

**AGENDA  
CFAC Meeting**

**May 18, 2022**

**10:30 A.M.**

**Zoom**

Join Zoom Meeting <https://SDSU.zoom.us/j/81328056689>

- 1. Review and Approval of April 8, 2022 Meeting Minutes**  
(Attachment 1)
- 2. Action Items**
- 3. Informational Items**
  - a. Graduate Student Health Insurance Opt-Out Fee (Attachment 2)
  - b. 2022/23 IRA Budget Proposal – approved by President de la Torre on 5/8/2022 (Attachment 3)
- 4. New Business**
- 5. Public Comment**
- 6. Reminder**

## CAMPUS FEE ADVISORY COMMITTEE

April 22, 2022

### MINUTES

## ATTENDEES

### Members:

Amanda Fuller	Mark Bruno
Ashley Tejada	Mary Anne Kremicki
Austin Barber	Rashmi Praba
Carlos Fitch	Savanna Schuermann
David Ely	Shawki Moore
Erika Gutierrez	Stephen Jackson
Jennifer Schenkenfelder	T'Ante Sims
Karina Esteban	

Non-Voting Members: Crystal Little

Guests:	Aneisha Mitchell	Maribel Madero
	Feion Villodas	Mikhail Portnoy
	Julieanna Gutierrez	Yesenia Acosta
	Leticia Comaduran	

The meeting was called to order 11:02 A.M. by T'Ante Sims, CFAC Chair.

### Review and Approval of April 8, 2022, Meeting Minutes

Mr. Sims asked for comments, discussion or feedback on the minutes.

Ms. Schuermann requested clarification on page 5, section B regarding ATS fees seeking out one-time funds to fund critical technology needs due to the fee not being established. Ms. Schuermann sought clarification on what exactly is going to be funded with the sustainability initiatives. Ms. Little clarified that for critical technology items that are currently funded and are an ongoing need, items already in existence, we're requesting PBAC resources one time to address funding in 22/23. After clarification Ms. Schuermann and Ms. Little confirmed that the minutes are accurate. Mr. Sims asked for a motion to approve the minutes. Ms. Tejada motioned to approve the minutes and Mr. Fitch seconded. The minutes were approved unanimously.

### Action Items

- a. 2022/23 IRA Budget Proposal (Attachment 2)
- b. SSF-ARP Spring Cycle Proposal (Attachment 3)

**a. 2022/23 IRA Budget Proposal (Attachment 2)**

Ms. Little confirmed that the committee had a chance to review the IRA Budget proposal for 22/23 which was presented by Ms. Acosta at the 4/8/22 CFAC meeting prior to moving it to an action item. Mr. Fitch wanted to clarify that the IRA proposed budget seeking voter approval did not include the entire budget of the IRA. Ms. Little clarified that the committee would only be approving what is in the yellow column of Attachment 2, page 1 the amount seeking approval is the 22/23 proposed budget noting a negative balance of \$96,437, only the IRA 1 budget is approved on annual basis. The other components of the IRA fee were determined and designated when those incremental fees were approved and there is no need for the committee to take any action on those. Ms. Schuermann stated she didn't feel very informed about what the committee is approving and was unsure of where are the figures listed were coming from. Ms. Little reiterated when the IRA 1 fee was first implemented and the types of expenses it was determined to be spent on at that point in time.

Ms. Little provided a breakdown of the budget highlights for the IRA 1:

- The Academic Affairs program allocation provides funding to the college programs. These funds are allocated to the colleges by Academic Affairs.
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Mr. Fitch asked about the alignment of fees incrementing in Imperial Valley campus over the next four years and in the future budgets will there be an increase in the IRA1 for Imperial Valley campus? Mr. Fitch voiced concerns over future fee increase which is currently \$15 and projected to be \$56. Ms. Little clarified that the \$56 is the current IRA fee for SDSU IV and the \$41 increase supports the cultural centers (IRA 4). Ms. Little also noted that the fee will increase to \$118.50 next year that will be applied towards its designated purposes consistent with the approved phased fee increase plan including academic programming. Ms. Little suggested that Mr. Fitch connect with Henry to provide more clarification and context as it pertains to the Imperial Valley campus five-year fee alignment plan.

Mr. Simms motioned to approve the 2022/23 IRA Budget and the 2022/23 IRA Budget was approved unanimously.

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Ms. Praba discussed the pilot program for the administration of the Student Success Fee for this academic year, she noted one of the primary changes implemented was the

addition of a second proposal cycle which occurred during spring. Historically there was only one Student Success Fee application cycle which takes place in the fall. Total funding awarded for this academic year is \$1,946,322.

- Spring cycle, 33 proposals received and 21 were approved
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Ms. Schenkenfelder inquired about the logistics for the pilot program;

- How did adding a second cycle in the spring play out?
- What procedures are in place to determine the amount of money being allocated in the fall versus the spring?
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Ms. Praba stated that there will be approximately \$1M that will carry forward into the next year. The carry forward is a cumulative result of funds from previous years which were allocated to projects and not spent in their entirety for a variety of reasons, primarily due to the virtual modality move in March 2020. Once the carry forward funds are allocated there will be a defined allocation process for each of the cycles. Future plans include partnering with A.S. to discuss areas in need of refinement, committee staffing and improving student communication of funding sources available. Ms. Praba discussed future engagement and training opportunities that will be offered to faculty advisors to build stronger partnerships with assistant deans on campus and college council president with A.S. support.

Mr. Simms motioned to approve the SSF-ARP Spring Proposal and the SSF-ARP Spring Proposal was approved unanimously.

### **Informational Items**

a. Ms. Villodas provided details about the Graduate Student Experience Program (GSEP) support outline and communication plan. GSEP is an opt-out program designed to support graduate students' success and graduate life on campus. Graduate students enrolled in a master's or doctoral program at SDSU, who have completed two or more semesters and 18 or more units qualify for the GSEP. Students who decide to participate in the GSEP will have access to year-long professional, personal, and research resources, activities, and events such as:

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Graduate students who opt-out of GSEP will have limited access to basic resources and programming, they will not have access to the full list of services offered by GSEP. To

create equitable access GSEP has designed an array of services available to all graduate students that include resources, activities and events to encourage and foster graduate school success.

The cost of GSEP is \$300 annually and students will see the fee posted on their my.SDSU financial account listed as Graduate Student Experience fee on August 5, 2022 with a due date of September 20, 2022.

Ms. Villodas highlighted the robust communication plan and targeted dates to ensure that Graduate students are well informed about GSEP and its' offerings.

- May 30, 2022 – First notification via brochure / mailer will include an explanation of the program, full list of resources, photos of past GSEP events, and instructions of how to Opt-Out of the program.
- June 1, 2022 – Second notification via email and social media.
- July 1, 2022 – Third notification announcing GSEP fee via State Up To Date which will allow communication to all SDSU faculty and staff.
- July 13, 2022 – Fourth and final notification announcing GSEP fee via SDSU Connect. Students will receive a text message with information about GSEP, this methodology is beneficial to those students who do not use social media or check their email regularly.
- July 15, 2022 – GSEP Opt-Out deadline, students choosing to Opt-Out must complete the GSEP Opt-Out form no later than July 15, 2022 by 11:59pm.
- July 22, 2022 GLaD will submit two lists to Student Account Services to determine who will be billed.
- August 5, 2022 – GSEP annual fee of \$300 will be billed annually on August 5<sup>th</sup> and only billed one time a year at the beginning of the fall semester.
- September 20, 2022 – GSEP fee due date.

Mr. Ely wanted to confirm that global campus students were eligible to participate in GSEP. Ms. Villodas confirmed that yes, they are eligible to participate as long as they meet the GSEP requirements; they are enrolled in a master's or doctoral program at SDSU and have completed two or more semesters and 18 or more units.

Ms. Tejada was curious to know why other fees are not communicated this in-depth.

Mr. Sims responded by saying personally Student Account Services does a lot of outreach and works closely with Aztec Shops on equitable access communication plans.

Ms. Little added that the opt-out fees are fairly new on campus, other than immediate access and oncoming equitable access and GSEP. Opt-Out option is new and has not been done in the past and improvements will be made as feedback is received.

Mr. Moore praised the GSEP communication plan and suggested working with Student Affairs to come up with a comprehensive communication plan as it relates to Equitable Access to better inform students.

Mr. Sims returned to the agenda to discuss the remaining Informational Items b, c, and d regarding fall 22 and noted all approved by President de la Torre and additional information can be found on attachment 5.

b. Fall 2022 UG Equitable Access Fee – approved by President de la Torre on 4/7/2022 (Attachment 5)

c. Summer 2022 DEL Credential in Oaxaca Fee – approved by President de la Torre on 4/7/2022 (Attachment 5)

d. Summer 2022 ED 895 Faculty Led in Oaxaca Fee – approved by President de la Torre on 4/7/2022 (Attachment 5)

Ms. Schuermann wanted to share student feedback regarding the Equitable Access fee she received in an email and Mr. Sims asked that Ms. Schuermann share the students' feedback with Kathy Brown and Ben Compton due to their involvement with the roll out of the program. Ms. Schuermann will forward the students feedback to Kathy Brown.

Ms. Schenkenfelder acknowledged that Aztec Shops dropped the ball on their communication to students and how they would be impacted by the Equitable Access fee and informed the committee that they have been working with Associated Students this week to determine the best method of educating students and increasing communication efforts to assist them with determining if the Equitable Access program is for them. Ms. Schenkenfelder also informed the committee that Kathy Brown met with the university council to emphasized it is up to the students to determine if the Equitable Access program is for them and if not, Ms. Brown recommended that students opt out if the program is not in their best interest.

Mr. Sims asked if there were any additional public comments or feedback. Mr. Barber thanked the committee for the opportunity to sit on the CFAC committee.

Mr. Sims made a motion to adjourn the CFAC meeting. Mr. Fitch motioned to adjourn. Ms. Schenkenfelder seconded; the meeting was adjourned at 11:47am.

Reminder: No meetings scheduled from May 2022 – August 2022.



# 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](mailto: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:  Fall 2022

Establish a New Student Fee Proposed New Fee Amount:  Spring/Summer 2023

2,900.00

Effective Date:

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

The COVID-19 pandemic made more acute longstanding concern about graduate students lacking adequate health insurance coverage. Unlike many peer institutions, the CSU mandatory student health fee does not provide health insurance under the Affordable Care Act (ACA) definition. As of Fall 2021, graduate students enrolled in stateside graduate programs are required to show proof of ACA-compliant health insurance. During the first year of the program, graduate students were unable to use financial aid or enter into installment payment plans when purchasing the SDSU negotiated health insurance plan (Anthem Blue Cross) through JCB Insurance Solutions. An opt-out student fee for insurance coverage will provide students more options when choosing and paying for health insurance coverage to meet the mandatory requirement. The student fee amount will be adjusted annually based on the negotiated rate for health, dental and vision coverage and following CFAC protocol for informational review prior to the president's approval. We will work closely and collaboratively with student leaders on a robust communication plan to students, program directors, and advisors informing them of the options to meet the mandatory health coverage requirement, the new Graduate Student Health Insurance Opt-Out Fee and the process to opt-out if a student has alternate health coverage.

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" value="Mary Anne Kremicki"/>	<input type="text"/>
Requestor	Date	Provost or Vice President	Date
<input type="text" value="Tracy Love"/>	<input type="text"/>		
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

Budget & Finance Date



# 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](mailto:budget@mail.sdsu.edu)

Purpose or Name of Student Fee: **Graduate Student Health Insurance Opt-Out 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
<b>Fiscal/Calendar Year</b>	2021/22	2022/23	2023/24
<b>Number of Students Paying Fee:</b>	Fall (n=188) Sp/Sum (n=177)	800	800
<b>Fee Amount:</b>	2,364.00	2,900.00	3,200.00
Revenues	390,038.00	2,320,000.00	2,560,000.00
<b>TOTAL REVENUES:</b>	<b>\$ 390,038.00</b>	<b>\$ 2,320,000.00</b>	<b>\$ 2,560,000.00</b>
Faculty Salary & Benefits		0.00	0.00
Staff/Management Salary & Benefits		0.00	0.00
Student Salary & Benefits		0.00	0.00
Supplies		0.00	0.00
Services		0.00	0.00
Equipment		0.00	0.00
Other nsurance premium**	390,038.00	2,520,000.00	2,560,000.00
Other			
Other			
Other			
Other			
<b>TOTAL EXPENSES:</b>	<b>\$ 390,038.00</b>	<b>\$ 2,520,000.00</b>	<b>\$ 2,560,000.00</b>

**Additional Information:**

Plans are purchased fall and spring/summer. 2021/22 coverage 8/15/21 - 8/14/22 of \$2,364 includes health insurance only; dental and vision coverage was an additional optional coverage. The cost for 2022/23 includes Anthem Student Advantage health, dental, and vision insurance and a university subsidy to provide a lower cost to students in year one. The 2023/24 assumes a 10% increase in premium (the student fee will be based on actual premium cost). The student fee revenue will go directly to the insurance provider to pay the insurance premium.

\*\*For 2021/22, students paid insurance premiums directly to JCB (insurance provider).

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






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: awongnickerson@sdsu.edu

Agnes Wong Nickerson  
*Vice President and CFO*

## MEMORANDUM

DATE: May 3, 2022

TO: Adela de la Torre  
President

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

SUBJECT: CFAC recommendation for the proposed 2022/23 IRA Budget

I am forwarding for your approval the attached Campus Fee Advisory Committee recommendation, along with minutes from the meetings on April 8 and April 22, 2022. The committee recommends approval of the proposed IRA Budget for 2022/23.

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

Attachments

**Campus Fee Advisory Committee**

**April 22, 2022**

**RECOMMENDATION**

Approve 2022/23 IRA Budget\* – see attached

\*The proposed budget is based on projected enrollment at this time and it is subject to change in the fall based on actual enrollment.

Approved  Date: 5/8/22  
Adela de la Torre, President

SAN DIEGO STATE UNIVERSITY  
 Proposed 2022/23 IRA BUDGET

	2021/22 Approved BUDGET	2021/22 3/24/2022 ACTUAL	2021/22 Est. 6/30/22 PROJECTIONS	2022/23 Proposed BUDGET
<b>REVENUE:</b>				
FEEs - MAIN CAMPUS	\$1,360,046	\$1,273,129	\$1,371,822	\$1,430,808 [a]
FEEs - IVC	28,915	14,675	28,915	25,589 [a]
SUBTOTAL	\$1,388,961	\$1,287,804	\$1,400,737	\$1,456,397
INTEREST INCOME/OTHER	15,000	10,614	15,000	15,000 [b]
TRANSFER IN/(OUT) - RESERVE				
<b>TOTAL REVENUE:</b>	<b>\$1,403,961</b>	<b>\$1,298,418</b>	<b>\$1,415,737</b>	<b>\$1,471,397</b>
<b>COMMITMENTS:</b>				
MUSIC-LICENSING FEES	40,000	29,708	40,000	41,000 [c]
STUDENT TRAVEL INSURANCE	1,300	0	1,300	1,500 [c]
OVERHEAD (6% OF EXPENSES)	86,653	86,653	86,653	88,745
IVC	28,915	14,675	28,915	25,589
<b>SUBTOTAL COMMITMENTS:</b>	<b>\$156,868</b>	<b>\$131,036</b>	<b>\$156,868</b>	<b>\$156,834</b>
<b>NET AVAILABLE AFTER COMMITMENTS:</b>	<b>\$1,247,093</b>	<b>\$1,167,382</b>	<b>\$1,258,869</b>	<b>\$1,314,563</b>
<b>PROGRAM ALLOCATIONS:</b>				
ACADEMIC AFFAIRS	294,000	\$91,079	\$294,000	\$294,000
ATHLETICS	721,000	721,000	721,000	756,000 [d]
ATHLETICS - INSURANCE	265,000	265,000	265,000	265,000
The Daily Aztec	62,000	62,000	62,000	63,000 [e]
KCR College Radio	32,000	32,000	32,000	33,000 [e]
<b>SUBTOTAL ALLOCATIONS:</b>	<b>\$1,374,000</b>	<b>\$1,171,079</b>	<b>\$1,374,000</b>	<b>\$1,411,000</b>
<b>TOTAL EXPENSES</b>	<b>\$1,530,868</b>	<b>\$1,302,115</b>	<b>\$1,530,868</b>	<b>\$1,567,834</b>
<b>BALANCE:</b>	<b>(\$126,907)</b>	<b>(\$3,697)</b>	<b>(\$115,131)</b>	<b>(\$96,437)</b>

EST RESERVE STATUS 2021/22	CAMPUS
RESERVE AS OF 6/30/21	\$915,288
2021/22 ALLOCATION	(115,131)
EST RESERVE AS OF 6/30/22	\$800,157

EST RESERVE STATUS 2022/23	CAMPUS
EST RESERVE AS OF 6/30/22	\$800,157
2022/23 ALLOCATION	0
2022/23 BALANCE	(96,437)
EST RESERVE AS OF 6/30/23	\$703,719

[a] Revenues projection based on enrollment estimate provided by Academic Affairs on 1/25/22.  
 [b] Interest earnings estimate based on historical trend.  
 [c] Budget is based on historical trend.  
 [d] Adjusted for HEPI.  
 [e] Third year of 3-year plan to subsidize operating expenses for The Daily Aztec and KCR College Radio; adjusted to include minimum wage increase.

**Information Only - Total Projected 22/23 IRA Fee Distribution**

	IRA1 (Base)	IRA2 (Spr 04)	IRA3 (Fall 09)	IRA4 (Fall 20)
IRA Fees - Main Campus (\$13.5 IRA1)	1,284,949			
IRA Fees - Main Campus (\$2.1 IRA3)			145,859	
IRA Fees - IV Campus (\$15 IRA1)	25,589			
IRA Fees - IV Campus (\$61.40 IRA2 AA)		104,743		
Athletics (IRA2 - \$97.6)		6,860,111		
Athletics (IRA3 - \$89)			5,893,998	
Sports Clubs (IRA3 - \$6.70)			443,706	
ASC (IRA4 - \$42.1)				2,917,774
<b>Total</b>	<b>1,310,538</b>	<b>6,964,854</b>	<b>6,483,563</b>	<b>2,917,774</b>

Amount permanently transferred from Athletics UOF to Academic Affairs UOF (50% of IRA2) 3,430,055

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create equitable access GSEP has designed an array of services available to all graduate students that include resources, activities and events to encourage and foster graduate school success.

The cost of GSEP is \$300 annually and students will see the fee posted on their my.SDSU financial account listed as Graduate Student Experience fee on August 5, 2022 with a due date of September 20, 2022.

Ms. Villodas highlighted the robust communication plan and targeted dates to ensure that Graduate students are well informed about GSEP and its' offerings.

- May 30, 2022 – First notification via brochure / mailer will include an explanation of the program, full list of resources, photos of past GSEP events, and instructions of how to Opt-Out of the program.
- June 1, 2022 – Second notification via email and social media.
- July 1, 2022 – Third notification announcing GSEP fee via State Up To Date which will allow communication to all SDSU faculty and staff.
- July 13, 2022 – Fourth and final notification announcing GSEP fee via SDSU Connect. Students will receive a text message with information about GSEP, this methodology is beneficial to those students who do not use social media or check their email regularly.
- July 15, 2022 – GSEP Opt-Out deadline, students choosing to Opt-Out must complete the GSEP Opt-Out form no later than July 15, 2022 by 11:59pm.
- July 22, 2022 GLaD will submit two lists to Student Account Services to determine who will be billed.
- August 5, 2022 – GSEP annual fee of \$300 will be billed annually on August 5<sup>th</sup> and only billed one time a year at the beginning of the fall semester.
- September 20, 2022 – GSEP fee due date.

Mr. Ely wanted to confirm that global campus students were eligible to participate in GSEP. Ms. Villodas confirmed that yes, they are eligible to participate as long as they meet the GSEP requirements; they are enrolled in a master's or doctoral program at SDSU and have completed two or more semesters and 18 or more units.

Ms. Tejada was curious to know why other fees are not communicated this in-depth.

Mr. Sims responded by saying personally Student Account Services does a lot of outreach and works closely with Aztec Shops on equitable access communication plans.

Ms. Little added that the opt-out fees are fairly new on campus, other than immediate access and oncoming equitable access and GSEP. Opt-Out option is new and has not been done in the past and improvements will be made as feedback is received.

Mr. Moore praised the GSEP communication plan and suggested working with Student Affairs to come up with a comprehensive communication plan as it relates to Equitable Access to better inform students.

Mr. Sims returned to the agenda to discuss the remaining Informational Items b, c, and d regarding fall 22 and noted all approved by President de la Torre and additional information can be found on attachment 5.

b. Fall 2022 UG Equitable Access Fee – approved by President de la Torre on 4/7/2022 (Attachment 5)

c. Summer 2022 DEL Credential in Oaxaca Fee – approved by President de la Torre on 4/7/2022 (Attachment 5)

d. Summer 2022 ED 895 Faculty Led in Oaxaca Fee – approved by President de la Torre on 4/7/2022 (Attachment 5)

Ms. Schuermann wanted to share student feedback regarding the Equitable Access fee she received in an email and Mr. Sims asked that Ms. Schuermann share the students' feedback with Kathy Brown and Ben Compton due to their involvement with the roll out of the program. Ms. Schuermann will forward the students feedback to Kathy Brown.

Ms. Schenkenfelder acknowledged that Aztec Shops dropped the ball on their communication to students and how they would be impacted by the Equitable Access fee and informed the committee that they have been working with Associated Students this week to determine the best method of educating students and increasing communication efforts to assist them with determining if the Equitable Access program is for them. Ms. Schenkenfelder also informed the committee that Kathy Brown met with the university council to emphasized it is up to the students to determine if the Equitable Access program is for them and if not, Ms. Brown recommended that students opt out if the program is not in their best interest.

Mr. Sims asked if there were any additional public comments or feedback. Mr. Barber thanked the committee for the opportunity to sit on the CFAC committee.

Mr. Sims made a motion to adjourn the CFAC meeting. Mr. Fitch motioned to adjourn. Ms. Schenkenfelder seconded; the meeting was adjourned at 11:47am.

Reminder: No meetings scheduled from May 2022 – August 2022.

**AGENDA  
CFAC Meeting**

**April 8, 2022**

**11:00 A.M.**

**Zoom**

Join Zoom Meeting <https://SDSU.zoom.us/j/82662668359>

- 1. Review and Approval of March 25, 2022 Meeting Minutes  
(Attachment 1)**
- 2. Action Items**
- 3. Informational Items**
  - a. 2022/23 IRA Budget Proposal (Attachment 2)
  - b. Accelerating Tech & Sustainability (ATS) Fee
- 4. New Business**
- 5. Public Comment**
- 6. Reminder – Final Meeting Date – Friday, April 22, 2022 at 11:00 A.M.**

## CAMPUS FEE ADVISORY COMMITTEE

April 8, 2022

### MINUTES

#### ATTENDEES

Members:	Ashley Tejada	Alexia Oduro
	David Ely	Amanda Fuller
	Mary Anne Kremicki	Carlos Fitch
	Rashmi Praba	Stephen Jackson
	T'Ante Sims	Mark Bruno
	Erika Gutierrez	Jennifer Schenkenfelder
	Karina Esteban	Savanna Schuermann
	Shawkl Moore	

Non-Voting Members: Crystal Little

Guests:	Brian Arnold	Kurt Kroeber
	Beth Warren	Ceceli Riffo-Drecksel
	Leticia Comaduran	Yesenia Acosta
	Maribel Madero	Carlos Careaga
	Ted Gonzalez	

The meeting was called to order 11:01 A.M. by T'Ante Sims, CFAC Chair.

#### **Review and Approval of March 25, 2022, Meeting Minutes**

Mr. Sims asked for comments, discussion or feedback on the minutes. Ms. Schuermann clarified her inquiry about communication regarding the campus president's decision on the Accelerating Technology and Sustainability fee and had asked how the final decision was going to be communicated to the rest of the campus community. Mr. Sims asked for these minutes to be updated accordingly. Mr. Sims asked for a motion to approve the minutes. Ms. Schenkenfelder motioned to approve the minutes and Mr. Fitch seconded. The minutes were approved unanimously.

#### **Informational Items**

##### **a. 2022/23 IRA Budget Proposal (Attachment 2)**

Ms. Acosta presented the 2022/23 IRA Budget Proposal (attachment 2); the first column on the attachment displays the 21/22 CFAC approved budget, the second column are the actuals as of 3/24/22, the third column is for 21/22 projections, which is where we expect to be at the end of the fiscal year, with a deficit of \$115,131, and the last and fourth column is the proposed budget for 22/23. The 22/23 revenues are based on enrollment projections as of 1/25/22. With this budget there is some flexibility for program allocations. There are

ongoing program allocations for academic affairs and athletics, including athletics insurance. The newest program allocations are for The Daily Aztec and KCR college radio, which are currently on the third year of a three-year allocation plan; their allocations were increased to accommodate the minimum wage increase. The proposed budget is to provide for ongoing needs towards program allocations and the projected deficit will be covered by reserves. This is a conservative budget based on the first IRA that was approved. We are currently on IRA4 and IRA increases are referenced for information. There is a general fund allocation going towards Athletics and Academic Affairs which is split on IRA 2; the Total Projected 22/23 IRA Fee Distribution shows how the funds are to be distributed. Ms. Little clarified that IRA2, 3 and 4 are not included for CFAC's approval because those were designated when the fees were originally approved; the committee is only considering the IRA1 allocation for approval because it includes dollars that don't have a specific designation, although they have ongoing commitments and there is some flexibility for the committee to weigh in, whereas IRA2, 3 and 4, were designated when approved and therefore there is no flexibility for the committee to make different decisions. Mr. Sims asked if there were any other questions or comments for Ms. Acosta. Mr. Bruno asked what amount are we trying to approve? Ms. Acosta responded that the amount seeking approval is the 22/23 projected budget noting a negative balance of \$96,437.

Ms. Schuermann asked The Daily Aztec and KCR Radio if the money being requested is enough to cover the minimum wage increase without cutting hours. Mr. Kroeber, student media coordinator from The Daily Aztec responded that he helps create the budgets for the Daily Aztec and KCR and the increase is a wonderful addition for the minimum wage without cutting hours, since they have kept staffing low.

Ms. Schuermann asked about the guidelines on how the Academic Affairs allocation is spent. Ms. Kremicki responded that there are parameters on the website and there are student facing projects, like PSFA productions sponsored with these IRA funds. It is not quite a competitive of a process like the student success fee with student projects that change every year. This program allocation provides some funds for ongoing needs, such as productions, special projects and engineering; it's definitely for some good student facing needs.

Mr. Fitch inquired about the IRA fee increase for IVC on the proposed budget. Ms. Acosta explained that the IVC increase is not part of the proposed budget, and the commitments and program allocations are for the main campus without touching IVC revenues. The IVC revenue line from IRA1 is expected to be spent within IVC and any unspent funds go back to IVC. Ms. Little clarified the increase in the IRA fee in totality for IVC is reflected on the summary information page, the IRA4 IVC increase is to support the cultural centers and the IRA2 IVC increase will support academic support staffing for IV.

Ms. Tejada commented that she very much supports The Daily Aztec and KCR in this process, since they have been incredibly overworked, especially over COVID and they are very deserving of further financial support. News reporting and media only become more important on campus as time goes on, especially with the need to expand and make sure that KCR and The Daily Aztec are able to be dynamic with the times.

Ms. Fuller asked if the Student Media Advisory Committee (SMAC) was consulted when looking at the Daily Aztec and KCR budgets and asked for a contact person from SMAC for an updated roster. Mr. Moore responded that he currently serves as chair of SMAC and mentioned that this committee is also comprised of several A.S. leaders, including Ms. Tejada. He believes that The Daily Aztec and KCR present their budgets to this committee at the beginning of the year. Mr. Careaga, A.S. Finance Director, confirmed that The Daily Aztec and KCR present their budgets to SMAC, as well as the Financial Affairs Committee, which is the A.S. approval mechanism for their budgets. Ms. Fuller will work with Mr. Moore regarding an updated roster for SMAC.

Mr. Sims asked if there were any other questions or comments regarding the IRA Budget Proposal, The Daily Aztec or KCR. Mr. Careaga stated that the Daily Aztec and KCR each has a 5-minute presentation.

Mr. Arnold, the Advertising Director for The Daily Aztec, is also a senior in The Fowler College of Business who will be graduating this semester. He shared his experience, background and brief history of The Daily Aztec. This year they had 27 newspapers for print production; 16 of these were special issues like Women's History and March Madness. The Daily Aztec has 18 paid staff members, including editor in chief, managing editors, nine section editors, two multimedia, two designers and three advertising along with 100 volunteers who write articles for The Daily Aztec and the online newsletter. Some of The Daily Aztec awards include the San Diego SPJ (Society of Professional Journalists) and the CCMA (California College Media Association). Mr. Arnold shared success stories such as former Editor in Chief Bella Ross, who wrote an article for The San Diego Union Tribune on her experience at The Daily Aztec and how it helped her have a successful career in journalism; she is now a writer for The San Diego Union Tribune. Mr. Arnold shared some analytics for the last nine months on their website, which is projected to hit half a million users or sessions over the course of a year; he also shared social media follower numbers. Mr. Arnold gave an overview of their budget and added that for the 21/22 school year they tried to keep production and staffing costs as low as possible and they were able to print the newspaper every week like they intended to. For 22/23 they are hoping to increase staffing and advertising revenues. This year they were able to offset production costs with advertising revenue and anticipate to increase revenue in the future, also factoring in the minimum wage increase. Looking into the future the IRA funding makes it possible for six distinct things:

1. It allows us to pay staff for their hard work and dedication.

2. Increase advertising revenue
3. Continue to print and publish the newspaper weekly
4. Prioritize multimedia, social media and podcasts to meet our audience where they are.
5. Promote alumni engagement with the A.S. initiative
6. Prepare students for a wide variety of professional careers in the journalism industry.

Mr. Arnold shared one more success story from Catlan, who served as Editor in Chief this 21/22 school year and is moving on to a large production company in Seattle for a position she wanted; she made it clear she wouldn't have been able to achieve that without the help from The Daily Aztec.

Ms. Riffo-Drecksel, General Manager for KCR is also a senior graduating this year. She gave an overview of KCR, which has been in operation since 1969 and just transitioned their streaming platform to TuneIn to Radio Fx to increase listenership and user ability for listeners to a platform that allows for more interaction with those who listen. The general manager position is now a paid position that oversees a staff of at least 70 over the past 2 semesters; she also oversees directors for all departments, which include programming, video production, marketing, social media, sports blog and engineering. They have been focused on creation of technology guides and how-tos, which is always a work in progress. They have been working on campus marketing initiatives which ties into moving to Radio FX to promote the station. They also have the IBS Awards (Intercollegiate Broadcasting System awards); they placed in two different categories and won best comedy program state to state. The program has 70 plus members, around 40 live shows and 10 podcasts. She showed some analytics for the new Radio FX app where listenership has skyrocketed this semester and the plan is for these numbers and social media following to continue to increase with continued on campus marketing and increased listenership. The KCR budget for 22/23 kept staffing costs low to focus on services and equipment and Radio Fx has allowed KCR to increase advertising revenue. Ms. Riffo-Drecksel stated that looking into the future IRA funding will make it possible for these to continue:

1. To have the general manager role to remain a paid position.
2. Provide a budgetary nest egg for studio and technological renovations for updates to all equipment. Updates are costly, however necessary in keeping up to date with the industry standards.
3. Expand marketing efforts on campus to promote the radio station.
4. Further develop sponsor relationships.
5. Increased alumni engagement alongside A.S. initiative.
6. Prepare students for their next steps and professional careers as part of radio broadcasting or podcast industries. Recent alumni have gone on to successful careers at IHeartRadio and KPBS.

Mr. Sims asked if there were any additional questions for today's guests. There were no additional questions regarding informational item a. 2022/23 IRA Budget Proposal.

**b. Accelerating Tech & Sustainability (ATS) fee**

Ms. Little notified the committee that the campus president does support the committee's recommendation to not approve the ATS fee, so this fee will not move forward; the confirmation was received this week. Ms. Little shared the challenges to continue to fund IT and sustainability moving forward; as it relates to some of the technology that is at risk of being not funded, a request will be submitted for one-time funds to the President's Budget Advisory Committee for critical technologies that need to be maintained on an ongoing basis. The one-time fund request will get us through another year and will continue to have conversations on how to fund these as base going forward. Ms. Little informed Ms. Schuermann that she will follow up once she knows how fee outcome will be more broadly communicated to the campus.

Ms. Little mentioned that the 22/23 IRA proposal will be an action item at the final CFAC meeting on April 22nd.

Mr. Sims asked if there were any public comments. Ms. Schuermann thanked Ms. Tejada and Ms. Schenkenfelder for their leadership roles and congratulated Mr. Moore for his role as president in the coming year.

Mr. Sims made a motion to adjourn the CFAC meeting. Ms. Schenkenfelder motioned to adjourn. Ms. Schuermann seconded; the meeting was adjourned at 11:37am.

Reminder: Next and final meeting is scheduled for Friday, April 22<sup>nd</sup>, at 11:00 am via Zoom



Signature:   
Agnes Wong Nickerson (May 5, 2022 20:36 PDT)

Email: [awongnickerson@sdsu.edu](mailto:awongnickerson@sdsu.edu)