 am. via Zoom.
Equitable Access is a digital-first flat rate course materials program for all undergraduate students developed by the SDSU Bookstore with the support of the University. This program provides each student access to all of their required course materials before the first day of class for one low rate of $19.75 per unit/credit. Equitable Access will deliver all required course material with an International Standard Book Number (ISBN). Students can choose to stay in the program or opt-out before the add/drop deadline. Students who remain in the program will have their student account charged.

Please refer to SDSU Fee Policy & Procedures tab for further information and guidance.
**Request to Establish or Revise a Student Fee**

Purpose or Name of Student Fee: **Equitable Access**

**STATEMENT OF REVENUES & EXPENDITURES**

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

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<thead>
<tr>
<th></th>
<th>ACTUAL</th>
<th>Projected YEAR ONE</th>
<th>Projected YEAR TWO</th>
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<tr>
<td><strong>Fiscal/Calendar Year</strong></td>
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<td>2023/2024</td>
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<tr>
<td><strong>Number of Student Units/Credits:</strong></td>
<td>655,000</td>
<td>655,000</td>
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<tr>
<td><strong>Fee Amount per Unit/Credit):</strong></td>
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<td>12,936,250.00</td>
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<tr>
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<td><strong>Equipment</strong></td>
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<td><strong>Contracts with publishers for course materials</strong></td>
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<td><strong>Other</strong></td>
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<td>$ -</td>
<td>$ 12,936,250.00</td>
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**Additional Information:**

Salary and benefits includes additional costs associated with program development, new technologies, marketing/communications, operations and administrative staffing to develop, maintain and grow this program. This program was designed to benefit all undergraduate students and to support student success. The SDSU Bookstore has negotiated with the top Publishers to get the lowest pricing on textbooks and is passing those savings on to all undergraduate students. All undergraduate students will have access to their course materials before the start of classes and keep that access through the add/drop date even if they opt-out of the program. The program provides predictable pricing to students which allows them to budget for their course materials semester to semester and students can use their financial aid to pay for the program.

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

**Required Fields**

<table>
<thead>
<tr>
<th>Name of Requestor:</th>
<th>Kathy Brown</th>
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<tr>
<td>Organization/Department Name:</td>
<td>Aztec Shops/SDSU Bookstore</td>
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<tr>
<td>Requestor's Email:</td>
<td><a href="mailto:kathy.brown@sdsu.edu">kathy.brown@sdsu.edu</a></td>
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<tr>
<td>Requestor's Phone Number:</td>
<td>619-594-7506</td>
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**Purpose or Name of Student Fee:** Equitable Access

- Revision to an Existing Student Fee
  - Proposed Revised Fee Amount: 
- Establish a New Student Fee
  - Proposed New Fee Amount: Up to $22.00 per unit/credit

**Effective Date:** 8/21/2023 (Fall 2023)

**Equitable Access** is a digital-first flat rate course materials program for all undergraduate students developed by the SDSU Bookstore with the support of the University. This program provides each student access to all of their required course materials before the first day of class for one low rate of up to $22.00 per unit/credit. Equitable Access will deliver all required course material with an International Standard Book Number (ISBN). Students can choose to stay in the program or opt-out before the add/drop deadline. Students who remain in the program will have their student account charged.

**JUSTIFICATION for new fee or to revise existing fee:**

- 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:**

<table>
<thead>
<tr>
<th>Requestor</th>
<th>Date</th>
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<td>Provost or Vice President</td>
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| Dean/Administrator | Date |

**Budget & Finance Use Only**

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<td>Category IV</td>
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<th>Action Items:</th>
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<tr>
<td>Student Fee Referendum/Alt. Consultation</td>
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<tr>
<td>CFAC recommendation</td>
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<tr>
<td>President's Approval</td>
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<tr>
<td>Chancellor's Office Approval</td>
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</tbody>
</table>

| Budget & Finance | Date |

REVISED MAR11
**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:**

| Purpose or Name of Student Fee: | Equitable Access |

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**STATEMENT OF REVENUES & EXPENDITURES**

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

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<td>$14,410,000.00</td>
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| Faculty Salary & Benefits | | | |
| Staff/Management Salary & Benefits | 500,000.00 | 500,000.00 |
| Student Salary & Benefits | | | |
| Supplies | | | |
| Services | | | |
| Equipment | | | |
| Contracts with publishers for course materials | 13,910,000.00 | 13,910,000.00 |
| Other | | | |
| Other | | | |
| Other | | | |
| Other | | | |
| Other | | | |

| TOTAL EXPENSES: | $ - | $14,410,000.00 | $14,410,000.00 |

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**Additional Information:**

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