

Mandatory Fee Request Form
Fiscal Year 2019

Institution Name: Georgia Institute of Technology
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Section I

Name of Fee:	Student Center Tier I Ops Fee	PPV Fee?	No
Type of Fee:	Activity	If PPV, Project code(s) & Project name(s):	No
New fee or existing fee?	Existing	Department Code(s):	537
Fund Code:	13092	Revenue Account Code(s):	408103

Current Fee Amount	Incremental Increase Request	Requested Fee Amount	Requested % Increase
\$ 32	\$ -	\$ 32	0%
Current Budgeted Fee Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ 1,391,408	49,030	\$ -	\$ 1,402,288

What is the purpose/use of this fee? Has the purpose of the fee changes since last fiscal year? (You should be as detailed as possible. Attach additional documentation as necessary)

The purpose of the Student Center Student Activity Fee is to support the operations of the Student Center.

How will the incremental revenue be used? (You should be as specific as possible. Attach additional documentation as necessary)

Section II

Financial Data: Please complete the Financial Data Sheets and the Detail of Revenue Sheets for this Fee. The financial data must be completed even if no fee increase is being requested. (Total Revenues and Total Expenditures will update automatically when Financial Data sheet is completed)

As of June 30, 2017	Total Revenues	Total Expenditures	% of Revenue Expended
	\$ -	\$ -	#DIV/0!

Provide explanation if % of revenue expended is less than 80% OR greater than 100%

Available Fund Balance Information as of June 30, 2017

\$ 715,125.69	Fund Balance per General Ledger
\$ 64,529.67	Encumbered funds as of June 30, 2017
\$ -	Reserved for Renewals and Replacements as of June 30, 2017
\$ 650,596.02	Available Fund Balance as of June 30, 2017 <i>(Negative amount represents a deficit)</i>

Provide explanations for planned uses of available Fund Balance or, if deficit, provide planned actions for reducing deficit:

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Section III

Questions and Answers:

(1) Is this fee required for all students regardless of the number of credit hours taken, method of delivery (i.e. distance learning), military status, etc.? **If no, list the exceptions and explain below.** No
This fee is required for students enrolled in 4 hours or more.

(2) Do the projected fee instances reflect the number of exemptions/waivers that have been granted? **If no, explain below.** Yes

(2a) Please provide the following details on exemptions/waivers:

	FY 2016	FY 2017	FY 2018	Projected FY 2019
# of Exemptions/Waivers			924	950
Amount	\$ -	\$ -	\$ 29,568	\$ 30,400

(3) Is this fee being used to cover employee travel? **If yes, explain below.** Yes
This fee could cover Student Center employee travel for professional development and related business.

4) What positions, if any, are being funded through this fee? Please list the positions. Were any of these positions added in FY 2018?
See "funded positions tab"

(5) Are significant changes to the fee amount anticipated within the next three (3) years? **If yes, explain below.** Yes

The Student Center Operations Fee may increase in the next 3 years due to the planned construction of the New Campus Center.

(6) Does this fee support any type of debt service? **If yes, explain below in detail.** No

(7) Other than the student fee committee, what percentage of the student body was made aware of the proposed fee increase? How was the student body at large informed and/or engaged in the process (i.e. town hall meetings, online surveys, etc). Please explain and/or attach appropriate documentation. Were these actions taken before or after the student committee vote?

The Georgia Tech Student body had the opportunity to vote on the proposed fee for the Campus Center via a referendum that was approved by Undergraduate House of Representatives and Graduate Student Senate. Students where voting yes or no to a building fee not to exceed \$85 for a new Campus Center. And this fee will not start until the new building is in use.

During the 6 week campaign the Student Center held 3 town hall meetings, tabled 39 times in 10 different locations on campus. In addition there was a marketing campaign to inform students included 15 articles in campus publications, 100 + digital ads, 20 presentations at different student groups and student driven social media. Voting was held online for a week.

The students where able to vote for a week online from March 9 - 16, 2016 and 20% of the student populations participated in the vote. That was 5,025 votes and the referendum pass by 66% in favor of the expansion. Below is the total voter population:

Total Voter Participation | 5,025 students (3,330 in favor, 1,695 opposed)
Undergraduate Votes | 4,081 students (2,980 in favor, 1,101 opposed)
Graduate Votes | 944 students (350 in favor, 594 opposed)

These actions where all taken before the MSFAC voted and approved the fee

(8) Please **list and submit** all reports/documents that were provided to the student fee committee prior to the committee vote (i.e. detailed budget reports, prior year revenue, expenditures and reserves, presentations, etc.) **along with meeting minutes.**

(9) Only complete this section if an increase is being requested.

In the Chancellor's letter regarding student fees, dated 8/25/17, he stated that fee increase requests will only be considered if:

- (1) the fee increases is supported by a detailed business case. or
- (2) the fee supports a PPV at risk of falling into deficit, or
- (3) represents a prior commitment to a multi-year fee plan, or
- (4) reallocation of existing fees, on a case by case basis.

Which of these scenarios is applicable for this increase? Why is a fee increase critical to the success of the activities described in this template? What would be the effects of the fee remaining flat?

The narrative should reference the auxiliary 5-year business plans whenever possible for justification.

Mandatory Fee

Fiscal Year 2019

Financial Data

Student Center Tier I Operations Fee

Institution: Georgia Institute of Technology

	Actuals Ledger			True projections of revenues and expenditures	From the Detail of Revenue Projection	From the Detail of Revenue Projection = (F - D)	From the Detail of Revenue Projection
	FY 2015	FY 2016	FY 2017				
	Actual	Actual	Actual	FY 2018 Current Projections	FY 2019 Planned Budget w/o Fee Increase	Revenue Generated by Rate Increase	FY 2019 Proposed Budget w/ Fee Increase
Revenue							
Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)				\$1,391,408	\$1,402,288	\$0	\$1,402,288
Non-Mandatory Student Fees (List out):							0
Sales & Services							
Fines							0
Housing Rental Income							0
Other Rental Income							0
Meal Plan Sales							0
Other Food Service Sales							0
Athletic Ticket Sales							0
Game Guarantees							0
Athletic Camps							0
Other Athletic Revenue							0
Health Services							0
Non-Student Parking & Transportation							0
Advertising Revenue							0
Commissions							0
Bookstore & Gift shop Sales							0
Other Sales & Services				361,942	369,181		369,181
Miscellaneous Revenues							
Gifts							0
Other Miscellaneous Revenues (List out):							0
Total Revenue	\$ -	\$ -	\$ -	\$ 1,753,350	\$ 1,771,469	\$ -	\$ 1,771,469
Expenditures							
Personal Services							
Salaries - Faculty/Staff				1,259,824	1,297,619		1,297,619
Salaries - Students							0
Fringe Benefits							0
Plant Allocations							0
Travel							
Travel - Employee				15,370	23,210		23,210
Travel - Non-Employee							0
Operating Supplies and Expenses							
Purchases for Resale/Cost of Goods Sold							0
Supplies & Materials				62,528	62,475		62,475
Repairs and Maintenance				96,301	48,511		48,511
Utilities							0
Rental Payments (Non-Real Estate)							0
Insurance							0
Software							0
Equipment (Small Value)							0
Real Estate/Authority Lease Rental							0
Per Diems & Fees							0
Contracted Services				58,534	81,004		81,004
Telecommunications				16,962	14,666		14,666
Scholarships							0
Other Operating Expenses				243,831	243,984		243,984
Plant Allocations							0
Equipment/Capital Outlay							
Lease/Purchase - Principal							0
Lease/Purchase - Interest							0
R&R Reserve Contribution							0
Motor Vehicle Purchase							0
Equipment Purchase							0
Building and Facilities Renovation & Improvement							0
Total Expenditures	\$ -	\$ -	\$ -	\$ 1,753,350	\$ 1,771,469	\$ -	\$ 1,771,469
Depreciation & Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surplus (Deficit)	\$ -	\$ -	\$ -	\$ (0)	\$ (0)	\$ -	\$ (0)
Cumulative Fund Balance	\$ -	\$ -	\$ -	\$ (0)	\$ (0)	\$ -	\$ (0)
% of Revenue Expended	#DIV/0!	#DIV/0!	#DIV/0!	100.00%	100.00%	#DIV/0!	100.00%

NOTES:

- (A, B, C) The actual data for FY 2015, FY 2016 and FY2017 should agree to the general ledger as included in the respective **PS Actuals Ledger**.
- (D) FY 2018 Current projection should reflect the best estimate of actual revenues and expenditures. **Revenues and expenditures do not have to balance. Show projected surplus/deficit.**
- (E) FY 2019 Projected Budget w/o fee increase should represent the projected budget without any consideration of a fee increase. **Revenues and expenditures do not have to balance. Show projected surplus/deficit.**
- (F) Rate Increase will represent only the increase in revenue and expenditures related to the proposed rate increase.
- (G) FY 2019 Proposed Budget will be the sum of FY 2019 Projected Budget w/o Fee Increase plus Rate Increase. **Revenues and expenditures do not have to balance. Show projected surplus/deficit.**

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Fiscal Year 2019

Detail of Revenue Projection

Student Center Tier I Operations Fee

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Fee Detail	FY 2016 Actual Rate	FY 2017 Actual Rate	A	B	C	D = A x C	E	F = C x E
			FY 2018 Current Rate	FY 2018 Number of Participants	FY 2019 Number of Participants	Projected FY 2019 Revenue with Current Rate	FY 2019 Proposed Rate	Projected FY 2019 Revenue with Proposed Rate
Fall Semester								
Dual Enrolled			\$ -	470	485	\$ -	\$ -	\$ -
0-4 credit hours			\$ -	537	542	\$ -	\$ -	\$ -
5-8 credit hours			\$ 32	888	897	\$ 28,704	\$ 32	\$ 28,704
9-12 credit hours			\$ 32	5,029	5,079	\$ 162,528	\$ 32	\$ 162,528
Full-time			\$ 32	15,326	15,479	\$ 495,328	\$ 32	\$ 495,328
Fall Semester Total				22,250	22,482	686,560		686,560
Spring Semester								
Dual Enrolled			\$ -	454	465	\$ -	\$ -	\$ -
0-4 credit hours			\$ -	483	488	\$ -	\$ -	\$ -
5-8 credit hours			\$ 32	798	806	\$ 25,792	\$ 32	\$ 25,792
9-12 credit hours			\$ 32	4,521	4,566	\$ 146,112	\$ 32	\$ 146,112
Full-time			\$ 32	13,777	13,914	\$ 445,248	\$ 32	\$ 445,248
Spring Semester Total				20,033	20,239	617,152		617,152
Summer Semester								
Dual Enrolled			\$ -	-	-	\$ -	\$ -	\$ -
0-4 credit hours			\$ -	153	148	\$ -	\$ -	\$ -
5-8 credit hours			\$ 16	2,454	2,472	\$ 39,552	\$ 16	\$ 39,552
9-12 credit hours			\$ 16	1,324	1,409	\$ 22,544	\$ 16	\$ 22,544
Full-time			\$ 16	2,200	2,280	\$ 36,480	\$ 16	\$ 36,480
Summer Semester Total				6,131	6,309	98,576		98,576
Fiscal Year Total				48,414	49,030	1,402,288		1,402,288

NOTES:

(1) If you have a different fee level for different types of participants, please list each category separately (i.e. if you charge a lesser fee for students in less than full time credit hour categories).