

**Student Service Fee Committee**  
**MINUTES**  
**Tuesday, Dec. 4, 2012**

In attendance: Bradley Petty, Hector Romo, Laura Perez, Greg Pecina, Brandy Hawkins, Haley Zapata, Alaric Williams, Judy Polunsky, Angie Wright, Crystal Braden, Jazmin Humphreys, Joshua Heimbecker.

I.-II. Introductions, committee purpose, historical income report, and waiver info for on-line students given to each committee member via hand-out packet.

**III. SSF Historical Income Report**

The Student Service Fee (SSF) was historically a non-pledged fee which included Athletics, Student Activities, and the University Center (UC).

- Approximately 10 years ago, in an effort to gain clarity, the fund was separated out. Athletics is still currently attached in a smaller way. It was reported that, this year, the following SSF fund-users were taken out: Band, Ag Judges, Cheer, Drama. Currently, the SSF is \$23.75/credit hour or a maximum amount of \$250/student/semester.
- Some of the reasons for under-realizing revenue projections:
  - ❖ Fee waivers: The Fall 2011 change in the Hazelwood Exemption which has recently added full family coverage
  - ❖ Steady drop in summer enrollment over the years

**IV. SSF Waivers for Students Taking Only On-Line Courses**

- The waivers for students taking only on-line courses and who listed a permanent or temporary residency in Tom Green County amounted to **\$94,971.00** in FY11.
- The waivers (as outlined above) have amounted to **\$85,802.50** thus far in FY12.
- Distance Ed. students who live on campus are still charged the fee - whereas the fee is waived for 100% Distance Ed. students.

**V. FY 13 Budget Review**

- Historically, ASU has taken money out of reserves to cover the SSF deficits. When this ended, steps were taken to make cuts in the uses of the funds.

- The SSF Worksheet for FY13 (that was included in the 12/5/12 handout shows budgeted rather than realized numbers, therefore, this worksheet is not true in that it is not reflective of all cuts. **Angie Wright will provide an actual summary to Bradley Petty for dissemination to the committee.**

#### VI. **Future Budget Proposals**

- For the past 4-5 years, typically, the SSF Chair was the recipient of fund requests which were outside of the regular requestors. They were filtered there and then brought to the committee. ---- The current Chair would like to change this process to one in which, once the SSF budget is submitted, the committee will invite presentations by fund-requestors.
- SGA reps made recommendation that the Global Fee Document be presented in February and expressed that the 12% cuts for all organizations/programs (except Athletics which received \$100,000) is a concern. Further, they expressed that they would like for the Athletics requestors to meet with the committee for discussion. The recommendation was made to have Athletic reps come to the SSF Committee meeting for clarification and explanation of:
  - ◆ Breakdown of fees for the last 5 yrs.
  - ◆ Overview of Athletics
  - ◆ Attendance records of sporting events
  - ◆ Ideas that the new Athletic Director has for raising funds
- **Angie Wright will also send instructions in January/February about Budget process for help in:**
  - ◆ Setting the Student Service Fee in February
  - ◆ Instructing future SSF requestors on the budget process as it relates to their proposals of expenditures for 2013-14 funds.

#### VII. **Questions/Comments/Concerns**

- Suggestion was made to invite requestors and instruct them to be prepared to describe what they will be doing with the money.

#### VIII. **Next Meeting**

- The next meeting will be held during the last week of January.