

**AGENDA
CFAC Meeting**

**May 10, 2019
9:00 A.M.**

Lipinsky Hospitality Center – Rm SSW 1608

- 1. Review and Approval of April 26, 2019 Meeting Minutes**
(Attachment 1)
- 2. Informational Items**
 - a. Cat IV New Student Programs Fee Increase (Attachment 2)
 - b. Update on Proposed Student Media Fee – Daily Aztec & KCR
- 3. Requests**
 - a. None
- 4. Action Items**
 - a. None
- 5. New Business**
- 6. Public Comment**
- 7. Reminder – Next Meeting will be Fall 2019**

CAMPUS FEE ADVISORY COMMITTEE

April 26, 2019

MINUTES

ATTENDEES

Members:	David Ely	Radmila Prislín
	Tony Chung	T'Ante Sims
	Bann Attiq	Suzanne Finch
	Chris Thomas	Nickolas Wohlman
	Michael Wiafe	Christian Onwuka
Non-voting Members:	Crystal Little	
Guests:	Matias Farre	Dorian Diaz

The meeting was called to order at 9:17 A.M. by Chris Thomas, CFAC Chair.

Review and Approval of April 12th Meeting Minutes

Mr. Thomas introduced the April 12th Meeting Minutes and asked for any corrections or additions – none were suggested. Mr. Onwuka made the motion to approve the minutes which was seconded by Mr. Wohlman. The motion was approved unanimously.

Informational Items

- a. None

Requests

- a. None

Action Items

- a. 2019-20 IRA Budget Proposal

Mr. Thomas introduced the 2019-20 IRA Budget Proposal fees and asked if there were questions or discussion needed. Ms. Little stated that the proposal was explained at the previous meeting, but she would be happy to answer any questions. She noted that the two significant changes to the budget were increased allocations to Academic Affairs and Athletics due to the annual Higher Education Price Index (HEPI) increase. Ms. Little also noted that the projected budget shows a deficit due to projected spending of reserves.

Mr. Thomas asked if there were questions or concerns; there were none.

Mr. Onwuka made the motion for approval which was seconded by Mr. Wohlman. The motion was approved unanimously.

New Business

None

Public Comment

None

Mr. Thomas adjourned the meeting at 9:20 A.M.

Reminder: Next meeting is scheduled for Fall 2019



SAN DIEGO STATE
UNIVERSITY

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Agnes Wong Nickerson
Interim Vice President and CFO

MEMORANDUM

DATE: April 30, 2019

TO: Adela de la Torre
President

From: Agnes Wong Nickerson *AWN*
Interim Vice President for Business and Financial Affairs & CFO

SUBJECT: Recommendation for Approval of Category IV Fee Increase for New Student Programs Fee

Please find attached for your approval the Category IV fee request from Student Affairs per Executive Order 1102. This request is to increase the New Student Programs fee to \$120 for freshman and transfer students. This fee increase is necessary to support the increased cost of providing this program. Further, it is requested that this fee be adjusted annually based on the Higher Education Price Index (HEPI).

Once you have approved this request, this fee increase will be reported to the Campus Fee Advisory Committee pursuant to the Executive Order.

Please let me know if you have any questions.

Attachments

Category IV Fee Request

April 30, 2019

RECOMMENDATION

Increase Category IV New Student Programs Fee to cover the increased costs of administering programs and providing services effective May 1, 2019:

Category IV Fee	Fee Amount
New Student Programs	\$120.00*

*To be adjusted annually based on the Higher Education Price Index (HEPI)

Approved  Date: 5/1/19
Adela de la Torre



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: Michelle Guerra

Organization/Department Name: New Student and Parent Programs

Requestor's Email: mguerra@sdsu.edu

Requestor's Phone Number: x44042

Request Number: **18-007**

Purpose or Name of Student Fee: New Student Programs Fee

Revision to an Existing Student Fee Proposed Revised Fee Amount: 120.00

Establish a New Student Fee Proposed New Fee Amount: _____

Effective Date: May 1, 2019

**JUSTIFICATION for new fee
or to revise existing 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 to the university. NSPP plans, coordinates, and implements several student programs and services including: New Student Orientation for first-time and transfer students (both domestic and international), New Student and Family Convocation, Welcome Week (and 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. The NSP fee needs to be revised to cover the projected budget deficit and future structural deficit due to increasing annual cost of operation, including: catering (5%), printing (5%), facilities (5%), facilities services (5%), salaries (3%), parking (\$1 increase per student), minimum wage (\$1 increase per year to 2022). Request inflationary increase based on HEPI beginning in 2020/21.

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:

Michelle Guerra (Apr 29, 2019) _____ Date
 Requestor

Randall Timm (Apr 29, 2019) _____ Date
 Dean/Administrator

Christy Samarkos (Apr 29, 2019) _____ Date
 Provost or Vice President

[Signature]

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	

Dana Smith (Apr 29, 2019) _____ Date
 Dana Smith
 Budget & Finance

4/26/2019
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: **New Student Programs Fee**

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year	18-19	19-20	20-21
Number of Students Paying Fee:	8,760	8,800	8,800
Fee Amount:	110.00	120.00	122.00
Revenues	963,600.00	1,056,000.00	1,073,600.00
TOTAL REVENUES:	\$ 963,600.00	\$ 1,056,000.00	\$ 1,073,600.00

Faculty Salary & Benefits			
Staff/Management Salary & Benefits	264,463.79	272,397.70	280,569.63
Student Salary & Benefits	148,682.00	165,584.00	178,765.00
Supplies	61,314.02	75,395.04	78,414.16
Services	83,847.73	85,655.34	87,639.52
Equipment	23,972.03	24,631.65	25,311.03
Other Printing	98,072.00	102,975.00	108,124.45
Other Facilities/Fac Svc	79,941.06	83,158.11	86,512.47
Other Catering	205,079.00	215,333.05	226,099.20
Other			
Other			
TOTAL EXPENSES:	\$ 965,371.63	\$ 1,025,129.89	\$ 1,071,435.46

Additional Information:

* Year 2 assumes a 2% HEPI

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