

# University System of Georgia

## Mandatory Fee Detail & Request Form

### Fiscal Year 2023

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**Instructions:** Complete the grey and blue fields. List the PPV project ID and title for the PPV field. Hover over the blue cells for guiding questions or instructions intended to assist in completing your narrative responses.

<b>Institution Name:</b>	Georgia Institute of Technology
<b>Preparer Name &amp; Email:</b>	Teisha Young / teisha.young@pts.gatech.edu
<b>Name of Fee:</b>	Transportation
<b>New or Existing?</b>	Existing
<b>Fund:</b>	12260
<b>Revenue Department(s):</b>	Transportation / 544
<b>Revenue Account(s):</b>	404100
<b>PPV Projects Supported:</b>	N/A
<b>Webpage w/ Public Information</b>	<a href="http://www.budgets.gatech.edu/mResources/MSFAC">http://www.budgets.gatech.edu/mResources/MSFAC</a>

#### 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 Transportation fee is used for the day-to-day management and operation of campus transportation services to include the operation of the Stinger Bus service and Stingerette paratransit and nighttime services. Transportation Services currently operates nine campus bus routes, with the Stinger providing 19 continuously running buses Monday through Friday, to include 5 Gold Route buses, 4 Red Route, 4 Blue Route, 3 Green Route, 2 Tech Square Express buses and one NARA/TEP route bus. These routes provide bi-direction campus circulators with the Red and Blue routes, connections to off-campus Georgia Tech buildings via the Green route, a route connecting Tech Square to the heart of campus with the Gold route and Tech Square Express. Additionally, the Gold route provides service to/from campus to MARTA's Midtown rail station, providing a direct connection to regional commuters. Transportation services also provides a late-night campus circulator via the Midnight Rambler, bus service to Emory University, weekend grocery service to Atlantic Station, daytime student paratransit van service, and Stingerette van service which provides nighttime safe ride home services on campus. These services provide students with year-round transportation on-campus and to select off-campus locations. Transportation's goals of employing sustainable operation practices, maintaining fiscal responsible revenue growth and cost containment, and providing customer-focused transportation services connect to the Institutes' values of Leading by Example, Cultivating Well-Being and Championing Innovation.

#### Description of Students Charged:

What student population is assessed this fee?  
Graduate and undergraduate students are assessed the Transportation fee.  
What student groups are eligible for a waiver? Students enrolled in online programs.  
How many waivers were provided in Fall 2021? 687  
Is the fee assessed during summer semester? Yes. The fee during the summer semester is assessed at 2/3 of the fall/spring fee.

#### Campus Specific Assessment:

If your institution has multiple campuses, describe which locations are assessed this fee and which are not.  
Georgia Tech has multiple campuses which include instructional sites in Atlanta (main campus) and Savannah, Georgia, Lorraine (Metz, France), Shenzhen (China) and Georgia Tech Online. Only the Atlanta campus is assessed the transportation fee.

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## Fiscal Year 2023

**Description of Student Fee Committee:**

Describe the make-up of the student fee committee(s) at your institution. How are individuals selected for the committee? Were part-time students and/or graduate students represented? Are there different committees for individual fees or campuses? When did the committee meet for the FY23 cycle and are any additional meetings planned? Include in your submission any documents provided to the student fee committee.

The Georgia Institute of Technology Mandatory Student Fee Advisory Committee (“Committee”) is created to implement the provisions of Board of Regents Policy 7.3.2.1 and thereby to ensure student input on changes to mandatory student fees. The Committee shall make recommendations to the President on changes to existing mandatory student fees or on any new mandatory fees. Fees considered by the Committee shall exclude elective fees that are paid by the students who choose to receive specific services. “Mandatory student fees” are defined in the Board of Regents' Policy manual as follows: “... fees that are assessed to all students, all undergraduate students, or all full-time undergraduate students on one or more campuses of a USG institution.”

The Committee shall be composed of twelve voting members selected as follows:

- \*Eight students appointed by the Graduate and Undergraduate Presidents of the Student Government Associations (SGA);
- \*Two faculty members appointed by the Provost;
- \*The Executive Director, Institute Budget Planning and Administration (IBPA), or his/her appointee (permanent member of Committee);
- \*One additional staff member appointed by the Executive Vice President, Administration and Finance (EVP A&F).

Graduate students were represented. Only one committee for all mandatory fees. Meetings were held on the following dates: October 20th, November 3rd, November 10th and December 1st. An additional meeting is tentatively scheduled for the 2nd week of January 2022.

Please see attached the FY23 Transportation MSFAC presentation.

**Institution Name:** Georgia Institute of Technology

**Name of Fee:** Transportation

**FY 2022 Fee Amount:** \$85

**Incremental Change Proposed:** \$0

**Proposed FY 2023 Fee Amount:** \$85

**Percent Change Proposed:** 0.0%

**FY21 Revenue** \$5,199,833

**FY21 Expenditures** \$4,544,200

**FY21 % of Revenue Expended:** 87.4%

**FY21 Unrestricted Fund Balance** \$2,517,352

# Mandatory Fee Detail & Request Form

## Fiscal Year 2023

### Description of Financial Trends:

Provide context as to the trends seen in the financials tab. Describe any one-time revenues or expenditures that may skew trends. Provide an explanation if FY21 revenue was less than 80% expended. Describe the source of any non-mandatory transfers.

The historical positive revenue trends seen in the financials data tab were primarily due to increased student enrollment, which positively impacted revenue and did not require Transportation Services to request a fee increase. The decline in revenue for FY2020-FY2021 are primarily due to student fee impacts based on Covid-19, which adversely impacted revenue. Partial transportation fees were refunded for the Spring 2020 semester and no Summer 2020 fees were collected. In addition, all charter services were suspended March 2020, which also adversely impacted revenue. The FY2020 decrease in expenditures was directly due to the reduction in campus shuttle and charter services, due to Covid-19. During this time (Spring & Summer semester 2020), reduced service operations were in place. This decision was made based on the decrease in ridership, as a limited number of students remained on campus. Similarly, Transportation's FY2021 revenues were lower than budgeted. This is due to the decrease in summer revenue and the reduction of charter services. As a result, there was a reduction in contracted expenses, as service hours were reduced for the summer (early FY2021 leading into Fall semester 2020). Full transit service resumed Fall semester 2021.

To offset revenue loss from the impact of Covid-19, in FY2020 Transportation received \$335,152 from the Higher Education Emergency Relief Funds (HERRF II).

### Description of Reserve Balance:

What are planned uses for the available fund balance (if applicable)?

Transportation's available Fund Balance will be used for 1) the purchase of Stingerette paratransit and nighttime safe-ride vehicles - \$1,035,000 over 10 years; 2) the renovation of space for Transportation staff - \$62,195; 3) the purchase of hybrid-electric buses to replace remaining diesel buses - \$6,594,870 over 10 years; 4) support of the campus cycle track project - \$187,000; 5) a comprehensive transportation campus study - \$250,000; 6) infrastructure improvements for an electric fleet - \$100,000; and 7) new bus fleet GPS & technology - \$718,200 over the next 10 years. These projects represent Transportation's 10-year capital plan.

### Justification for Requested Rate Change and Planned Usage:

N/A

# Mandatory Fee Detail & Request Form

## Fiscal Year 2023

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### Description of Additional Student Engagement:

This section must be completed if a change is requested. It is helpful, but optional, if no change is requested.

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?

The Transportation student fee will be presented at the October 1st Bi-Weekly PTS/SGA and will be presented at the next Parking & Transportation Advisory Committee (PTAC) meeting. PTAC representatives include faculty, staff and student representatives (student representatives include undergraduate & Graduate SGA, RHA and Greek Life). The budget will also be posted on the Student Government website and on the GA Tech Budget Office website. Transportation fees are presented to student representatives at the MSFAC meeting, which is where committee members will vote on the proposed fees.

**Mandatory Fee Detail & Request Form**  
**Fiscal Year 2023**  
**Georgia Institute of Technology**  
**Transportation**

The credit hour tiers below are examples. Modify the rows based on the number of different rates assessed under your institutional fee pro-ration policy. Please contact the system office if you would like help modifying this worksheet to meet your requirements.

**Fall 2021 through Summer 2022 Revenue Projections**

	FY 2022 Fee Rate	Projected FY22 Student Count	Projected FY22 Fee Waivers	Projected FY22 Revenue
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**Fall Semester**

Full-time	\$85	16,332	3	\$1,387,965
9-12 credit hours	\$85	6,180	2	\$525,130
5-8 credit hours	\$85	1,044	42	\$85,170
0-4 credit hours	\$85	1,325	640	\$58,225
<b>Fall Semester Total</b>		<b>24,881</b>	<b>687</b>	<b>\$2,056,490</b>

**Spring Semester**

Full-time	\$85	14,699	3	\$1,249,143
9-12 credit hours	\$85	5,562	2	\$472,600
5-8 credit hours	\$85	940	44	\$76,126
0-4 credit hours	\$85	1,193	672	\$44,243
<b>Spring Semester Total</b>		<b>22,393</b>	<b>721</b>	<b>\$1,842,112</b>

**Summer Semester**

Full-time	\$57	2,385		\$135,945
9-12 credit hours	\$57	1,345		\$76,665
5-8 credit hours	\$57	2,212		\$126,084
0-4 credit hours	\$57	1,111		\$63,327
<b>Summer Semester Total</b>		<b>7,053</b>	<b>0</b>	<b>\$402,021</b>

<b>Fiscal Year Total</b>		<b>54,327</b>	<b>1,408</b>	<b>\$4,300,623</b>
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**Fall 2022 through Summer 2023 Revenue Projections**

Projection of Enrollment and Revenues	Proposed FY 2023 Fee Rate	Projected FY23 Student Count	Projected FY23 Fee Waivers	FY23 Revenue <u>without</u> rate change	FY23 Revenue <u>with</u> rate change	Incremental Revenue from Rate Change
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**Fall Semester**

Full-time	\$85	16,495	3	\$1,401,820	\$1,401,820	\$0
9-12 credit hours	\$85	6,243	2	\$530,485	\$530,485	\$0
5-8 credit hours	\$85	1,054	44	\$85,850	\$85,850	\$0
0-4 credit hours	\$85	1,338	703	\$53,975	\$53,975	\$0
<b>Fall Semester Total</b>		<b>25,130</b>	<b>752</b>	<b>\$2,072,130</b>	<b>\$2,072,130</b>	<b>\$0</b>

**Spring Semester**

Full-time	\$85	14,846	4	\$1,261,570	\$1,261,570	\$0
9-12 credit hours	\$85	5,618	2	\$477,360	\$477,360	\$0
5-8 credit hours	\$85	949	46	\$76,755	\$76,755	\$0
0-4 credit hours	\$85	1,204	738	\$39,610	\$39,610	\$0
<b>Spring Semester Total</b>		<b>22,617</b>	<b>790</b>	<b>\$1,855,295</b>	<b>\$1,855,295</b>	<b>\$0</b>

**Summer Semester**

Full-time	\$57	2,409		\$137,304	\$137,304	\$0
9-12 credit hours	\$57	1,358		\$77,406	\$77,406	\$0
5-8 credit hours	\$57	2,234		\$127,338	\$127,338	\$0
0-4 credit hours	\$57	1,122		\$63,954	\$63,954	\$0
<b>Summer Semester Total</b>		<b>7,123</b>	<b>0</b>	<b>\$406,002</b>	<b>\$406,002</b>	<b>\$0</b>

<b>Fiscal Year Total</b>		<b>54,870</b>	<b>1,542</b>	<b>\$4,333,427</b>	<b>\$4,333,427</b>	<b>\$0</b>
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**Information Item: Waiver Impact**

FY22 Lost Revenue from Waivers	FY23 Lost Revenue from Waivers (before rate change)	FY23 Lost Revenue from Waivers (with rate change)
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\$255	\$255	\$255
\$170	\$170	\$170
\$3,570	\$3,740	\$3,740
\$54,400	\$59,755	\$59,755
<b>\$58,395</b>	<b>\$63,920</b>	<b>\$63,920</b>

\$255	\$340	\$340
\$170	\$170	\$170
\$3,740	\$3,910	\$3,910
\$57,120	\$62,730	\$62,730
<b>\$61,285</b>	<b>\$67,150</b>	<b>\$67,150</b>

\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>\$119,680</b>	<b>\$131,070</b>	<b>\$131,070</b>
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**Mandatory Fee Detail & Request Form**

Fiscal Year 2023

Georgia Institute of Technology

Transportation

**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. (Auxiliary: if you have RI or SGA funding, please complete the financial data sheet for complete proposed budget)

	Account Code Mapping	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Projected	FY23 Projection without rate change	FY23 Incremental requested fee change	FY23 Projection with rate change
<b>REVENUE</b>								
<i>Student Fees</i>								
Mandatory Fee Revenue (net of waivers)	40xxxx	4,009,711	3,495,350	3,943,334	4,300,623	4,333,427	0	4,333,427
Non-Mandatory Student Fees								0
<i>Sales &amp; Services</i>								
Sales & Services	441xxx, 449xxx							0
Fines	442xxxx							0
Housing Rental Income	4511xx							0
Other Rental Income	4512xx		1,808	84				0
Advertising Revenue	4521xx							0
Commissions - Outsourced Operations	452101, 452201							0
Food Services Sales	4522xx							0
Athletic Camps, Conference, Programs	4526xx							0
Royalties/License Revenue	4528xx							0
Other Sales	452xxx except otherwise listed	424,764	335,637	289,058	277,158	585,754		585,754
Health Services	454xxx							0
Other Sales & Services	44xxxx or 45xxxx not otherwise listed							0
<i>Miscellaneous Revenues</i>								
Other Miscellaneous Revenues	47xxxx	932,506	977,286	951,271	952,854	1,451,271		1,451,271
Gifts	485xxx							0
Other Income	4xxxx not otherwise listed	66,502	72,829	16,086	44,206	34,790		34,790
<b>Total Revenue</b>		<b>\$5,433,483</b>	<b>\$4,882,911</b>	<b>\$5,199,833</b>	<b>\$5,574,840</b>	<b>\$6,405,242</b>	<b>\$0</b>	<b>\$6,405,242</b>
<b>EXPENDITURES</b>								
<i>Personal Services</i>								
Salaries - Faculty/Staff	51xxxx-53xxxx, except 523xxx to 525xxx	572,134	626,873	637,059	820,710	948,137		948,137
Salaries - Students	523xxx-524xxx	16,928	3,506		24,010	24,010		24,010
Salaries - Casual Labor	525xxx							0
Fringe Benefits	55xxxx, 56xxxx	182,638	199,973	205,459	257,469	299,253		299,253
Allocated Personal Services	59xxxx							0
<i>Travel</i>								
Travel - Employee	64xxxx	4,862	2,893	1,275	5,000	6,000		6,000
Travel - Non-Employee	65xxxx							0
Allocated Travel	698xxx							0
<i>Operating Supplies and Expenses</i>								
Purchases for Resale/Cost of Goods Sold	702xxx-703xxx							0
Motor Vehicle Expense	712xxxx	454						0
Supplies & Materials	714xxx	34,444	28,447	20,126	54,980	322,798		322,798
Repairs and Maintenance	715xxx except 715200	18,233	9,308	25,783	24,017	42,108		42,108
Repair & Rehabilitation Reserve Contribution	715200							0
Utilities	717xxxx	4,334	4,386	3,548	5,043	5,120		5,120
Rental Payments (Non-Real Estate)	719xxx	27						0
Insurance	720xxx							0
Software	733xxxx	22,110	39,898	26,405				0
Publications and Printing	742100	2,391	580	4,553	3,000	3,000		3,000
Equipment (Small Value)	743xxx-744xxx			9,391	23,938	20,600		20,600
Real Estate/Authority Lease Rental	748xxx	30,000	30,413	31,326	24,000	24,000		24,000
Per Diems & Fees	751xxx-752xxx	11,590						0
Contracted Services	753xxx	3,611,564	3,261,234	3,272,260	4,287,710	3,468,690		3,468,690
Telecommunications	771xxx	7,284	7,396	3,911	8,495	4,070		4,070
Scholarships	78xxxx except 781180 and 783xxx							0
Other Grant Expense	781180							0
Stipends	783xxx							0
Other Operating Expenses	727xxx & other 7xxxx not listed	11,141	75,924	74,060				0
Allocated Operating Expenses	798xxx	201,119	218,300	229,044	296,547	334,193		334,193

Equipment/Capital Outlay								
Lease/Purchase - Principal	8181xx, 8183xx							0
Lease/Purchase - Interest	8182xx, 8184xx							0
Motor Vehicle Purchase	8411xx							0
Equipment Purchase	8431xx, 8433xx							0
Land and Land Improvements	8501xx							0
Building and Facilities Renovation & Improvement	860xxx, 870xxx							0
Other Capital	8xxxxx not otherwise listed							0
<b>Total Expenditures</b>		<b>\$4,731,255</b>	<b>\$4,509,132</b>	<b>\$4,544,200</b>	<b>\$5,834,921</b>	<b>\$5,501,978</b>	<b>\$0</b>	<b>\$5,501,978</b>

Beginning Net Assets and Reserves (July 1)	3xxxxx	1,847,352	3,121,644	3,830,575	3,395,743	1,679,731		1,679,731
Surplus/(Deficit) from above schedule		702,228	373,779	655,634	-260,080	903,264	0	903,264
Transfer (to) or from other sources	9xxxxx		335,152	-1,090,465	-1,455,932	-345,667		-345,667
<b>Final Net Assets and Reserves (June 30)</b>		<b>\$2,549,580</b>	<b>\$3,830,575</b>	<b>\$3,395,743</b>	<b>\$1,679,731</b>	<b>\$2,237,329</b>	<b>\$0</b>	<b>\$2,237,329</b>

**Instructions:** Break out the final net assets as of the end of each fiscal year using the rows below. Row 77 and 84 should tie.

Reserved for Renewal & Replacement	323100		760,528	878,392	671,924	1,431,942		1,431,942
Capital Liability Reserve Fund	329600							
Other Unrestricted Net Assets	3xxxxx not otherwise listed		3,070,047	2,517,352	1,007,808	805,387		805,387
<b>Total Net Assets and Reserves</b>		<b>\$2,549,580</b>	<b>\$3,830,574</b>	<b>\$3,395,744</b>	<b>\$1,679,731</b>	<b>\$2,237,329</b>	<b>\$0</b>	<b>\$2,237,329</b>