

## Campus Fee Advisory Committee Agenda

September 27, 2024

03:00 PM – 4:00 PM

Zoom Meeting ID# 871 2460 1697

### Agenda Items

1. Approve prior meeting minutes - May 1, 2024 (available on [Google Drive](#))
2. Orientation - CFAC's Role and Responsibilities
3. 2024 Annual Report of Campus Fees to CFAC (available on [Google Drive](#))
4. SSETF Review and Revamp  
[SSETF Allocation and Expenditure Procedures.pdf](#)
5. Future meetings
  - a. Oct 29, 2024 3:30pm
  - b. Nov 19, 2024 3:30pm
  - c. Dec 19, 2024 10am
  - d. Jan 24, 2025 10am
  - e. Feb 14, 2025 9:30am
  - f. Mar 18, 2025 9am
  - g. Apr 25, 2025 9am
  - h. May 9, 2025 10am

### Attendees

#### Associated Students Members and Students-at-Large

- Ariana Lacson, A.S. President
- Sidhant Sadawarti, Controller
- Leonardo Plazola, Director Student Rights & Responsibilities
- Sahithya Swaminathan, Student
- Sehtej Khehra, Student
- Katelyn Gambarin, Student

#### Academic Members

- Karthika Sasikumar, Senate Chair
- Tabitha Hart, Senate Vice Chair

#### Administrative Members

- Maureen Pasag (Chair), Administration & Finance
- Sami Monsur, Academic Affairs

- Kara Li, Information Technology
- Catherine Voss Plaxton, AVP Health, Wellness, and Student Services

Staff to the Committee

- Mike Vizzusi
- Parvati Nimbargi

## Campus Fee Advisory Committee Minutes

September 27, 2024

03:00 PM

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### Discussion

1. Introduction of committee members and staff.
2. Approve prior meeting minutes - May 1, 2024 (available on [Google Drive](#))  
Members
  - i. present from last meetings approved (11), others abstained (0).
3. Maureen delivered a presentation on Orientation - CFAC's Role and Responsibilities
  - i. Presentation shared and saved on the [Drive](#).
    - a. Question was asked whether the changes to the fee charged to non-student/outside students for taking the test need to be approved through the CFAC (For example, Nursing testing fee). Clarification was made that the fee changes for the non-students do not need to go through the CFAC for approval, but the fee charged to non-students for taking the test on campus would be treated the same way as for the students.
4. Mike presented the Annual Report of Campus Fees.
  - i. [2024 Annual Report of Campus Fees to CFAC Copy.pdf](#)
    - a. Question was asked why the fund balance was not reported for some of the fees. Clarification was made that some fees are collected in one fund, but the revenue is split between multiple funds. For example, we collect Document Fee in one fund, but the revenue is split between Tower Card, Enrollment, and University Advancement.
  - ii. SSETF Review and Revamp: The Budget Office will share the proposed draft of updated guidelines in the next CFAC meeting for review.
    - a. Discussion regarding how some of the programs receive the annual funding continually by default but there might be some programs that are eligible as per the SSETF usage policy but did not get this opportunity of securing ongoing funding. For example, IT received an allocation of funds for laptops and desktops (technology) but later those were not needed anymore. However, those funds were never returned to the fund instead they were repurposed for other needs but at the same time, other departments had to compete to receive those funds which seems unfair. Discussion regarding improving the coding system in the ledger which will allow quick access to the data.
    - b. Question was asked if the SSETF fee rate is already approved for the years 25-26. Clarification was made that the fee rate for the 25-26 is

not been set yet and we apply only the HEPI (Higher Education Price Index) rate for the fee adjustment.

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### Staff to the Committee

- ☒ Mike Vizzusi
- ☒ Parvati Nimbargi