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  

ATTENDEES  

Members: David Ely Radmila Prislin  
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
MEMORANDUM

DATE: April 30, 2019

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 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:

<table>
<thead>
<tr>
<th>Category IV Fee</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Programs</td>
<td>$120.00*</td>
</tr>
</tbody>
</table>

*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.

Name of Requestor: Michelle Guerra
Organization/Department Name: New Student and Parent Programs
Requestor's Email: mguerra@sdstate.edu
Requestor's Phone Number: x44042

Purpose or Name of Student Fee: New Student Programs Fee

Revision to an Existing Student Fee
Proposal Revised Fee Amount: $120.00

Establish a New Student Fee
Proposal New Fee Amount: $120.00

Effective Date: May 1, 2019

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 (3%), printing (6%), 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)

APPROVALS:

Michelle Guerra (Apr 29, 2019)
Requestor

Randall Timm (Apr 29, 2019)
Dean/Administrator

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

Budget & Finance Use Only

Fee Category: Category II
Category III
Category IV
Category V

Action Items:
Student Fee Referendum/Alt. Consultation
CFAC recommendation
President's Approval
Chancellor's Office Approval

Dana Smith (Apr 29, 2019)
Budget & Finance

REVISED MAR11
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:

<table>
<thead>
<tr>
<th>Fiscal/Calendar Year</th>
<th>Actual</th>
<th>Projected Year One</th>
<th>Projected Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18-19</td>
<td>19-20</td>
<td>20-21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Students Paying Fee:</th>
<th>Actual</th>
<th>Projected Year One</th>
<th>Projected Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>8,760</td>
<td>8,800</td>
<td>8,800</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fee Amount:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>110.00</td>
<td>120.00</td>
<td>122.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Actual</th>
<th>Projected Year One</th>
<th>Projected Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>963,600.00</td>
<td>$963,600.00</td>
<td>$1,056,000.00</td>
<td>$1,073,600.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL REVENUES:</th>
<th>Actual</th>
<th>Projected Year One</th>
<th>Projected Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>$963,600.00</td>
<td>$1,056,000.00</td>
<td>$1,073,600.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Salary &amp; Benefits</th>
<th>Actual</th>
<th>Projected Year One</th>
<th>Projected Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff/Management Salary &amp; Benefits</td>
<td>264,463.79</td>
<td>272,397.70</td>
<td>280,569.63</td>
</tr>
<tr>
<td>Student Salary &amp; Benefits</td>
<td>148,682.00</td>
<td>165,584.00</td>
<td>178,765.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Actual</th>
<th>Projected Year One</th>
<th>Projected Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>61,314.02</td>
<td>75,395.04</td>
<td>78,414.16</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Services</th>
<th>Actual</th>
<th>Projected Year One</th>
<th>Projected Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>83,847.73</td>
<td>85,655.34</td>
<td>87,639.52</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Actual</th>
<th>Projected Year One</th>
<th>Projected Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>23,972.03</td>
<td>24,631.65</td>
<td>25,311.03</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other</th>
<th>Actual</th>
<th>Projected Year One</th>
<th>Projected Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing</td>
<td>98,072.00</td>
<td>102,975.00</td>
<td>108,124.45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other</th>
<th>Actual</th>
<th>Projected Year One</th>
<th>Projected Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities/Fac Svcs</td>
<td>79,941.06</td>
<td>83,158.11</td>
<td>86,512.47</td>
</tr>
<tr>
<td>Catering</td>
<td>205,079.00</td>
<td>215,333.05</td>
<td>226,099.20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL EXPENSES:</th>
<th>Actual</th>
<th>Projected Year One</th>
<th>Projected Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>$965,371.63</td>
<td>$1,025,129.89</td>
<td>$1,071,435.46</td>
<td></td>
</tr>
</tbody>
</table>

Additional Information:

* Year 2 assumes a 2% HEPI

- Additional documentation is attached

(attached additional documentation as necessary to justify proposed fee)