

**AGENDA
CFAC Meeting**

September 8, 2017

2:00 P.M.

Lipinsky Hospitality Center – Room SSW 1608

1. Informational Items

- a. SDSU Georgia Summer Session Fee (Attachment 1)
- b. Administrative Citation Fee (Attachment 2)

2. Requests

- a. IRA/SSF Travel Reimbursement Proposal (Attachment 3)

3. Action Items

- a. None

4. New Business

5. Public Comment

- 6. Reminder** – Next Meeting Date - Friday, September 15th, 2017 at 2:00 p.m.
Lipinsky Hospitality Center – Room SSW 1608



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: tmccarron@mail.sdsu.edu

Thomas McCarron
Vice President and CFO

MEMORANDUM

DATE: August 25, 2017

TO: Sally Roush
President

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

SUBJECT: Recommendation for Approval of Category V Fee for Students
Taking Summer 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 Summer Session Fee of \$46 per unit for matriculated students taking summer courses at SDSU Georgia. The SDSU Georgia Program is now in its fourth year and there is growing interest from students to enroll in selected courses during the summer.

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.

Attachments


Category V Fee Request

August 25, 2017

RECOMMENDATION

Establish Category V Fee for matriculated students taking summer classes at SDSU Georgia effective Summer 2017 as follows:

Category V Fee	Fee Amount
SDSU Georgia Summer Fee	\$46 per unit

Approved 
Sally Roush

Date: 8.30.17



SAN DIEGO STATE
UNIVERSITY

Office of the Dean
College of Extended Studies
San Diego State University
5250 Campanile Drive
Room #2503
San Diego CA 92182-1923
Tel: 619-594-5822
Fax: 619-582-1622
Email: jshapiro@mail.sdsu.edu
www.neverstoplearning.net

DATE: August 25, 2017

TO: Radmila Prislin

FROM: Joe Shapiro

SUBJECT: Summer Fee for Students Taking Courses at SDSU Georgia

Approved - R. Fudine 8/25/2017

Joe Shapiro

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 fourth year and there is growing interest from students to enroll in selected courses during the summer in these degree programs.

The SDSU-Georgia Operations and Finance committees recommend your approval of this special fee for summer courses at \$46 per unit beginning Summer 2017.

San Diego State University
SDSU Georgia

Summer Fee Request
as of August 22, 2017

Noninstructional Costs:

Travel

Air ticket - Casey Larsen	\$ 1,700.00
Housing Casey Larsen	700.00

G&A

Chemicals for Chem lab	2,500.00
Books	13,320.00
Cashier/Registration	6,005.36
Blackboard	4,000.00
Admin fee	7,338.59

Total Noninstructional Cost	\$35,563.95
Cumulative Units	775
Noninstructional per unit cost	\$ 46

Course	Students	Units	Cumulative
CHEM432	19	3	57
CHEM432L	19	1	19
EE210	10	3	30
EE300	38	3	114
POIS102	185	3	555
Total	271		775



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: tmccarron@mail.sdsu.edu

Thomas McCarron
Vice President and CFO

MEMORANDUM

DATE: September 5, 2017

TO: Sally Roush
President

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

SUBJECT: Recommendation for Approval of Category IV Fee for
Administrative Citation Fee

Please find attached for your approval the Category IV fee request from University Police per Executive Order 1102. This request is to establish an Administrative Citation Fee of \$75 to provide for enforcement of smoking, bicycling and skateboarding violations.

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.

Attachments

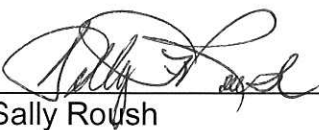
Category V Fee Request

September 5, 2017

RECOMMENDATION

Establish Category IV Fee for Administrative Citation to provide for enforcement of smoking, bicycling and skateboarding violations effective October 1, 2017:

Category IV Fee	Fee Amount
Administrative Citation	\$75

Approved  _____
Sally Roush

Date: 9.7.17



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: Chanin Harrison

Request Number: 17-002

Organization/Department Name: University Police

Requestor's Email: ceharrison@mail.sdsu.edu

Requestor's Phone Number: 46648

Purpose or Name of Student Fee: Administrative Citation Fee

☐ Revision to an Existing Student Fee Proposed Revised Fee Amount:

☒ Establish a New Student Fee Proposed New Fee Amount: 75.00

Effective Date: October 1, 2017

JUSTIFICATION for new fee
or to revise existing fee:

Providing safety enforcement of smoking, bicycling and skateboarding through an administrative citation process in lieu of a misdemeanor citation and record of the misdemeanor. Will use the funds for education, marketing and overhead costs associated with citations, biking and skateboarding.

☒ 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:

Chanin Harrison 9/5/2017
Requestor Date

[Signature] 9/5/17
Provost or Vice President Date

Josh Mays 9/5/2017
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
☐ CFAC recommendation ☒ CFAC information item
☐ President's Approval
☐ Chancellor's Office Approval

[Signature] 9/5/2017
Budget & Finance Date

Statement of Revenues and Expenditures

The administrative citation program will be new and the exact revenues/expenditures associated with it are still an unknown as we never collected revenue from our previous misdemeanor citation for bicycling or skateboarding. The below information is our best estimation for this next fiscal year.

Revenues:

2015 – 44 citations were issued for 4 bike and 40 skateboard violations.

2016 – 10 citations were issued for 1 bike and 9 skateboard violations.

2017 – 1 citation for a bike violation

It is believed we should average a minimum of 20 - 30 per month for approximately \$18,000 - \$27,000 per year.

Expenses:

2017 – Ordering citations, postcards and a-frame signs will be approximately \$6,000-\$8,000 for start-up costs and less annually.

Additional cost that could be used by this revenue stream going forward:

- Replacing permanent “no skateboarding/bicycling signage around campus when needed
- Add/replace no smoking signs
- Repainting bike lanes
- Replacing truncated domes bordering bike lane
- Buy bike locks
- Replace old and buy new bike racks as needed
- Educational materials for outreach

Re: Proposal to Increase IRA/SSF Student Travel Reimbursement

Date: August 31, 2017

Academic Affairs is proposing an increase for the IRA/SSF-ARP Student Travel Reimbursement. The last increase to the travel reimbursement was in the 14/15 Fiscal Year. The rate jumped from \$37 per day to the current up to \$80 per day. The \$37 per day rate previously stood for over 20 years.

In the 17/18 Academic Year Student Success Fee will reach its \$200 per semester fee. The budget will reach approximately \$1.3 million in available funding for Academic Related Programs and should allow for the increased reimbursement rate.

Proposed: lodging reimbursement up to \$80 per day, meals reimbursement up to \$30 per day
Current: lodging reimbursement up to \$60 per day, meals reimbursement up to \$20 per day

Issues with current reimbursement rates

- Many proposals/students have expressed concerns that the current rate impedes on their ability to realize the proposed projects.
- Securing alternative funding source can be challenging, especially for individual students or students not associated with an organization.
- The lodging reimbursement up to \$60 does not reflect current prices in the U.S. cities. According to statista.com the monthly average daily rate for a hotel in June 2017 was \$129.12.

Considerations to increase reimbursement rates

- Increase will more closely reflect current US prices for lodging and meals.
- Increase the number of opportunities for students to travel, in particular students with limited or no alternative funding source.
- The cost of student travel proposals will increase which will impact the number of proposals that can be funded with available resources.