

University System of Georgia
Mandatory Fee Detail & Request Form
Fiscal Year 2020

Instructions: Complete the grey and blue fields. List the PPV project ID and title for the PPV field. The text within the blue cells are guiding questions intended to assist in completing your narrative responses. Please overwrite the current data in these cells with your responses.

Institution Name: Georgia Institute of Technology

Preparer Name & Email: Robert Junko robert.junko@gatech.edu

Name of Fee: Student Center Tier I Operations Fee

New or Existing? Existing

Type of Fee: Activity

Fund: 13092

Revenue Department(s): 537

Revenue Account: 408103

PPV Projects Supported: None

Description of Fee Purpose:

What are the primary activities supported by this fee? How would this fee be described to students? How does this fee support the primary mission of retaining and graduating students? **The primary activity of the fee supports personal services in the Student Center. This accounts for 91% of the fee collected. This includes 17 full time staff and 110 student employees. The other 9% of the budget accounts for supplies, materials and maintenance of the building.**

The Student Center team that is funded through this fee support and run a 24 hour building; this encompasses reservations, all aspects of managing student employees, campus programs, and event logistics. The Student Center is a place that builds community on campus and a place for students to come meet with friends, meet new people, study, relax, take a break, attend an event and dine. All of these factors support the student experience to give students and help students feel a part of the Georgia Tech community and therefore they stay in school and graduate. Research has shown that students need to feel engaged and a part of the campus community for them to stay enrolled and graduate. The Student Center is one of those buildings on campus that gives students a place they can feel at home.

Description of Students Charged:

What student population is assessed this fee? **Undergraduate & Graduates**

What student groups are eligible for a waiver? **Dual Enrollment (MOWR) & Military. On-line students pay only the technology fee.** What is the process by which a student can request/receive a waiver? **No waivers granted - only through acceptance to the Dual Enrollment program & eligible military.**

Is the fee assessed during summer semester? **Yes**

Does the institution pro-rate fees based on credit hours? **No**

Description of Student Engagement:

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How was the student body at large informed and/or engaged in the fee process (e.g. town hall meetings, online surveys, etc.)? Were these actions taken before or after the student committee vote?

Include any documents provided to the student fee committee. **There will be no fee increase for FY20 for the Student Center. There will be a building fee assessed in FY21 to students for the new Campus Center. This fee has been approved by the MSFAC and the student body. During spring 2016, the student body approved the fee by 66% with total voter participation at 5,025. There was student involvement in every step of the process to inform them about the fee including in 2012 when the Student Center Expansion Committee was formed. This is a committee of students that are engaged in the project and serve as the liaison to students and administration to make sure the student voice is heard in all aspects on the project, including any fee increase. In order to operate the completed Campus Center, with an additional 74,000 square feet, we will need to seek approval for an increase to the current Student Center Operations Fee of \$32. This additional fee will cover the increase in personal costs to operate and manage the new buildings. The majority of the positions will be for students and several for full time staff. We are currently engaging campus in the discussion of the Student Center Operations fee increase. The additional Campus Center operating fee is projected to begin in January 2022.**

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FY 2019 Fee Amount: \$32

Incremental Change Proposed: \$0

Proposed FY 2020 Fee Amount: \$32

Percent Change Proposed: 0.0%

FY18 Revenue \$1,946,197

FY18 Expenditures \$2,032,511

FY18 % of Revenue Expended: 104.4%

FY19 Unrestricted Fund Balance \$419,672

Description of Financial Trends:

Provide context as to the trends seen in the financials tab. Enrollment increases translate to fee revenue increases Describe any one-time revenues or expenditures that may skew trends. None Provide an explanation if FY18 revenue was less than 80% expended. What are planned uses for the available fund balance (if applicable)? Used for capital needs such as furniture, flooring & audio/visual equip replacement

Description of Personal Services and Travel:

Provide narrative descriptions to support the amounts found on the subsequent financials tab. What positions are supported by this fee? See attached schedule How has the number of positions changed or what positions would the institution like to hire? Number of positions remain constant until FY22 (Jan'22) when the new Campus Center will be fully operational. To what extent is this fee used to fund employee travel? None (funded by surplus funds)

Justification for Increase and Planned Usage:

Only fill out this section if an increase is being requested. Refer to the Chancellor's letter from 9/20/18 when completing your document:

1. New fee requests or increases to existing fees will not be recommended to the Board unless the institution presents a detailed business case, including analysis of available reserves.
2. New fees are strongly discouraged and should not be proposed unless there is overwhelming student support and a clear benefit to student success.
3. Fee increases needed to support PPV projects whose revenues are falling or expected to fall below levels to sustain those projects may be considered, however, before requesting an increase you should:
 - a. review all project costs and processes to identify where efficiencies can be realized and expenses reduced;
 - b. explore other sources of revenue, besides fee revenue, to compensate for any actual or anticipated revenue shortage;
 - c. determine the availability of reserves to sustain project; and
 - d. evaluate the project plan to determine whether revisions to the plan to meet the lower revenues levels or estimates are feasible.
4. Consideration may be given to institutions to allow for the reallocation of fees, if the overall mandatory fee level remains neutral. Institutions must still demonstrate why an increased fee is critical, even if the increase is offset elsewhere.

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explained on the summary tab). The credit hour tiers below are examples. Modify the rows based on the number of different rates assessed under your institutional fee policy.

Projection of Fee Instances and Revenues	FY 2018 Fee Rate	FY 2019 Fee Rate	Proposed FY 2020 Fee Rate	Projected FY19 Fee Instances	Projected FY20 Fee Instances	FY20 Revenues <u>without</u> increase	FY20 Incremental Fee Increase	FY20 Projection <u>with</u> increase
Fall Semester								
Full-time	\$32	\$32	\$32	15,473	15,688	502,016	0	502,016
9-12 credit hours	\$32	\$32	\$32	5,259	5,279	168,928	0	168,928
5-8 credit hours	\$32	\$32	\$32	974	905	28,960	0	28,960
0-4 credit hours	\$0	\$0	\$0	527	542	0	0	0
Fall Semester Total				22,233	22,414	\$699,904	\$0	\$699,904
Spring Semester								
Full-time	\$32	\$32	\$32	13,897	14,149	452,768	0	452,768
9-12 credit hours	\$32	\$32	\$32	4,481	4,566	146,112	0	146,112
5-8 credit hours	\$32	\$32	\$32	976	806	25,792	0	25,792
0-4 credit hours	\$0	\$0	\$0	521	488	0	0	0
Spring Semester Total				19,875	20,009	\$624,672	\$0	\$624,672
Summer Semester								
Full-time	\$16	\$16	\$16	2,157	2,284	36,544	0	36,544
9-12 credit hours	\$16	\$16	\$16	1,444	1,412	22,592	0	22,592
5-8 credit hours	\$16	\$16	\$16	2,440	2,476	39,616	0	39,616
0-4 credit hours	\$0	\$0	\$0	184	148	0	0	0
Summer Semester Total				6,225	6,320	\$98,752	\$0	\$98,752
Fiscal Year Total				48,333	48,743	\$1,423,328	\$0	\$1,423,328

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Instructions: Report ACTUALS ledger detail only. Include all fiscal year activity (i.e. do not filter on Bud Ref). The report should reflect the most accurate financial projection, to include planned surplus or deficit. It is not necessary to balance revenue and expense.

	FY 2018 Actuals	FY 2019 Projected	FY20 Projection without increase	FY20 Incremental Fee Increase	FY20 Projection with increase
REVENUE	(Includes Fund Code 13092 only - Tier I Operations)				
<i>Student Fees</i>					
Mandatory Fee Revenue	1,359,087	1,402,288	1,423,328	0	1,423,328
Less: Allowances, Waivers, Etc.					0
Non-Mandatory Student Fees					0
<i>Sales & Services</i>					
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	587,110	369,181	377,407		377,407
<i>Miscellaneous Revenues</i>					
Gifts					0
Other Miscellaneous Revenues					0
Total Revenue	\$1,946,197	\$1,771,469	\$1,800,735	\$0	\$1,800,735
EXPENDITURES					
<i>Personal Services</i>					
Salaries - Faculty/Staff	803,812	820,344	849,433		849,433
Salaries - Students	267,803	231,172	226,973		226,973
Fringe Benefits	234,230	246,103	271,818		271,818
Allocated Personal Services					0
<i>Travel</i>					
Travel - Employee	26,412	23,210	23,674		23,674
Travel - Non-Employee					0
<i>Operating Supplies and Expenses</i>					
Purchases for Resale/Cost of Goods Sold					0
Supplies & Materials	201,301	62,475	51,725		51,725
Repairs and Maintenance	54,033	48,511	49,481		49,481
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	207,831	81,004	75,941		75,941
Telecommunications	17,535	14,666	14,959		14,959
Scholarships	0				0
Other Operating Expenses	219,554	243,984	236,731		236,731
Allocated Operating Expenses					0
<i>Equipment/Capital Outlay</i>					
Lease/Purchase - Principal					0
Lease/Purchase - Interest					0
R&R Reserve Contribution					0
Motor Vehicle Purchase					0
Equipment Purchase					0
Building and Facilities Improvements					0
Total Expenditures	\$2,032,511	\$1,771,469	\$1,800,735	\$0	\$1,800,735
Beginning Net Assets and Reserves (July 1)	715,126	628,812	628,812	0	628,812
Surplus/(Deficit) from above schedule	-86,314	0	0	0	0
Transfer to or from other sources	0	0	0	0	0
Final Net Assets and Reserves (June 30)	\$628,812	\$628,812	\$628,812	\$0	\$628,812

Instructions: Break out the final net assets as of the end of each fiscal year using the rows below. Row 72 and 79 should tie.

Reserved for Renewal & Replacement	209,140	209,140	209,140		209,140
Capital Liability Reserve Fund	0	0	0		0
Other Unrestricted Net Assets (including encumbrance reserve)	419,672	419,672	419,672		419,672
Total Net Assets and Reserves	\$628,812	\$628,812	\$628,812	\$0	\$628,812