



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: May 12, 2014

TO: Elliot Hirshman  
President

VIA: Tom McCarron   
Vice President and CFO, Business and Financial Affairs

FROM: Josh Morse   
Chair, Campus Fee Advisory Committee

SUBJECT: CFAC Recommendation and Minutes from the May 9, 2014 Meeting

This is to forward for your approval the attached Campus Fee Advisory Committee recommendation and minutes from the May 9, 2014 meeting. The committee recommends approval of the proposed IRA Budget for 2014/15 and an increase in the IRA student travel reimbursement rate from \$37 per day to \$80 per day with a \$20 maximum food allowance and a \$60 maximum lodging allowance.

Please let me know if you have any questions.

Attachments

RECEIVED  
A.S. GOVT/BUS  
2014 MAY 15 PM 3:56

**CAMPUS FEE ADVISORY COMMITTEE**

**May 9, 2014**

**RECOMMENDATION**

1. Approve 2014/15 IRA Budget – see attached.

Approved   
Elliot Hirshman

Date: 5/22/14

2. Approve increasing the IRA student travel reimbursement rate from \$37 per day to \$80 per day with a maximum \$20 food allowance and a maximum \$60 lodging allowance.

Approved   
Elliot Hirshman

Date: 5/22/14

# CAMPUS FEE ADVISORY COMMITTEE

May 9, 2014

## MINUTES

### ATTENDEES

Members:	Josh Morse	Mariah Kelly
	Javier Gomez	David Ely
	Kimberlee Reilly	Kathy LaMaster
	Linda Lewiston	Cezar Ornatowski
	Jonathan Cole	Rebecca Cohen
	Kevin Hancock	Jonathan Cole

Guests: Agnes Wong Nickerson, John Mark Shorack

The meeting was called to order at 2:02 P.M. by Josh Morse, CFAC Chair.

### Approval of April 25, 2014 CFAC Meeting Minutes

The minutes were reviewed. Changes were made to correct the spelling of Dr. Ornatowski's name. Ms. Chan motioned to approve the minutes, which was seconded by Ms. Cohen. The minutes were approved unanimously.

### Informational Items

#### a. 10% Student Success Fee for Academic Programs

AVP LaMaster presented the draft guidelines for the academic programs allocation process. AVP LaMaster discussed feedback from her meetings with representatives from various colleges, college council, deans and assistant deans regarding the guidelines for the academic programs allocation. AVP LaMaster shared that an additional guideline was suggested for campuswide initiatives and/or graduate and undergraduate initiatives. These initiatives will submit proposals to Academic Affairs. AVP LaMaster also shared that the first year allocation process should be illustrated as a pilot year. AVP LaMaster discussed the three tier process which eliminates the college council as being the sole evaluator however; students can use individuals on your college council as evaluators. AVP LaMaster discussed the timeline which allows for the application process to start in the fall semester for funding programs in the spring. Mr. Morse suggested that the guidelines reiterate that these are one-time funds which CFAC agreed. AVP LaMaster discussed the application for funding for academic related programs. AVP LaMaster shared that the application will be downloaded, printed and submitted with signatures. CFAC expressed concerns regarding the detailed budget section of the application. AVP LaMaster shared that examples will be provided to help with the structure of the detailed budget. AVP LaMaster will continue discussions about the funding application format over the summer and asked that CFAC continue to provide feedback.

### Action items

#### a. 2014/15 IRA Budget

AVP LaMaster motioned to approve the 2014/15 IRA Budget as proposed in scenario 2 attached to the current agenda which was seconded by Ms. Chan. CFAC voted to approve 2014/15 IRA Budget as proposed in scenario 2 attached to the current agenda. The motion was approved unanimously.

#### b. Daily IRA student reimbursement rate

AVP LaMaster motioned to approve increasing the daily IRA student travel reimbursement rate from \$37 per day to \$80 per day (\$20 maximum for meals and \$60 maximum for lodging) which was seconded by Mr. Cole. CFAC voted to approve increasing the daily IRA student travel reimbursement rate to \$80 per day (\$20 maximum for meals and \$60 maximum for lodging). The motion was approved unanimously.

Mr. Morse made the motion to adjourn the meeting, which was moved by Mr. Gomez and seconded by Ms. Kelly. The meeting adjourned at 2:45 P.M.

**Reminder:** Next Meeting will be Fall 2014



**SAN DIEGO STATE UNIVERSITY**  
**Proposed 2014/15 IRA BUDGET**  
**Scenario 2**

	2013/14 Approved BUDGET	2013/14 3/24/2014 ACTUAL	2013/14 Est. 6/30/14 PROJECTIONS	2014/15 Proposed BUDGET	
<b>REVENUE:</b>					
FEES - MAIN CAMPUS	\$1,017,967	\$979,440	\$1,035,586	\$1,035,619	[a]
FEES - IVC	21,485	23,832	23,832	23,832	[a]
SUBTOTAL	\$1,039,452	\$1,003,272	\$1,059,418	\$1,059,451	
UNIVERSITY OPERATING FUND (GF)	62,797	62,797	62,797	0	[b]
UNIVERSITY OPERATING FUND (1X)	80,000	80,000	80,000	0	[c]
INTEREST INCOME/OTHER	3,000	1,054	2,000	2,000	[d]
TRANSFER IN(OUT) - RESERVE					
<b>TOTAL REVENUE:</b>	<b>\$1,185,249</b>	<b>\$1,147,123</b>	<b>\$1,204,215</b>	<b>\$1,061,451</b>	
<b>COMMITMENTS:</b>					
ATHLETICS INSURANCE	\$388,386	\$388,386	\$388,386	\$0	[e]
SPORTS CLUB INSURANCE	\$0	\$0	\$0	\$0	[f]
DEDUCTIBLES-SPORTS CLUBS	3,000	0	3,000	3,000	
MUSIC-LICENSING FEES	25,000	25,579	25,600	26,000	[g]
STUDENT TRAVEL INSURANCE	500	507	507	510	
OVERHEAD (6% OF EXPENSES)	69,038	49,193	60,647	59,736	
RESERVE DEFICIT ALLOCATION	0	0	0	0	
IVC	21,485	9,371	23,832	23,832	
<b>SUBTOTAL COMMITMENTS:</b>	<b>\$507,408</b>	<b>\$473,037</b>	<b>\$501,972</b>	<b>\$113,078</b>	
<b>NET AVAILABLE AFTER COMMITMENTS:</b>	<b>\$677,841</b>	<b>\$674,086</b>	<b>\$702,243</b>	<b>\$948,373</b>	
<b>PROGRAM ALLOCATIONS:</b>					
ACADEMIC AFFAIRS	\$200,000	\$110,345	\$200,000	\$200,000	
SPORTS CLUB	0	0	0	0	[h][j]
ATHLETICS	512,255	512,255	512,255	512,255	[i][k]
ATHLETICS - INSURANCE				230,000	[e]
<b>SUBTOTAL ALLOCATIONS:</b>	<b>\$712,255</b>	<b>\$622,600</b>	<b>\$712,255</b>	<b>\$942,255</b>	
<b>TOTAL EXPENSES</b>	<b>\$1,219,663</b>	<b>\$1,095,637</b>	<b>\$1,214,227</b>	<b>\$1,055,333</b>	
<b>BALANCE:</b>	<b>(\$34,414)</b>	<b>\$51,486</b>	<b>(\$10,012)</b>	<b>\$6,118</b>	

EST RESERVE STATUS 2013/14	CAMPUS
RESERVE AS OF 6/30/13	\$60,469
2013/14 ALLOCATION	(10,012)
EST RESERVE AS OF 6/30/14	\$50,457

EST RESERVE STATUS 2014/15	CAMPUS
EST RESERVE AS OF 6/30/14	\$50,457
2014/15 ALLOCATION	0
2014/15 BALANCE	6,118
EST RESERVE AS OF 6/30/15	\$56,575

[a] Revenues projection based on enrollment estimate provided by Academic Affairs on 3/4/2014.

[b] UOF contribution to IRA eliminated in 14/15 and replaced by UOF payment of a portion of Athletics insurance premium.

[c] One-time support from University Operating Fund to mitigate ONLY 12/13 and 13/14 IRA budget deficit.

[d] Interest earnings estimate based on historical trend.

[e] Athletics paid \$25,000 of insurance premium in 11/12, 12/13 & 13/14 to mitigate budget deficit. For 14/15, Athletics will pay the Athletics insurance premium and is allocated \$230,000 to partially support this cost with the UOF paying a portion to mitigate the impact of this change on the Athletics budget. 14/15 estimated cost is \$527,500.

[f] Sports Clubs paid insurance premium in 11/12, 12/13 & 13/14 to mitigate budget deficit. For 14/15, Sports Clubs will continue to pay insurance premium. 14/15 estimated cost is \$28,000.

[g] Music-licensing fees estimate based on historical trend.

[h] Sports Clubs base allocation reduction of \$5,000 in 11/12, 12/13 & 13/14. Base allocation of \$5,000 will remain for 14/15.

[i] Athletics base allocation reduction of \$25,000 in 11/12, 12/13 & 13/14. Base allocation of \$25,000 will remain for 14/15.

[j] For information only - Sports Clubs IRA3 allocation budgeted at \$332,330.

[k] For information only - Athletics IRA2 and IRA3 allocation budgeted at \$9,476,593.

**\*\*Assumes ongoing program reductions and payment of insurance premiums by Athletics and Sports Clubs\*\***