November 13, 2009

Tuition & Fee Proposal Committee
Meeting Minutes
Location: UC Travis 2.202
Time: 1:30 p.m.

In Attendance:

Student Members: Amanda Arredondo, Yasmin Asgari, Eliana Briceno, Itza Carbajal, Matt DeLeon, Anjali Gupta, Seth Migdalski, Edgar Rosillo, Steven Sano, Derek Trimm

Faculty Members: Raymond Baird, Robert Baron, Keith Fairchild

Ex-Officios: Janet Parker, Mary Simon, Sam Gonzales, Terry Wilson, David Gabler

Executives: Kerry Kennedy

Guests: Jackie Hobson, Lynn Bishop, Eva Burnett, Becky Sanchez, Ashley Baxter, Julie Olson, Gary Lott, Ann Roberts

Absent Student Members: Marsha Berryhill, Toni Carreno, Murtuza Hussain, Jesus Lara, Erin Ranft, Robert Sanchez

http://www.utsa.edu/financialaffairs/TuitionFees/proposals.html

Vice President for Business Affairs, Kerry Kennedy opened the meeting by welcoming everyone and thanking the committee members for serving UTSA and representing the student body for this very important process.

The role of the Tuition and Fee Committee is to:

- review details of the Tuition & Fee Proposal which will result in a recommendation to the President in January and then to the Board of Regents shortly thereafter. The Board of Regents will take action on the Proposal in March 2010;
- serve as a conduit to other student groups to ensure transparency and involve other members of the UTSA community; and
- actively participate in the process.

The Tuition and Fee Proposal is based on consistent guidelines for each campus as set forth by the The University of Texas Board of Regents; it is a biennial process for setting deregulated tuition and fee rates for Academic Years 2011 and 2012. Five requirements of the proposal guidelines:

- Consultative – campus community should be involved throughout the process; that is what the committee is doing here to help us meet this assumption.
- Open and Transparent – Interested parties should have access to the information used in determining Tuition and Fee rates. Tuition and Fee website will assist in transparency.
• **Comprehensive** – Proposals must take into account deregulated tuition and mandatory fees, including average incidental course and program fees, so students can predict the cost of attendance.
  o Statutory tuition, deregulated tuition, mandatory fees and average course fees will be discussed during this process.
• **Strategic** – Proposals must be in alignment with strategic campus and system goals.
• **Frugal** – Proposals should take into consideration cost saving initiatives to keep tuition and fee rates affordable.

To access the presentations listed below, select the following link:
http://www.utsa.edu/financialaffairs/TuitionFees/committee/agendas.html

Janet Parker, Associate Vice President, Financial Affairs reviewed the Agenda for the three Tuition and Fee meetings then introduced Mary Simon for an Overview of the Budget.

1. **Operating Budget Overview (presentation)**

Mary Simon, Senior Director, Budget Planning & Development explained various details of the four main fund Sources into the University:
- State Funds (Educational & General)
- Designated Funds (Institutional or Local Funds); spend $34Million of Designated to help support the E&G expenditures
- Auxiliary Enterprise Funds (self-supporting)
- Restricted Funds (Gifts, Sponsored Programs-Contracts/Contracts, Federal Financial Aid)

Eva Burnett provided a breakdown of the uses of Designated Tuition. For 2010, projected total of $80 million:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Amount (in millions)</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid Programs</td>
<td>$13.7</td>
<td>17.1 %</td>
</tr>
<tr>
<td>Instruction &amp; Academic Support</td>
<td>$20.7</td>
<td>25.9 %</td>
</tr>
<tr>
<td>Student Services</td>
<td>$3.7</td>
<td>4.6 %</td>
</tr>
<tr>
<td>Debt Service &amp; Capital Outlay</td>
<td>$10.4</td>
<td>13.0 %</td>
</tr>
<tr>
<td>Operations &amp; Maintenance of Plant</td>
<td>$14.8</td>
<td>18.5 %</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>$15.0</td>
<td>18.8 %</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$1.7</td>
<td>2.1 %</td>
</tr>
</tbody>
</table>

Designated tuition dollars have made it possible for 163 new FTE faculty to be hired over past five years. For 2010, we project an additional 36 new faculty members for the year. Because of the new faculty, we have been able to improve our student/faculty ratio by 6%. In Fall 2005, FTE student per faculty member was 25.6, Fall 2009 is projected at 24.17. Large growth of students while increasing faculty; ratio should improve over time.

Janet Parker mentioned the student/faculty ratio is still rather high. She asked Terry Wilson for information about our size/type institution?

Terry Wilson responded: 19 to 20 FTE students per faculty member average. UTSA’s student/faculty member ratio is still pretty high.
2. **Financial Aid Programs and Overview (presentation)**

Lisa Blazer, Assistant VP Student Financial Aid, began with an overview of all the types of awards UTSA has, which includes Federal Awards, State Awards and Institutional Awards.

Institutional Award – Set Asides for Statutory Set-Asides:
- Texas Public Education Grant (TPEG).

Institutional Award-Set Asides for Designated Set-Asides:
- UTSA Grant
- Scholarships
- Work-Study – increased the number of positions and total allocation significantly since 03/04.
  - Summer takes a big percentage of the money for students who need jobs.

Lisa provided an overview of the services available to the students at the Enrollment Services counters on 1604 and the DTC, as well as through the Call Center.

New Initiatives: Financial Aid is on Facebook and Twitter; expanding financial literacy to include Default Prevention; Intelliresponse (24/7 frequently asked question service, knowledge-based software, Financial Aid, Registrar and Fiscal Services...hope to have it up and running before the end of 2009)

**Question from Student Eliana Briceno**: How does UTSA’s Graduation Incentive/Initiative Program work?

**Answer**: Lisa Blazer explained they have a program that is designed to work with students who have no more than 12-24 credit hours left to graduate. They offer additional grant monies, which the student must apply for. Student must sign a contract. Goal is to help students graduate no later than their 5th or 6th year. Another program is the Welcome Back Program. This is a new program for students who left the University with only a few hours left to graduate. Provide incentive to get students to come back and finish their education. Both these programs will help increase our graduation rate.

**Question from Student Itza Carbajal**: Of the Institutional scholarships, what number will be offered to Honors College?

**Answer**: None. Lisa explained Honors College has their own donors that are used towards scholarships.

3. **Overview of Tuition and Fee Proposal (presentation)**

Janet Parker introduced the Tuition & Fee website located on the Financial Affairs website, highlighting, among others, the Ed Code, Tuition and Fee Process, Guidelines for Proposal, TX Higher Ed Coordinating Board, and the link to the last Proposal process.

Janet reviewed the Guidelines for developing our Proposal in more detail. One of the things we will probably be facing in the next biennium is some budget reduction because State sales tax revenues are down and the fact that over $80 million of the State academic institutions
budget was stimulus funding. We probably won’t get that same stimulus in the next biennium funding, which means we could be looking at as much as a $3 million budget shortfall over two years at UTSA. Cost savings are very important. We created a Cost Containment website for campus community to submit ideas to save costs.

Board of Regents wants to keep tuition and fee rates to the lowest possible amount. They have given us a charge that we cannot increase tuition and fees in total for next two years more than $280 per year; exempting any fees that were already voted in through the referendum process, e.g. in 2007 students voted to increase the Athletic fee by up to $2 per SCH. That does not count towards $280/year cap. Do not anticipate changes to any of the college or course rates. Certain lab fees have been discontinued.

Janet asked the Committee how do we define what is predictable?

**Student Derek Trimm:** as long as other avenues are pursued, not just raising tuition.

**Student Matt DeLeon:** see what other universities are doing.

**Professor Raymond Baird:** isn’t the statutory limit already providing an element of predictability? While we can say we will not, on average, exceed this increase per year over the lifetime of that particular statute.

Janet mentioned our Tuition and Fee Proposal must show how tuition and fee policies relate to and support our strategic goals. The Proposal must also include an overview of financial aid services which Lisa Blazer addressed in her presentation today.

**Question from Student Itza Carbajal:** How many jobs are available for work studies? So many students have work study as part of their award, but have difficulty finding a job. Student needs to make ends meet another way.

Answer: *(ACTION PENDING)* Janet Parker responded we’ll come back with information on opportunities for work studies on campus. One of our Strategic goals is to increase the number and use of work study students on campus. We will also be looking at wage rates for work study students.

**Question from Student Steven Sano:** Are there scholarship opportunities for full-time working students as well?

Answer: *(ACTION PENDING)* we will get back to you on this.

**Question from Student Steven Sano:** What is the impact of 5-6 year graduation rates?

Answer: *(ACTION PENDING)* we will get back to you on this.

Janet Parker mentioned another item in our Proposal will be to keep the Energy Fee, but that it is reduced. The Energy Fee is on the Agenda for the third Committee meeting.
As a wrap-up, Janet Parker asked if there was other information that the students wanted to discuss or have future presentations on.

**Question from Student Itza Carbajal:** Will we go into more detail about the Master Plan regarding new buildings and which departments will move into the new buildings?

Answer: No, we won’t be addressing because there are currently no plans for allowing UTSA to take on additional debt for new buildings as we don’t qualify for such under UT System guidelines and therefore, that will not be a subject of future additional use of designated tuition or fees.

**Question from Student Yasmin Asgari:** Will we be going into further detail on the tuition bills? Students have difficulty reading the actual bills and what the charges are for.

Answer: Janet Parker, Ann Roberts and Gary Lott responded that the UTSA Information Bulletin Chapter 3 explains each item on the bill as well as if the student goes into ASAP they will be able to find out what the charges are for.

Janet Parker brought up the question of whether this group would like to entertain the question of Flat Rate Tuition. Each major would need to have its own rate and that would be one way to have your bill easier to read, simplify billing but perhaps be less transparent. A definitive answer was not obtained from the committee.

**Question from Student Yasmin Asgari:** Interested in non-needs based programs in the College of Sciences for students to be able to participate in research; beneficial to have mentors.

Answer: [ACTION PENDING] Janet responded that is tied to one of our strategic goals to increase the opportunities for undergraduate research.

**Question from Student Matt DeLeon:** Looking at the upcoming meetings, do any of the mandatory fees have student committees?

Answer: Two - University Center and Student Services have committees as required by the Ed Code that must submit an approved budget to the President each year. The Transportation fee does have a student committee, but is not required by the Ed Code.

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<thead>
<tr>
<th>Action Item</th>
<th>Assigned To</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Number of work study jobs available for students (question from student Itza Carbajal)</td>
<td>Becky Sanchez</td>
<td>By the last meeting or sooner</td>
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<td>Are there scholarship opportunities for full-time working students as well (question from student Steven Sano)</td>
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</tr>
<tr>
<td>Question</td>
<td>Becky Sanchez</td>
<td>Response Date</td>
</tr>
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Meeting Adjourned at 3:40 p.m.