

**AGENDA
CFAC Meeting**

**April 2, 2021
12:00 P.M.**

<https://SDSU.zoom.us/j/89546960042>

Meeting ID: 895 4696 0042

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- 1. Review and Approval of February 19, 2021 Meeting Minutes**
(Attachment 1)
- 2. Informational Items**
 - a. CAT IV – First Year Experience (Attachment 2)
 - b. CAT V – Parking Fines and Forfeitures (Attachment 3)
 - c. CAT V – Housing Fees (Attachment 4)
 - d. CAT V – Global Campus Immediate Access Fees (Attachment 5)
 - e. CAT IV – Diploma Reissue Fee (Attachment 6)
- 3. Action Items**
- 4. Requests**
- 5. New Business**
- 6. Public Comment**
- 7. Reminder – Next Meeting Date – Friday, April 16, 2021 at 12:00 P.M. via Zoom**

CAMPUS FEE ADVISORY COMMITTEE

February 19, 2021

MINUTES

ATTENDEES

Members:	David Ely	Christian Holt
	Dorian Diaz del Castillo	Abi Tamayo
	Mary Anne Kremicki	Bella Martelino
	Rashmi Praba	Victor Penera
	T'Ante Sims	Crystal Sanchez
	Mark Bruno	

Guests:

Crystal Little
Matias Farre
Terry Williams

The meeting was called to order at 12:03PM. by T'Ante Sims, CFAC Chair

Review and Approval of November 20, 2020 Meeting Minutes

Mr. Sims asked if there was any discussion or questions regarding the November 20 meeting.
Ms. Tamayo motioned to approve. Mr. Holt second. Meeting minutes approved.

Action Items

- a. HHS 350 Virtual Summer International Experience Fee

Mr. Sims turned it over to Ms. Williams to discuss this fee. Ms. Williams stated that there is typically an accommodation fee associated with the course HHS 350 which is the international experience. This course meets the international requirement that College of Human and Health Services has for all undergraduates. She continued that because of COVID and travel restrictions, the college's program provider, World Strides, whom the college has worked with for many years, in conjunction with Julie Dugan, have developed a program that can be done virtually using some of the former program hosts in other countries. This would be a 3-week program that consists of academic and cultural experiences just how the in-person class operated. Ms. Williams stated that this meets the HHS 350 and international requirement for the college. She noted that the other benefit to this is that it is much more affordable than traveling. They would like to run this as a pilot program this year and see how it goes; the college has high hopes for its success and received interest from many students to participate in this program. The cost of the program currently is \$14,525 for up to 35 students. Ms. Williams continued that because it is a pilot program, the college would cover most of the costs this year and will evaluate the program and decide if it should be continued in future years. At this time, the college is requesting a \$25 course fee for this class and the college will pick of the remaining balance for this. Again, they will reevaluate to see if they want to continue.

Mr. Sims opened it up to any discussion or questions. Mr. Holt requested to set up a meeting between the College of Human and Health Services and Associated Students as they have unused funds that could go toward funding this and possibly opening it up to more students. He noted that A.S. has study abroad scholarships that are not being used and could go towards funding this program. With these funds, it would essentially be free for students. Ms. Williams responded that this would be a discussion with the Dean of the college. She continued stating that there are some donated funds that are being allocated toward this so that the College takes on majority of the costs and having the students pay a smaller fee. Ms. Little asked to clarify that Mr. Holt is stating that A.S. has travel study abroad funding that is going to go unutilized and would like to have a conversation with the College of Human and Health Services about

the possibility of covering the requested \$25 essentially making this free to students, so that there are no costs to the students. Mr. Holt confirmed that is correct and added that they can also discuss possibly opening it up to more than 35 students. Ms. Little asked Ms. Williams if that is an available option to open this up to more than 35 students. Ms. Williams stated that they would have to renegotiate with the provider. She added that there is a short window to get this approved as they are trying to offer this in the Summer 2021. Ms. Little asked what the time frame looked as for the University to implement this fee, it would need to go through CFAC first and that the next meeting would be in two weeks. Ms. Williams stated that they should be able to get the answer in two weeks if this can still be implemented in time for Summer. Mr. Holt added that we can meet and get this done in a week. He noted that since A.S. can cover this, then there would be no need to bring this back to CFAC for voting. Ms. Little thanked Mr. Holt for his idea and noted that this plan sounds doable. Mr. Holt asked who he should contact to set up this meeting. Ms. Williams responded that Mr. Holt can reach out directly to her and she will coordinate with the necessary people.

Mr. Holt motioned to move this item to the next CFAC meeting and Mr. Bruno second. This action item will be moved to the next meeting if allowing A.S. to help fund this program is not accepted by the College of Human and Health Services.

Informational Items

a. 2019-2020 Annual Campus Fee Report

Mr. Sims turned it over to Ms. Little to present this informational item. Ms. Little introduced that this is a report that is submitted to the Chancellor's Office annually which provides an update on all fees, Category II through Category V. This report provided both the fee amount and fee revenues generated as well as the balances at the end of the year and the fee amounts into the next year. Ms. Little continued that this report is prepared and submitted annually in August, then it gets reviewed and confirmed that it has been finalized. As per the executive order for CSU policy, EO-1102, we are then required to report this back to CFAC. Ms. Little noted that this was sent out with the agenda earlier this week to give everyone an opportunity to look it over. She added that generally, we do not go through the entirety of the report, we just open it up for any discussion or any questions. She then opened it up for any questions or any discussion. There were no questions. Ms. Little offered that if there are any questions at any point in time, members can either bring them to future CFAC meetings or to reach out to her and she would be more than happy to answer or discuss anything regarding this report.

Requests

None

New Business

None

Public Comment

None

Ms. Sims asked if there were any questions or comments. There were none.

Mr. Sims adjourned the meeting at 12:15 P.M.

Reminder: Next meeting is scheduled for Friday, March 5, 2021 at 12:00P.M. via Zoom

FYE Fee CFAC Meeting Statement (3.19.21)

We would like to share a revision to the FYE Fee for fall 2021. While the summer will be a hybrid model, we are planning for full implementation of the activities associated with the new FYE fee. Therefore, we are moving forward with full implementation of the FYE Fee.

Proposal for FYE Fee

The office of New Student and Parent Programs (NSPP) is a fully self-funded department responsible for providing programs and services to ensure students make a smooth transition into the university. NSPP plans, coordinates, and implements several student programs and services including: New Student Orientation for first-time freshmen and transfer students (both domestic and international), New Student and Family Convocation, Welcome Week (and expanded Aztec Nights programming), and the campus tour program. NSPP is a fully self-funded department and does not receive general fund monies to operate. The revenue from the New Student Programs (NSP) fee provides the funding necessary to support the above listed programs, staff salaries, and general office operations. In addition, Student Life and Leadership and Residential Education Office (REO) and other units with the Division of Student Affairs and Campus Diversity participate in NSPP programs without coverage on existing fee dollars. A proposed increase to the fee would cover the fuller costs of operating NSPP programming (e.g., catering, printing), operations, and salaries in NSPP and other Student Affairs units engaged in NSPP programming. In addition, the program also is being expanded to address recommendations derived from student evaluations that suggested extending orientation to refocus transition and retention through the entire summer and through the first year experience at SDSU. This would provide for the opportunity to provide a follow-up "re-orientation" at the end of the Fall semester - supporting students second semester peer advising, registration, co-curricular and academic support. Beyond this, this year NSPP offered an orientation for Graduate Students in collaboration with the Graduate Student Association. Feedback from this event indicates that graduate students would benefit greatly from an institutionalized graduate student orientation. Request is to continue existing HEPI and have a 2% return to aid (unspent return to aid would revert to SA+CD annually). (Increase to \$250 for Summer 2021, \$300 for Summer 2022). While the summer will be a hybrid model, we are planning for full implementation of the activities associated with the new FYE fee. Therefore, we are moving forward with full implementation of the FYE Fee.



**SAN DIEGO STATE
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Agnes Wong Nickerson
Interim Vice President and CFO

MEMORANDUM

DATE: February 23, 2021

TO: Adela de la Torre
President

FROM: Agnes Wong-Nickerson 
Interim Vice President for Business and Financial Affairs & CFO

SUBJECT: Recommendation for Approval of Category V Parking Fees

Please find attached for your approval the Category V fee request from Business & Financial Affairs on behalf of Parking Operations per Executive Order 1102. This request includes increasing and adding Parking Fines and Forfeiture rates for various violation codes. These increases and new fees allow SDSU to cover more of our costs and are consistent with fee rates charges by other colleges and agencies within San Diego county.

Once you have approved this request, the fees will be reported to the Campus Fee Advisory Committee pursuant to the Executive Order. I approve this recommendation.

Please let me know if you have any questions.

Attachments

Category V Fee Request

February 23, 2021

RECOMMENDATION

Approve Category V Parking Fines & Forfeitures Fees effective July 1, 2021 as provided and in the attached schedule:

Attachment

Approved  Date: 3/5/21
Adela de la Torre

Parking Bail Comparison

Violation Code	Violation	SDSU Current	Proposed	Notes
CVC 21113 (A)	NO PERMIT	\$70.00		
CVC 21113 (A)	INVALID PERMIT	\$70.00		
CVC 21113 (A)	EXPIRED METER PAY PERMIT	\$70.00		Old language
CVC 21113 (A)	COUNTERFEIT/ALTERED PERMIT	\$350.00		
CVC 21113 (A)	USE OF LOST/STOLEN PERMIT	\$350.00		
CVC 21113 (A)	TIMED ZONE VIOLATION	\$65.00	\$70.00	Consistency with \$70 price
CVC 21113 (A)	VIOLATION OF POSTED SIGNS	\$65.00	\$100.00	Higher price for those disregarding signs like violation below
CVC 21113 (A)	RESERVED SPACE/AREA	\$100.00		
CVC 21113 (A)	UNDESIGNATED AREA	\$65.00	\$70.00	Consistency with \$70 price
CVC 21113 (A)	HANDICAPPED ZONE - DISABLED PARKING ZONE	\$425.00	\$450.00	Violation should be closer to the City
CVC 21113 (A)	RED CURB	\$80.00		
CVC 21113 (A)	FIRE HYDRANT / LANE	\$80.00		
CVC 21113 (A)	NOT FRONT FIRST - NO FRONT LICENSE PLATE	\$35.00		Change due to the LPR
CVC 21113 (A)	PARKED OVER STALL LINE	\$65.00	\$70.00	Consistency with \$70 price
CVC 21113 (A)	PASSENGER LOADING ZONE	\$65.00	\$70.00	Consistency with \$70 price
CVC 21113 (A)	CAMPING IN VEHICLE	\$133.00	REMOVE	Don't Use
CVC 21113 (A)	REPAIR OF VEHICLE	\$130.00	REMOVE	Don't Use
CVC 21113 (A)	MORE THAN 1 VEHICLE	\$44.00	REMOVE	Don't Use
CVC 21113 (A)	IMPROPER DISPLAY OF PRMT	\$35.00		
CVC 21113 (A)	FAILURE TO DISPLAY PRMT	\$35.00		
CVC 21113 (A)	BIKE IMPOUND FEE	\$75.00		
CVC 21113 (A)	INCORRECT PLATE	\$35.00		
CVC 21113 (A)	PERMIT NOT REGISTERED TO VEHICLE	\$70.00		
CVC 21113 (A)	SHARED PERMIT		\$350.00	New & price as altered/stolen as they are cheating
CVC 21113 (A)	BLOCKING/OBSTRUCTING DP STALL		\$450.00	More defined violation rather than blanket disabled zone
CVC 21113 (A)	PARKED ON DP STALL LINE/CROSS MARK		\$450.00	More defined violation rather than blanket disabled zone
CVC 4461 (C)	DP MISUSE - LOST, STOLEN DECEASED		\$550.00 - City charges \$826.50	New
CVC 4461 (D)	DP LP MISUSE - LOST, STOLEN DECEASED		\$550.00 - City charges \$826.50	New
CVC 22500 (A)	INTERSECTION	\$50.00	\$52.50 - Required fee in SD County	
CVC 22500 (B)	CROSSWALK	\$50.00	\$52.50 - Required fee in SD County	
CVC 22500 (E)	DRIVEWAY	\$50.00	\$57.50 - Required fee in SD County	
CVC 22500 (F)	SIDEWALK	\$50.00	\$57.50 - Required fee in SD County	
CVC 22500 (G)	OBSTRUCTING TRAFFIC	\$50.00	\$77.50 - Required fee in SD County	
CVC 22500 (H)	DOUBLE PARKING	\$50.00	\$57.50 - Required fee in SD County	
CVC 22500 (I)	BUS ZONE	\$250.00	\$277.50 - Required fee in SD County	
CVC 22502 (A)	RT OVER 18 IN. FR CURB	\$45.00	\$59.50 - Required fee in SD County	
CVC 22502 (E)	LT OVER 18 IN. FR CURB	\$45.00	\$59.50 - Required fee in SD County	
CVC 22507.8 (A)	DISABLED PARKING		\$452.50 / FOR CITY PROPERTY	
CVC 22507.8 (B)	BLOCKING ACCESS TO DP STALL		\$452.50 / FOR CITY PROPERTY	
CVC 22511.1 (A)	PARKING/STANDING/OBSTRUCTING EV SPACE		\$100.00 - REDUCED TO \$25 W/ PROOF OF DECAL	
CVC 22850.5	IMPOUND RELEASE FEE	\$150.00		
CVC 4000 (A) 1	EXPIRED/NOT REGISTERED	\$55.00	\$52.50 - Required fee in SD County	
CVC 40203.5	IMMOBILIZATION DEVICE FEE	\$150.00		
CVC 5204 (A)	IMPROPER TABS - CURRENT REG. NOI DISPLAYED	\$30.00	\$37.50 - Required fee in SD County	
SDMC 84.03 (C)	VEHICLE ON PRIVATE PROPERTY	\$52.50		
SDMC 86.0105	PASSENGER LOADING ZONE	\$52.50		
SDMC 86.0112 (E)	VIOLATIONS OF SIGNS	\$52.50		
SDMC 86.0112 (F)	RED ZONE	\$77.50		
SDMC 86.0116	FIRE LANE	\$77.50		
SDMC 86.0119	LOADING ZONE	\$57.50		
SDMC 86.012	BUS LOADING ZONE	\$53.50	REMOVE	
SDMC 86.0121	ALLEY PARKING	\$59.50		

LAST REVISION & APPROVAL WAS 4/19/2018



SAN DIEGO STATE
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Office of Housing Administration
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November 23, 2020

To: Crystal Little, Interim Associate Vice President, Business & Financial Affairs

From: Cynthia Cervantes, Executive Director of Housing Administration *Cynthia Cervantes*

Subject: Proposed 2021-22 Room and Meal Rates

The proposed 2021-22 university housing rates are formally transmitted for review and approval by Agnes Wong Nickerson, Interim Vice President for Business and Financial Affairs and President Adela de la Torre. Attached are the rate sheets for the following:

- 2021-22 Housing and Dining Rates for the single, double and triple room-type in traditional first-year residence halls increased an average of 4.3% from the approved 2020-21 Housing Rates. The Triple room-type rate will continue to be discounted 15% from the Double room-type rate.
- 2021-22 Housing Rates for the apartment and suite-style Single, Double, Triple room-type increased 4% to align with first-year rate increases.
- For 2021-22, SDSU will no longer master lease College West and all of Albert's College, due to the decreased demand in student housing based on current enrollment projections for fall 2021.
- 2021-22 Dining Rates for the new second-year meal plan will be \$3,952 for the academic year. The meal plan will be required for sophomores with an opt-out option. All juniors, seniors, transfers and graduate students will be able to opt-in to the meal plan.
- The previous \$140 recreation fee will no longer be billed by housing to students as the fee will be embedded in campus fees. Instead, the Office of Housing Administration will allocate \$140 per student to the Residential Education Office budget to support the expanded programming efforts and STAR Centers.
- The lockout fee increases to \$35 from \$25 with the \$10 increase allocated to the Residential Education budget to support expanded programming efforts.
- The initial payment will increase to \$500 from \$375 beginning with the 21/22 license agreement cycle.

The resulting increased revenue will be primarily utilized to support increased expenses and the repayment of the \$36M loan provided to the Office of Housing Administration to meet current and prior year budget deficits as a direct result and impact of COVID-19.

Operating assumptions include:

- Reinstatement of second-year live-on requirement for all incoming non-local freshmen.
- Overall first-year enrollment is projected to increase by 127 students.
- The capture rate of students required to live on-campus is 87%, while the capture rate of local first-year students is 23%.

If additional information is needed, please advise.

C: Eric Hansen, Associate Vice President, Business & Financial Affairs
Dana Smith, Interim Director, Budget & Finance



Cynthia Cervantes

Fri, Mar 12, 5:15 PM (3 days ago)



to me, T-Ante, Matias, Randolph, Natasha, Crystal ▾

Thank you, Samantha. Please note we have postponed the increase of the initial payment until 22/23. The initial payment for 21/22 remains at \$375.

Cynthia



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**SAN DIEGO STATE
UNIVERSITY**

Cynthia M. Cervantes, M.B.A.

Executive Director

Office of Housing Administration

Phone: 619-594-5742 | **Fax:** 619-594-6202

5500 Campanile Drive, San Diego, CA 92182-1802

Pronouns: She/Her/Hers



Proposed 2021-22 Housing Rates - Room & Board*
Housing Administration
Division of Business and Financial Affairs
San Diego State University

		2021-22						2020-21					
		Single	Diff	Double	Diff	Triple / Quad	Diff	Single	Diff	Double	Diff	Triple / Quad	Diff
Flex 5	Rent	\$ 14,744	4.0%	\$ 12,824	4.0%	\$ 11,136	4.0%	\$ 14,171	5.5%	\$ 12,331	5.5%	\$ 10,710	5.5%
	Flex 5 Meal Plan	\$ 5,208	5.7%	\$ 5,208	5.7%	\$ 5,208	5.7%	\$ 4,928	5.1%	\$ 4,928	5.1%	\$ 4,928	5.1%
	Subtotal**	\$ 19,952	4.5%	\$ 18,032	4.5%	\$ 16,344	4.5%	\$ 19,099	5.4%	\$ 17,259	5.4%	\$ 15,638	5.4%
Flex 7	Rent	\$ 14,744	4.0%	\$ 12,824	4.0%	\$ 11,136	4.0%	\$ 14,171	5.5%	\$ 12,331	5.5%	\$ 10,710	5.5%
	Flex 7 Meal Plan	\$ 5,856	3.7%	\$ 5,856	3.7%	\$ 5,856	3.7%	\$ 5,648	6.5%	\$ 5,648	6.5%	\$ 5,648	6.5%
	Subtotal**	\$ 20,600	3.9%	\$ 18,680	3.9%	\$ 16,992	3.9%	\$ 19,819	5.8%	\$ 17,979	5.8%	\$ 16,358	5.8%
Meals Plus	Rent	\$ 14,744	4.0%	\$ 12,824	4.0%	\$ 11,136	4.0%	\$ 14,171	5.5%	\$ 12,331	5.5%	\$ 10,710	5.5%
	Meals Plus Meal Plan	\$ 6,344	5.3%	\$ 6,344	5.3%	\$ 6,344	5.3%	\$ 6,024	4.4%	\$ 6,024	4.4%	\$ 6,024	4.4%
	Subtotal**	\$ 21,088	4.4%	\$ 19,168	4.4%	\$ 17,480	4.4%	\$ 20,195	5.2%	\$ 18,355	5.2%	\$ 16,734	5.2%
9-mo Upper Division Apartments - TIER 1**	Rent	\$ 11,637	4.0%	\$ 9,656	4.0%	\$ 8,432	4.0%	\$ 11,184	2.0%	\$ 9,320	2.0%	\$ 8,104	2.0%
Optional Meal Plan****	Optional - 2nd Year Meal Plan	\$ 3,952	97.6%	\$ 3,952	97.6%	\$ 3,952	97.6%	\$ 2,000	-33.3%	\$ 2,000	-33.3%	\$ 2,000	-33.3%
Apt w/ Optional Meal Plan	Subtotal**	\$ 15,589	18.2%	\$ 13,608	20.6%	\$ 12,384	22.6%	\$ 13,184	-5.6%	\$ 11,320	-16.7%	\$ 10,104	-17.7%
9-mo Upper Division Apartments - TIER 2**	Rent	\$ 12,024	4.0%	\$ 10,024	4.0%	\$ 8,720	4.0%	\$ 11,563	5.5%	\$ 9,638	5.5%	\$ 8,381	5.5%
Optional Meal Plan****	Optional - 2nd Year Meal Plan	\$ 3,952	97.6%	\$ 3,952	97.6%	\$ 3,952	97.6%	\$ 2,000	-33.3%	\$ 2,000	-33.3%	\$ 2,000	-33.3%
Apt w/ Optional Meal Plan	Subtotal**	\$ 15,976	17.8%	\$ 13,976	20.1%	\$ 12,672	22.1%	\$ 13,563	-2.8%	\$ 11,638	-14.1%	\$ 10,381	-15.1%
9-mo Upper Division Apartments - TIER 3**	Rent	\$ 13,624	4.0%	\$ 11,384	4.0%	\$ 9,952	4.0%	\$ 13,099	5.9%	\$ 10,947	5.5%	\$ 9,567	5.5%
Optional Meal Plan****	Optional - 2nd Year Meal Plan	\$ 3,952	97.6%	\$ 3,952	97.6%	\$ 3,952	97.6%	\$ 2,000	-33.3%	\$ 2,000	-33.3%	\$ 2,000	-33.3%
Apt w/ Optional Meal Plan	Subtotal**	\$ 17,576	16.4%	\$ 15,336	18.5%	\$ 13,904	20.2%	\$ 15,099	-2.1%	\$ 12,947	-13.2%	\$ 11,567	-14.1%
11.5-mo Upper Division Apartments - TIER 1***	Rent	\$ 16,470	4.0%	\$ 13,700	4.0%	\$ 11,940	4.0%	\$ 15,836	5.9%	\$ 13,177	5.5%	\$ 11,477	5.5%
Optional Meal Plan****	Optional - 2nd Year Meal Plan	\$ 3,952	97.6%	\$ 3,952	97.6%	\$ 3,952	97.6%	\$ 2,000	-33.3%	\$ 2,000	-33.3%	\$ 2,000	-33.3%
Apt w/ Optional Meal Plan	Subtotal**	\$ 20,422	14.5%	\$ 17,652	16.3%	\$ 15,892	17.9%	\$ 17,836	-1.0%	\$ 15,177	-12.0%	\$ 13,477	-12.9%
11.5-mo Upper Division Apartments - TIER 2***	Rent	\$ 16,870	4.0%	\$ 14,100	4.0%	\$ 12,330	4.0%	\$ 16,220	5.5%	\$ 13,557	5.5%	\$ 11,859	5.5%
Optional Meal Plan****	Optional - 2nd Year Meal Plan	\$ 3,952	97.6%	\$ 3,952	97.6%	\$ 3,952	97.6%	\$ 2,000	-33.3%	\$ 2,000	-33.3%	\$ 2,000	-33.3%
Apt w/ Optional Meal Plan	Subtotal**	\$ 20,822	14.3%	\$ 18,052	16.0%	\$ 16,282	17.5%	\$ 18,220	-0.8%	\$ 15,557	-11.8%	\$ 13,859	-12.7%
11.5-mo Upper Division Apartments - TIER 3***	Rent	\$ 17,300	4.0%	\$ 14,380	4.0%	\$ 12,530	4.0%	\$ 16,627	5.5%	\$ 13,831	5.5%	\$ 12,049	5.5%
Optional Meal Plan****	Optional - 2nd Year Meal Plan	\$ 3,952	97.6%	\$ 3,952	97.6%	\$ 3,952	97.6%	\$ 2,000	-33.3%	\$ 2,000	-33.3%	\$ 2,000	-33.3%
Apt w/ Optional Meal Plan	Subtotal**	\$ 21,252	14.1%	\$ 18,332	15.8%	\$ 16,482	17.3%	\$ 18,627	-0.7%	\$ 15,831	-11.7%	\$ 14,049	-12.6%

*Does not include Activity Fee (\$25), and service fee (\$40).

**Note: Based on 9-month license agreement (i.e., TIER 1 = South Campus Plaza (Upper division only), Cuicacalli (Upper division only) TIER 2 = Villa Alvarado, Taiter, Huastepac, Zacatepec, Tarastec, TIER 3 = Villa Alvarado-Renovated, Piedra del Sol, Metepac, Mixquic, Zapotec, Artec Corner, Granada)

***Note: Based on 11.5 month license agreement (i.e., TIER 1 = Piedra del Sol and Villa Alvarado-Renovated, Granada, TIER 2 = Artec Corner, TIER 3 = Montage)

****Note: The Optional 2nd Year Meal Plan will be an opt out plan for sophomores. Upper Division students may also opt into any of the Freshmen meal plans (Flex 5, Flex 7, Meals Plus)

**San Diego State University
2021-22 Housing Fees**

Pursuant to Education Code Sections 89700, 90012; Section 90068 as delegated in Section 42004 of Title 5, California Code of Regulations, and as provided in Executive Order 740, Housing Fees for effective for the 2021-2022 Academic Year, are amended as follows:

Residence Halls* – 9-month license agreement

(Cuicacalli (Freshmen Only), Chapultepec, Huaxyacao, Maya, Olmeca, SCP (Freshmen Only), Tenochea, University Towers, Zura)

	Flex 5	Flex 7	Meals Plus
Triple/Quad	\$16,409	\$17,057	\$17,545
Double	\$18,097	\$18,745	\$19,233
Single	\$20,017	\$20,665	\$21,153

*Note: Includes 9-mo Activity Fee (\$25), and service fee (\$40)

**Note: 10 Meal Plan will only be available based on financial hardship criteria.

9-month Tier 1 Apartments* – 9-month license agreement

(South Campus Plaza (Upper division only), Cuicacalli (Upper division only))

	No Meal Plan	2 nd Year Plan	Flex 5	Flex 7	Meals Plus
Triple	\$8,497	\$12,449	\$13,705	\$14,353	\$14,841
Double	\$9,761	\$13,713	\$14,969	\$15,617	\$16,105
Single	\$11,697	\$15,649	\$16,905	\$17,553	\$18,041

*Note: Includes Activity Fee (\$25), and service fee (\$40)

9-month Tier 2 Apartments* – 9-month license agreement

(Villa Alvarado, Toltec, Huaxtepec, Zacatepec, Tarastec)

	No Meal Plan	2 nd Year Plan	Flex 5	Flex 7	Meals Plus
Triple	\$8,785	\$12,737	\$13,993	\$14,641	\$15,129
Double	\$10,089	\$14,041	\$15,297	\$15,945	\$16,433
Single	\$12,089	\$16,041	\$17,297	\$17,945	\$18,433

*Note: Includes Activity Fee (\$25), and service fee (\$40)

9-month Tier 3 Apartments* – 9-month license agreement

(Villa Alvarado-Renovated, Piedra del Sol, Metepec, Mixquic, Zapotec, Aztec Corner, Granada)

	No Meal Plan	2 nd Year Plan	Flex 5	Flex 7	Meals Plus
Triple	\$10,017	\$13,969	\$15,225	\$15,873	\$16,361
Double	\$11,449	\$15,401	\$16,657	\$17,305	\$17,793
Single	\$13,689	\$17,641	\$18,897	\$19,545	\$20,033

*Note: Includes Activity Fee (\$25), and service fee (\$40)

11.5-month Tier 1 Apartments* – 11.5-month license agreement
(Piedra del Sol and Villa Alvarado-Renovated, Granada)

	No Meal Plan	2 nd Year Plan	Flex 5	Flex 7	Meals Plus
Triple	\$12,005	\$15,957	\$17,213	\$17,861	\$18,349
Double	\$13,765	\$17,717	\$18,973	\$19,621	\$20,109
Single	\$16,535	\$20,487	\$21,743	\$22,391	\$22,879

*Note: Includes Activity Fee (\$25), service fee (\$40)

11.5-month Tier 2 Apartments* – 11.5-month license agreement
(Aztec Corner)

	No Meal Plan	2 nd Year Plan	Flex 5	Flex 7	Meals Plus
Triple	\$12,395	\$16,347	\$17,603	\$18,251	\$18,739
Double	\$14,165	\$18,117	\$19,373	\$20,021	\$20,509
Single	\$16,935	\$20,887	\$22,143	\$22,791	\$23,279

*Note: Includes Activity Fee (\$25), service fee (\$40)

11.5-month Tier 3 Apartments* – 11.5-month license agreement
(Montage)

	No Meal Plan	2 nd Year Plan	Flex 5	Flex 7	Meals Plus
Triple	\$12,595	\$16,547	\$17,803	\$18,451	\$18,939
Double	\$14,445	\$18,397	\$19,653	\$20,301	\$20,789
Single	\$17,365	\$21,317	\$22,573	\$23,221	\$23,709

*Note: Includes Activity Fee (\$25), service fee (\$40)

San Diego State University Housing Fees are approved as set forth above:

APPROVED:



Agnes Wong Nickerson, Interim Vice President for Business and Financial Affairs

3/5/21

Date



Adela de la Torre, President

3/5/21

Date

San Diego State University
2021-2022 Housing Meeting Room Fees

Pursuant to Education Code Sections 89700, 90012, and 90068 as delegated in Section 42004 of Title 5, California Code of Regulations, and as provided in Executive Order 1102, Miscellaneous Housing Fees for the 2021-2022 academic year, are as follows:

Priority Policy:

- SDSU Resident or Office of Housing Administration (OHA) / Residential Education Office (REO) / Housing Facilities Services (HFS) Staff have first right of refusal and can schedule up to one semester in advance.
- SDSU Dept/Student Org can reserve one week in advance.
- Non-SDSU Org can reserve one week in advance during academic year, and one year in advance during summer with deposit.
- Gaslamp (4) rental for \$100 per use.

**South Campus
Plaza - North Hall**

Multipurpose Room*
Breakout Room
Both Rooms
Technology Room
*includes outdoor terrace

SqFt	SDSU Resident or OHA/REO/HFS Staff			SDSU Dept/Student Org			Non-SDSU Org		
	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt
1,122	No Charge	No Charge	\$0	\$292	\$49	\$0.26	\$550	\$92	\$0.49
519	No Charge	No Charge	\$0	\$115	\$23	\$0.26	\$200	\$33	\$0.39
1,641	No Charge	No Charge	\$0	\$427	\$71	\$0.26	\$750	\$125	\$0.46
552	No Charge	No Charge	\$0	\$144	\$24	\$0.26	\$270	\$45	\$0.49

**South Campus
Plaza - South Hall**

Multipurpose Room*
Breakout Room
Both Rooms
Technology Room
*includes outdoor terrace

SqFt	SDSU Resident or OHA/REO/HFS Staff			SDSU Dept/Student Org			Non-SDSU Org		
	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt
836	No Charge	No Charge	\$0	\$213	\$36	\$0.26	\$410	\$68	\$0.49
622	No Charge	No Charge	\$0	\$167	\$27	\$0.26	\$240	\$40	\$0.39
1,458	No Charge	No Charge	\$0	\$379	\$63	\$0.26	\$650	\$108	\$0.46
250	No Charge	No Charge	\$0	\$65	\$11	\$0.26	\$123	\$20	\$0.49

Cuicacalli

East Room
Middle Room
West Room
All Rooms*

*includes outdoor patio

SqFt	SDSU Resident or OHA/REO/HFS Staff			SDSU Dept/Student Org			Non-SDSU Org		
	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt
1,063	No Charge	No Charge	\$0	\$362	\$60	\$0.26	\$415	\$69	\$0.39
1,394	No Charge	No Charge	\$0	\$362	\$60	\$0.26	\$545	\$91	\$0.39
958	No Charge	No Charge	\$0	\$249	\$42	\$0.26	\$373	\$63	\$0.39
3,415	No Charge	No Charge	\$0	\$888	\$148	\$0.26	\$1,335	\$223	\$0.39

Tula

North Room
Middle Room
South Room
All Rooms*

*includes outdoor patio

SqFt	SDSU Resident or OHA/REO/HFS Staff			SDSU Dept/Student Org			Non-SDSU Org		
	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt
1,311	No Charge	No Charge	\$0	\$850	\$58	\$0.26	\$660	\$110	\$0.49
1,345	No Charge	No Charge	\$0	\$850	\$58	\$0.26	\$660	\$110	\$0.49
1,344	No Charge	No Charge	\$0	\$850	\$58	\$0.26	\$660	\$110	\$0.49
4,000	No Charge	No Charge	\$0	\$1,050	\$175	\$0.26	\$1,980	\$330	\$0.49

University Towers

Multipurpose Room

SqFt	SDSU Resident or OHA/REO/HFS Staff			SDSU Dept/Student Org			Non-SDSU Org		
	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt
2,463	No Charge	No Charge	\$0	\$640	\$10	\$0.26	\$961	\$160	\$0.39

Huaxyacac

Cholula Community Center

SqFt	SDSU Resident or OHA/REO/HFS Staff			SDSU Dept/Student Org			Non-SDSU Org		
	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt
2,706	No Charge	No Charge	\$0	\$570	\$95	\$0.26	\$326	\$21	\$0.49


	SDSU Resident or OHA/REO/HFS Staff				SDSU Dept/Student Org			Non-SDSU Org		
	SqFt	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt
Maya Multipurpose Room	1,063	No Charge	No Charge	\$0	\$276	\$46	\$0.26	\$415	\$69	\$0.39

	SDSU Resident or OHA/REO/HFS Staff				SDSU Dept/Student Org			Non-SDSU Org		
	SqFt	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt	Rate per Day (8:30am-4:30pm)	Hourly Rate	Daily rate per SqFt	Rate per Day (8:30am-4:30pm)	SqFt	Daily rate per SqFt
Olmeca Multipurpose Room	1,063	No Charge	No Charge	\$0	\$276	\$46	\$0.26	\$415		

Notes:

- The Office of Housing Administration receives no funding from university or state and must recover costs for all operations and maintain a 1.1 debt service coverage ratio per CSU policy.
- Non-SDSU Org rates utilize fully burdened costs, assessments and fees and contribution and are benchmarked with the Conrad Prebys Aztec Student Union.
- Breakeven debt and operational costs for managing meeting rooms is 0.26 per square foot.

San Diego State University Housing Fees are approved as set forth above:


Agnes Wong Nickerson, Interim Vice President for Business and Financial Affairs


Adela de la Torre, President

3/5/21
Date

3/5/21
Date


San Diego State University
2021-2022 Miscellaneous Housing Fees

Pursuant to Education Code Sections 89700, 90012, and 90068 as delegated in Section 42004 of Title 5, California Code of Regulations, and as provided in Executive Order 1102, Miscellaneous Housing Fees for the 2021-2022 academic year, are as follows:

Fee	Amount	Explanation
Abandonment Personal Property Removal	\$100	Fee for processing and removal of personal property due to abandonment.
Abandonment (Storage) Fee	\$5	Per day fee for storage of abandoned personal property.
Bed Height Adjustment Fee	\$30	For labor associated with adjusting bed heights when deemed optional.
Bike Storage Key Replacement/Surfboard Locker Lock Cut-off Fee	\$30	Fee for loss of key when using bike/surfboard storage or lock is not removed.
Conference housing fees	\$26.63 - \$101	Per person per day fee based on level of service and campus affiliation (linens, towels, cleaning service, etc.)
Damages	Varies (See attached)	Cost for labor and materials for commonly damaged items.
Early Arrival Fee	\$60	Per night fee
Field Trip or Event Admission	Per Event	Optional cost of field trip or event admission or materials
Guest Apartment- Daily Rate - Tepeyac	\$68	Daily fee for guest apartment based on approval of the Director.
Guest Apartment – Monthly Rate - Tepeyac	\$2,034	Monthly fee for two-bedroom guest apartment based on approval of the Director.
Guest Apartment- Daily Rate - Villa Alvarado	\$75	Daily fee for two-bedroom guest apartment based on approval of the Director.
Guest Apartment - Monthly Rate - Villa Alvarado	\$2,134	Monthly fee for two-bedroom guest apartment based on approval of the Director.
Guest Room Fee (Chapultepec)	\$50	Per night fee
Guest Room Fee – South Campus Plaza Double Occupancy	\$90	Per night fee double occupancy
Guest Room Fee – South Campus Plaza Single Occupancy	\$80	Per night fee single occupancy
Guest Apartment Fee – South Campus Plaza One-bedroom	\$100	Per night fee
Guest Apartment Fee – South Campus Plaza Two-bedroom	\$150	Per night fee
Guest Room/Apartment Cancellation Fee	\$50-\$150	Equivalent to one-night stay
Health and Safety Cleaning	\$60	Minimum charge for spaces cleaned by professional staff.

Health and Safety Re-Inspection Fee	\$25	Fee for spaces that are re-inspected due to failed health and safety inspection
Holdover Fee	\$45	Per hour fee for residents who do not vacate the residence hall by the closing date and time specified in their License Agreement
Improper Check-out Fee	\$40	For any resident who does not check-out with a staff member or use express check-out
Lock-out Fee	\$35	For any resident who is let into their room by staff.
Loft Fee	\$100	For annual rental of loft kits and labor associated with lofting beds when deemed optional.
Meal Plan Cancellation Fee	\$25	Cancellation of meal plan
Overnight Guest Fee	\$45	Nightly fee for any non-resident staying in a residence hall other than prescribed number of allowed guest nights
Residence Hall Activity Fee	\$12.50	A per semester fee for the Residence Hall Association (fee established by RHA 5 CCR 42023)
Room Change Fee Pre-occupancy	\$30	For a completed room change request
Room Change Fee Post-occupancy	\$100	For a completed room change request
Service Fee	\$40	A nonrefundable, academic year, for splitting annual room and board fees into installments
Utilities Cap Fees	Varies	Pass-through cost of monthly electricity charges above utility cap of \$35 per person per month.

San Diego State University Housing Fees are approved as set forth above:



Agnes Wong Nickerson
Interim Vice President for Business and Financial Affairs

3/5/21

Date



Adela de la Torre
President

3/5/21

Date

San Diego State University Housing Damages Charges 2021-22

<u>Item</u>	<u>Activity</u>	<u>Charge</u>	
Appliance Repairs due to negligence	Repair/Replacement	TBD-Cost	
Bln - trash or recycle	Replacement	\$ 15	
Blanket	Replacement	\$ 28	
Blinds, vertical	Replacement	\$ 175	min
Bulletin Board	Replacement	\$ 150	
Bulletin Board	Repaint	\$ 90	
Bunkbeds, Unbunk	Service Fee	\$ 100	
Cabinetry	Repair/Replacement	TBD-Cost	
Carpet	Repair/Replacement	TBD-Cost	
Chair, Desk/dining/study room	Replacement	\$ 150	
Chair, Seminar rooms	Replacement	TBD-Cost	
Cleaning - rooms & upholstery	Service Fee	\$ 60	min
Couch, Apt./study	Replacement	TBD-Cost	
Counter top	Repair/Replacement	\$ 100	min
Desk	Replacement	\$ 235	
Dining room table	Replacement	\$ 450	
Dish Washer	Replacement	TBD-Cost	
Door closer	Replacement	\$ 400	
Door frame	Repaint	\$ 68	min
Door lock	Replacement	\$ 464	
Door, bathroom	Replacement	\$ 400	
Door, Bedroom lockset	Replacement	\$ 260	
Door, Fire-rated	Replacement	\$ 1,000	
Door, Sliding glass	Replacement	TBD-Cost	
Doors, Sliding closet	Replacement	\$ 105	min
Dresser	Replacement	\$ 200	
Fire equipment - vandalism	Repair/Replacement	TBD-Cost	
Floor tile, each	Replacement	\$ 99	min
Furniture	Repair	\$ 40	min
Furniture, rearrangement back to standard configuration	Service Fee	\$ 150	min
Garbage disposal	Replacement	\$ 166	min
Glass room number board	Replacement	\$ 200	min
Hall lights	Replacement	\$ 50	min
Key, Entry/access card	Replacement	\$ 25	
Key, Fob	Replacement	\$ 100	
Key, Room requires lock core change	Replacement	\$ 144	min
Ladder	Replacement	\$ 84	
Light, Exit	Replacement	\$ 200	min
Light, Floor and Table lamps	Replacement	\$ 200	
Light, Lamp shade	Replacement	\$ 50	
Light, Overhead - (Bedroom)	Replacement	\$ 97	min
Light, Overhead - lens only	Replacement	\$ 32	
Loft Kit	Replacement	\$ 155	
Lounge furniture - removal from room, per piece	Service Fee	\$ 30	min
Lounge/Public Space Furniture	Replacement	TBD-Cost	

"Min" indicates a typical minimum amount. Additional fees may be incurred pending the specifics of the particular damage.

San Diego State University Housing Damages Charges 2021-22

Loveseat, study/RA	Replacement	\$ 750	
Mattress	Replacement	\$ 192	
Mattress Cover (Zippered)	Repair	\$ 50	min
Microfridge - large dents (1" or more deep, microfridge is replaced) - All halls	Replacement	\$ 500	
Microwave - complete	Replacement	\$ 435	
Microwave - complete - All halls (except Zura)	Replacement	\$ 500	
Microwave - complete - Zura	Replacement	\$ 700	
Microwave - glass tray	Replacement	\$ 30	
Mirror	Replacement	\$ 30	min
Paper towel dispenser	Replacement	\$ 150	
Pedestal, 2-drawer	Replacement	\$ 190	
Peephole	Replacement	\$ 75	
Pillow	Replacement	\$ 15	
Pillow cover	Replacement	\$ 15	
Refrigerator - large dents (1" or more deep, refrigerator is replaced) - All halls except V/A	Replacement	\$ 400	
Refrigerator, complete	Replacement	\$ 700	
Refrigerator, drawer/rack (misc. parts)	Replacement	\$ 25	min
Safety Rail	Replacement	\$ 40	
Screen, missing or ruined	Replacement	\$ 50	min
Screen, missing or ruined (first floor)	Replacement	\$ 624	min
Security bar	Replacement	\$ 15	
Shower curtain	Replacement	\$ 15	
Sign, bathroom	Replacement	\$ 200	min
Sign, Door (bedroom)	Replacement	\$ 50	
Sign, evacuation	Replacement	\$ 50	
Sign, stairwell	Replacement	\$ 50	
Smoke detector (vandalism) + labor	Replacement	\$ 200	
Soap Dispenser	Replacement	\$ 73	
Stickers on windows, mirrors, walls, furniture	Service Fee	\$ 30	.5/hr
Stove - complete	Replacement	\$ 700	
Stove, drip pan (each)	Replacement	\$ 10	
Switch or outlet plate	Replacement	\$ 58	
Table, coffee	Replacement	\$ 350	
Table, end - apt./study	Replacement	TBD-Cost	
Table, end - study/suite/apt.	Replacement	\$ 200	
Table, Seminar rooms	Replacement	TBD-Cost	
Table, study	Replacement	\$ 275	
Tamper detector loop	Repair	\$ 58	
Thermostat	Replacement	\$ 223	
Toilet - complete	Replacement	\$ 235	min
Toilet paper dispenser	Replacement	\$ 118	
Toilet seat cover dispenser	Replacement	\$ 68	
Towel hooks	Replacement	\$ 68	
Upholstered overstuffed 1-seat chair	Replacement	\$ 550	
Vacuum	Replacement	\$ 175	
Wall - holes & damages	Repair	\$ 50	min

"Min" indicates a typical minimum amount. Additional fees may be incurred pending the specifics of the particular damage.

San Diego State University Housing Damages Charges 2021-22

Walls	Repaint	\$ 85	min
Wardrobe, missing or ruined	Replacement	\$ 450	
Washer/Dryer	Replacement	TBD-Cost	
Window - complete	Replacement	TBD-Cost	
Window treatment - mechoshade	Replacement	\$ 455	
Window Treatment - miniblinds in bedroom	Replacement	\$ 100	

"Min" indicates a typical minimum amount. Additional fees may be incurred pending the specifics of the particular damage.

Office of Housing Administration
Division of Business and Financial Affairs
San Diego State University

2020-21 Housing Cost Comparison between CSU and UC
(where meal plan is required - Smallest or closest to the Mini Meal plan is used)

Rank	Residence Hall Double	Amount	Rank	Residence Hall Single	Amount
1	UC Berkeley	\$18,165	1	UC Santa Barbara	\$19,413
2	UC Santa Barbara	\$17,913	2	San Diego State University	\$19,189
3	San Diego State University	\$17,321	3	CSU Channel Island	\$18,080
4	CSU Channel Island	\$17,000	4	UC Berkeley	\$17,750
5	UC Los Angeles	\$16,979	5	Cal Poly Pomona	\$17,468
6	UC Irvine	\$16,020	6	UC Riverside	\$17,370
7	San Francisco State University	\$15,939	7	UC Davis	\$17,352
8	Cal Poly Pomona	\$15,860	8	UC Merced	\$17,264
9	UC Davis	\$15,714	9	UC Los Angeles	\$16,979
10	San Jose State University	\$14,080	10	UC Santa Cruz	\$16,128
11	CSU Los Angeles	\$13,548	11	Sonoma State University	\$15,720
12	CSU Bakersfield	\$13,200	12	San Jose State University	\$15,328
13	UC San Diego	\$13,123	13	CSU East Bay	\$14,517
14	Sonoma State University	\$13,022	14	Cal Poly San Luis Obispo	\$14,409
15	Maritime Academy	\$12,712	15	UC San Diego	\$13,796
16	Sacramento State University	\$12,581	16	CSU Chico	\$13,629
17	CSU Long Beach	\$11,926	17	Sacramento State University	\$13,202
18	CSU Chico	\$11,897	18	CSU Long Beach	\$12,926
19	Humboldt State University	\$11,672	19	CSU Bakersfield	\$11,700
20	CSU San Marcos	\$10,400	20	Humboldt State University	\$11,672
21	CSU Northridge	\$9,522	21	CSU San Marcos	\$11,200
22	CSU Fresno	\$9,420	22	CSU Fresno	\$11,101
23	CSU Dominguez Hills	\$9,000	23	CSU Dominguez Hills	\$10,500
24	CSU San Bernardino	\$7,426	24	CSU Fullerton	N/A
25	Cal Poly San Luis Obispo	N/A	25	CSU Los Angeles	N/A
26	CSU East Bay	N/A	26	CSU Monterey Bay	N/A
27	CSU Fullerton	N/A	27	CSU Northridge	N/A
28	CSU Monterey Bay	N/A	28	CSU San Bernardino	N/A
29	CSU Stanislaus	N/A	29	CSU Stanislaus	N/A
30	UC Merced	N/A	30	Maritime Academy	N/A
31	UC Riverside	N/A	31	San Francisco State University	N/A
32	UC San Francisco	N/A	32	UC Irvine	N/A
33	UC Santa Cruz	N/A	33	UC San Francisco	N/A

Rank	Residence Hall Triple	Amount	Rank	Apartment Double	Amount
1	UC Berkeley	\$18,165	1	CSU East Bay	\$17,275
2	Cal Poly Pomona	\$14,915	2	Cal Poly San Luis Obispo	\$14,409
3	San Francisco State University	\$14,328	3	CSU Channel Island	\$14,200
4	UC Davis	\$14,211	4	UC San Diego	\$13,559
5	San Jose State University	\$12,601	5	Sacramento State University	\$13,202
6	CSU Channel Island	\$11,780	6	UC Berkeley	\$12,860
7	Humboldt State University	\$11,672	7	UC Santa Cruz	\$12,753
8	Sonoma State University	\$11,014	8	CSU Fullerton	\$11,916
9	CSU Long Beach	\$10,926	9	San Jose State University	\$11,890
10	CSU Chico	\$10,613	10	Cal Poly Pomona	\$11,406
11	CSU Bakersfield	\$10,500	11	San Diego State University	\$11,009
12	CSU Fresno	\$8,773	12	UC Los Angeles	\$10,698
13	CSU Dominguez Hills	\$8,250	13	CSU San Marcos	\$10,400
14	Cal Poly San Luis Obispo	N/A	14	San Francisco State University	\$9,720
15	CSU East Bay	N/A	15	Sonoma State University	\$9,144
16	CSU Fullerton	N/A	16	CSU Northridge	\$9,074
17	CSU Los Angeles	N/A	17	UC Davis	\$8,804
18	CSU Monterey Bay	N/A	18	Humboldt State University	\$8,814
19	CSU Northridge	N/A	19	CSU Dominguez Hills	\$8,500
20	CSU San Bernardino	N/A	20	CSU Chico	\$8,201
21	CSU San Marcos	N/A	21	CSU Monterey Bay	\$7,884
22	CSU Stanislaus	N/A	22	UC Irvine	\$7,523
23	Maritime Academy	N/A	23	UC Santa Barbara	\$6,831
24	Sacramento State University	N/A	24	CSU Fresno	\$6,297
25	San Diego State University	N/A	25	UC San Francisco	\$5,697
26	UC Irvine	N/A	26	CSU San Bernardino	\$4,998
27	UC Los Angeles	N/A	27	UC Riverside	\$3,650
28	UC Merced	N/A	28	CSU Bakersfield	N/A
29	UC Riverside	N/A	29	CSU Long Beach	N/A
30	UC San Diego	N/A	30	CSU Los Angeles	N/A
31	UC San Francisco	N/A	31	CSU Stanislaus	N/A
32	UC Santa Barbara	N/A	32	Maritime Academy	N/A
33	UC Santa Cruz	N/A	33	UC Merced	N/A



**SAN DIEGO STATE
UNIVERSITY**


Business and Financial Affairs
San Diego State University
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Email: awongnickerson@sdsu.edu

Agnes Wong Nickerson
Interim Vice President and CFO

MEMORANDUM

DATE: February 16, 2021

TO: Adela de la Torre
President

FROM: Agnes Wong-Nickerson 
Interim Vice President for Business and Financial Affairs & CFO

SUBJECT: Recommendation for Approval of Category V Fee for Global Campus
Course Material Immediate Access Program

Please find attached for your approval the Category V fee request from Academic Affairs on behalf of Global Campus per Executive Order 1102. This request is to establish a fee range of up to \$150 (per course) for Global Campus courses participating in the Course Material Immediate Access Program. Students may remain in the program or opt-out by the semester add/drop deadline. This expands the existing campus Course Material Immediate Access program to include Global Campus programs.

Please let me know if you have any questions.

Attachments

Category V Fee Request

February 16, 2021

RECOMMENDATION

Approve Category V Global Campus Course Materials Immediate Access Fee range effective Winter 2021 as follows:

Category V Fee	Fee Amount
Global Campus Course Material Immediate Access Fee	Up to \$150 per course

Approved  Date: 3/5/21
Adela de la Torre



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: Joe Wolfman

Organization/Department Name: Global Campus

Requestor's Email: jwolfman@sdsu.edu

Requestor's Phone Number:

Request Number: 20-014

Purpose or Name of Student Fee: Global Campus Course Materials Immediate Access Fee

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

☒ Establish a New Student Fee Proposed New Fee Amount: Range up to \$150

Effective Date: Winter 2021

JUSTIFICATION for new fee or to revise existing fee:

SDSU piloted the Course Materials Immediate Access program in Spring 2017 which provides students with access to digital course materials on or before the first day of classes. The program allows students to remain in the program or opt-out by the deadline (currently aligned with the add/drop deadline). Students opting out of the program will not be charged for the materials. Students remaining in the program will be charged. Students will save up to 20% compared to the regular digital price and up to 60% compared to the print price. The campus program has been well received by students and has expanded significantly since its pilot program. Global Campus would now like to participate in the program.

☒ 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:

<u></u> Requestor	<u></u> Date	<u></u> Provost or Vice President	<u></u> Date
<u></u> Dean/Administrator	<u></u> Date		

Budget & Finance Use Only

Fee Category:	<input type="checkbox"/> Category II	<input type="checkbox"/> Category IV
	<input type="checkbox"/> Category III	<input checked="" type="checkbox"/> Category V
Action Items:	<input type="checkbox"/> Student Fee Referendum/Alt. Consultation	<input checked="" type="checkbox"/> President's Approval
	<input type="checkbox"/> CFAC recommendation	<input checked="" type="checkbox"/> CFAC information item
	<input type="checkbox"/> President's Approval	
	<input type="checkbox"/> Chancellor's Office Approval	

Budget & Finance

Date



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:

Global Campus Course Materials Immediate Access 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		Winter 2021-Spring 2022	Summer 2022-Spring 2023
Number of Students Paying Fee:		1,500	2,100
Fee Amount:		67.00	70.00
Revenues	0.00	100,500.00	147,000.00
TOTAL REVENUES:	\$ -	\$ 100,500.00	\$ 147,000.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		86,000.00	126,000.00
Services		12,900.00	18,900.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 98,900.00	\$ 144,900.00

Additional Information:

Students and fee amounts will vary by program; the expected enrollment and fees noted here are an estimated, averaged amount. In Immediate Access, students will save up to 20% compared to the regular digital price and up to 60% savings compared to the print price. The program is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner.

☐ Additional documentation is attached

(attached additional documentation as necessary to justify proposed fee)

Procedures to Establish a New or Revise an Existing Student Fee:

1. A REQUEST TO ESTABLISH OR REVISE A STUDENT FEE form should be submitted from the Dean/Director via the Provost or appropriate Vice President and then to Budget & Finance (budget@mail.sdsu.edu, MC-1622, or AD224).
2. The request must include a statement of revenues and expenditures as well as any supporting documentation for the new or revised fee.
3. CFAC reviews Category II and III fees and makes a recommendation to the president. The president will approve/deny the request and if required the request will be forwarded to the Chancellor's Office for approval/denial.
4. Category IV and V fees are approved/denied by the president and CFAC is notified of the decision.

Policy:

SDSU student fees are governed by Executive Order 1054, The California State University Fee Policy.

Executive Order 1054

Definitions:

Category I Fees – Systemwide mandatory tuition fees and other fees that must be paid to apply to, enroll in, or attend the university, or to pay the full cost of instruction required of some students by statute.

Category II Fees – Campus mandatory fees that must be paid to enroll in or attend the university.

Category III Fees – Fees associated with state-supported courses. Specifically for materials and services used in concert with the basic foundation of an academic course offering.

Category IV Fees – Fees, other than Category II or III fees, paid to receive materials, services, or for the use of facilities provided by the university; and fees or deposits to reimburse the university for additional costs resulting from dishonored payments, late submissions, or misuse of property or as a security or guaranty.

Category V Fees – Fees paid to self-support programs such as Extended Education, Parking and Housing including materials and service fees, user fees, fines, deposits.

Authority:

I. The Board of Trustees provides policy guidance for all matters pertaining to student fees and has authority for the establishment, oversight and adjustment of Category I fees.

II. The chancellor is delegated authority for the establishment, oversight and adjustment of Category II and Category III fees. The chancellor is not delegated authority for Category I fees.

III. The president is delegated authority for the establishment, oversight and adjustment of Category IV and Category V fees, and for the oversight and adjustment of Category II and III fees. The president is not delegated authority to establish Category I fees, Category II or Category III fees, or to adjust Category I fees. The president does, however, have authority to establish Category III fees within a range established by the chancellor.



SAN DIEGO STATE
UNIVERSITY


Business and Financial Affairs
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Email: awongnickerson@sdsu.edu

Agnes Wong Nickerson
Interim Vice President and CFO

MEMORANDUM

DATE: March 12, 2021

TO: Adela de la Torre
President

FROM: Agnes Wong Nickerson 
Interim Vice President for Business and Financial Affairs & CFO

SUBJECT: Recommendation for Approval of Category IV Diploma Reissue Fees

Please find attached for your approval a proposal to increase the diploma re-issue fees and establish a new e-diploma fee from Academic Affairs per Executive Order 1102. These fee increases are necessary to transition from an in-house to an outside vendor to reduce processing times.

Please let me know if you have any questions. I approve this recommendation.

Attachments

Category IV Fee Request

February 8, 2021

RECOMMENDATION

Increase Category IV Diploma Reissue fees and introduce an E-Diploma and transition the process from in-house to an outside vendor which will reduce processing time effective immediately:

Category IV Fee	Current Fee Amount	Revised Fee Amount
Diploma Re-issue	\$12.00	\$20.00
Latin Diploma	\$22.00	\$30.00
E-Diploma		\$20.00

Approved 
Adela de la Torre

Date: 3/25/21



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:

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:

Fee last revised in 1990, propose to move the costs of the diploma re-issue process from in-house to outside vendor. This will also decrease processing time from two weeks to two days. Propose to increase print re-issue from \$12 to \$20, Latin diploma from \$22 to \$30, and introduce E-diploma option at \$20. Research at other CSUs show \$20 as an average cost.

☒ 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:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requestor	Date	Provost or Vice President	Date
<input type="text"/>	<input type="text"/>		
Dean/Administrator	Date		

Budget & Finance Use Only

Fee Category:	<input type="checkbox"/> Category II	<input checked="" type="checkbox"/> Category IV
	<input type="checkbox"/> Category III	<input type="checkbox"/> Category V
Action Items:	<input type="checkbox"/> Student Fee Referendum/Alt. Consultation	<input checked="" type="checkbox"/> President's Approval
	<input type="checkbox"/> CFAC recommendation	<input checked="" type="checkbox"/> CFAC information item
	<input type="checkbox"/> President's Approval	
	<input type="checkbox"/> Chancellor's Office Approval	

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



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:

Diploma Reissue 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	2019-20	2020-21	2021-22
Number of Students Paying Fee:	420	420	420
Fee Amount:	12.00	20.00	20.00
Revenues	5,212.00	8,400.00	8,400.00
TOTAL REVENUES:	\$ 5,212.00	\$ 8,400.00	\$ 8,400.00
Faculty Salary & Benefits	0.00	0.00	0.00
Staff/Management Salary & Benefits	5,487.75	2,600.73	2,600.73
Student Salary & Benefits			
Supplies	10.00	10.00	10.00
Services			
Equipment			
Other Postage			
Other Vendor fee	1,801.80	4,725.00	4,725.00
Other			
Other Overhead	364.98	366.79	366.79
Other			
TOTAL EXPENSES:	\$ 7,664.53	\$ 7,702.51	\$ 7,702.51

Additional Information:

☐ Additional documentation is attached

(attached additional documentation as necessary to justify proposed fee)

Replacement Diploma: Self Service

SDSU issues approximately 9,000 diplomas annually for its graduates, and works with third-party vendor services, Michael Sutter, to produce and mail diplomas.

Current process and challenges

Undergraduates who are interested in obtaining an additional diploma or latin diploma submit a request through an online form. Advising and Evaluations (A&E) verifies request to ensure eligibility for a replacement diploma. A&E works with students and Student Account Services (SAS) for manual payment processing. SAS manually enters in the bill in CashNet or works with students individually to set up one time account access. Once payment is confirmed, A&E manually submits the order on Diplomatic, Michael Sutter's online system. The current turnaround time from point of inquiry to diploma order submission is about 2 weeks. The replacement diploma requests needing notarization are mailed back to campus, and an A&E staff member works with the notary in SAS. Since September 2019, the Administration Support Assistant position in A&E who was responsible for processing these requests has been vacant, and there are no current resources available to fill this position. Another Administrative Support Coordinator in A&E has assumed these additional responsibilities, which has led to an increase in processing time.

Graduate students who are interested in obtaining an additional diploma submit a PDF request. Graduate Division's replacement diploma processes are similar to A&E; they research the student information to verify eligibility to process requests, then work with SAS for manual billing and processing of payment.

The current diploma replacement fee is \$12 and the cost of Latin diploma replacement fee is \$22. The recent revenue generated for undergraduate replacement diplomas: \$4,148 (July 1, 2019 - June 30, 2020) and \$5,376 (July 1, 2018 - June 30, 2019 = \$5,376).

Current fee and costs	
University Diploma Replacement Fee	\$12 (Regular) / \$22 (Latin)
Diploma cost	\$1.25
Mailer +Handling + Postage cost	\$3.04
Net remittance per diploma	\$7.71 (Regular) / \$17.71 (Latin)

Proposed process and goals

The current diploma replacement fee has been in effect since 1990. Propose to increase diploma replacement fee to provide enhanced and streamlined customer service to alumni. This allows for the transition to Michael Sutter's Diplomatic self-service online shop to process undergraduate and graduate reissue diploma requests, and alumni will benefit from:

- Decreased processing time (from average 2 weeks to 2 business days)
- Option of e-diplomas (high resolution PDF images of students' actual diploma)

A transition to the Michael Sutter Diplomatic self-service online shop will also result in decreased resource needs from A&E, Graduate Division, and SAS. Alumni will work directly with Michael Sutter staff, thus minimizing the resource dedication from these departments to handle the inquiries, communication, and manual processing of requests.

Replacement Diploma: Self Service

Replacement diploma requests requiring notary will still be submitted directly to the vendor, however A&E will receive notification to print internally, coordinate with notary, and communicate with the student. The reduced need for A&E processing and communication will allow the unit to help support other functions in the unit, and offer increased turnaround time for other undergraduate evaluations requests.

Proposed costs/revenue	Replacement diploma		Replacement diploma (Latin)
	Print	E-diploma	
University Replacement Diploma Fee (proposed)	\$20		\$30
Diploma cost	\$1.25	\$4.50	\$1.25
Self-service processing fee	\$10		\$10
Net remittance per diploma	\$8.75 (Paper) / \$15.50 (Latin)		\$18.75 (Latin)

Additional notes

- Draft SOW from Michael Sutter
- CSU San Bernardino currently utilizes the same vendor, Michael Sutter, and has transitioned to the Self-service store
- Inventory of CSUs:
 - Replacement diploma fees range in cost from \$10 to \$50; with average cost \$20
 - 5 CSUs offer the e-diploma, ranging \$5 - \$10 fee and one campus offering it at no additional cost