November 20, 2009

Tuition & Fee Proposal Committee
Meeting Minutes
Location:  Biotechnology, Sciences & Engineering (BSE) 2.102
Time:  1:30 p.m.

In Attendance:

Student Members:  Amanda Arredondo, Yasmin Asgari, Eliana Briceno, Itza Carbajal,  Anjali Gupta, Erin Ranft, Edgar Rosillo, Steven Sano, Derek Trimm, Xavier Johnson (on behalf of Matt DeLeon)

Faculty Members:  Raymond Baird, Robert Baron, Keith Fairchild

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

Executives:

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, Robert Sanchez, Matt DeLeon

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

Janet Parker, Associate Vice President, Financial Affairs opened the meeting by welcoming everyone and then reviewing the Agenda for today’s meeting.

http://www.utsa.edu/financialaffairs/tuitionfees/committee/agendas.html

1.  Fee Structure and Fee Types (presentation)

Janet Parker reviewed the three components that make up the Tuition and Fee Structure:

- Tuition: Statutory & Designated
- Mandatory Fees
- Incidental Fees
  - Course & Lab fees
  - College fees
  - Optional

Janet reviewed the rates for Statutory and Designated Tuition

- Statutory Tuition – Set by Legislature
  - Has remained at $50 per semester credit hour (SCH) since Fall 2005
- Designated Tuition – considered a local source of revenue; the rate is set by each institution based on deregulation by the legislature in 2003
  - FY 09 = $110/SCH
  - FY 10 = $120.85/SCH
**Question from Student Eliana Briceno:** Is the $120.85 per class?

Answer: The $120.85 is per Semester Credit Hour; plus the $50 Statutory which is also per Semester Credit Hour.

Janet referenced one of the handouts titled Mandatory Student Tuition & Fee Schedule (per Semester) FY04 – FY10 to show what the typical student taking 15 credit hours has paid in tuition from fall 2003.

**Question from Student Eliana Briceno:** Why is this number different than what we actually pay? We pay more like $8,000.

Answer: Estimated course fees (vary by college) average $259 per semester. Total Academic Costs for undergraduate students per semester is $4,023. This figure does not include Housing; this is just the Mandatory fees. So, when you multiply that amount by two, you are correct, you do pay more like $8,000.

Janet referenced another handout which is provides an overview of the revenues collected by UTSA for Tuition, Laboratory Fees, Mandatory Fees and all program and course fees listed by college or area responsible for those for FY 2008-09 and 2009-10.

**Question from Student Eliana Briceno:** re: Athletic Fee: How much money do we need for Athletic Program to bring football team?

Answer: We are projecting to collect $8M during the current fiscal year for all athletic teams. Part of the analysis to make football financially viable requires a significant infusion of cash from donors. Janet suggested student ask Athletic Director Lynn Hickey for more information as to breakdown for the individual sports. Lynn Hickey will be reviewing Athletic Fee at next T&F Proposal Committee meeting.

2. **Fee Reviews and Process (presentation)**

Janet Parker explained “What is a fee review?” and the process UTSA developed as a result of an audit by the State Auditor’s Office to systematically review all fees and assure the rates being paid by students are fair and appropriate.

Becky Sanchez, Financial Assessment Analyst and Ashley Baxter, Accountant II, have been conducting fee reviews with fee area administrators. To date, Library Resource, Recreation Center and University Center fee reviews are complete. Comprehensive documents, which include financial analysis and written narrative that goes to the appropriate Vice Presidents are available for review by contacting Janet Parker or Becky Sanchez. Janet passed around the 3 completed reports for the committee to inspect. Course fees reviews will begin once Mandatory fee reviews have been completed.

**Question from Student Itza Carbajal:** Is there going to be more information provided regarding Student Services Fee?

Answer: Yes, at the next meeting. Nicole Munoz, Student Chair, Student Services Fee Committee, will be presenting information specific to the Student Services fee and will be available to answer questions.
Question from Student Eliana Briceno: Will Medical Services Fee be talked about at some point too?

Answer: Yes, at the next meeting. Elizabeth Stanczak, Executive Director of Health and Counseling will be providing an overview of the Medical Services to the Committee.

Janet noted that as a result of the fee reviews conducted thus far, we have had a few recommendations. For example: the University Center fee has been used for programming as you would expect. However, a strict view of the Ed Code says it’s “for the sole purpose of financing, operating, maintaining and improving a student union building”. There was a recommendation also by the State Auditor that we seek inclusion into the Ed Code additional language that would solidify use of this fee specifically for programming.

Question from Sam Gonzales: Will we do that as a recommendation from this T&F Proposal Committee or will we take forward in the next legislative session.

Answer: We can put it in our Tuition & Fee Proposal, but it needs to go through Governmental Relations at UT System. The student group that oversees the UC is supportive of that.

Another recommendation is that when a fee may be used for facility renovations, it should be stated somewhere in the fee justification.

3. Proposed Fee Changes (presentation)

Janet Parker provided an overview of proposed changes to fees. It is recommended that we change all Laboratory fees to course fees; will be revenue neutral to allow more flexibility in accounting process but the same transparency. Steven Sano expressed some concerns that whatever we do, each fee should be line itemed so it can be determined what is being purchased for which type of lab/course fee. Janet Parker assured him this was the intention. The major reason for the change to collect as a designated revenue is to eliminate manual effort. (Each semester a report must be run to identify the revenue attributable to each lab fee and a manual budget adjustment is necessary to move the revenue from one contra revenue account to the detailed expenditure accounts. If these fees were moved into designated accounts, that effort would be automated – due to the way DEFINE works – UTSA’s financial system. We can program Banner to feed the revenue directly by course to each designated account. However, this is not the case for revenues collected in E&G 14- accounts. Those need to go through a 12 – revenue account. Hence the manual effort.)

Follow-up from November 13th meeting and the question that was posed regarding the consideration of flat rate: Steven Sano shared some feedback from students he represents. They do not want to see consolidation of bills, rather an expansion of bills with explanation of charges. Janet Parker reminded the students that if they ever have questions on their bill, Fiscal Services and Financial Services/University Bursar offices are able to assist with questions. Suggestion was made by Sam Gonzales to link bill to fee explanation on website. This will be taken under advisement and explored by Fiscal Services.
4. **Mandatory Fee Presentations:**

- **Automated Services Fee (presentation)**
  Ken Pierce, Chief Information Officer and Vice Provost for Information Technology presented an overview of services, plans for the future and proposed change in Justification. Maintenance costs for systems/hardware continue to increase; 5-6 years ago software maintenance was 12%/year. Today, software maintenance is 22-25%/year. Note: no request for fee increase is being requested for two years of proposal.

**Question from Student Steven Sano:** Concerning the $16\(^1\) for copying on their cards; is there a way to let students know they have money on their cards at the end of the semester?

Answer: **(ACTION PENDING)** Ken Pierce indicated that he will look into what could be done, such as an email that indicates the balance available. He is not sure what is available and will need to get back to us.

**Question from Student Itza Carbajal:** When you log onto Air Rowdy, you have to sign in using your computer sign in user name every time. Can you change that to a one-time sign in; register your laptop? Is it a programming issue? At some apartment complexes you register your laptop once and then you always have access to that internet.

Answer: **(ACTION PENDING)** Ken Pierce will look into what might be done. Is there a way to better manage this without deteriorating services since there are staff and other individuals on campus other than students who use the network? Use the log on process to make sure people who are on the network should be on the network. UTSA is currently looking at the possibility of creating a public version of the network without having to logon at all. This would provide limited access and reduce UTSA support requirements.

**Student Eliana Briceno:** Maybe there’s a way to work with student ID’s for the school year.

**Question from Student Itza Carbajal:** regarding the allocation of $16 for printing. What happens to unused dollars?

Answer: Unused dollars do not roll over. NOTE: The Printsmart program allocates 200 free pages each semester to each student. The “free pages” have no cash value, and any balance does not roll over to the next semester. Once the 200 “free pages” are depleted within the semester, students need to add cash to their UTSA ID Cards at any of the Cash Value Machines on campus. Students can check their “Print Smart” balances at a computer lab help desk. Reminders are currently not sent out.

**Student Xavier Johnson:** maybe you can look at the Library; load onto the card so you don’t lose the money.

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\(^1\) Students equate the 200 pages to $16 since a black and white single copy is $.08 each (.08*200=$16). A double sided copy is $.12.
**Student Amanda Arredondo:** only $16 is for printing. (See below footnote.)

**Question from Student Erin Ranft:** regarding the Change in Justification; are there any negative aspects? It looks more expansive; allowing the funds to be used in a more dynamic way.

Answer: Not adding or excluding anything from the scope of the fee, just more accurately defining use of the fee.

- **Library (presentation)**
  Krisellen Maloney, Dean of Libraries, presented an overview of services and changes that have taken place within the library, particularly Information Commons on 2nd floor.
  - Over 100% increase in use of Group Study rooms this year
  - Due to renovation and better use of certain spaces, added 12 new rooms for a total of 30 Group Study rooms
  Internal Realignments: had one group of 23 librarians all focused on everything from specialized faculty needs to undergrad first year student needs. Split group into specialized areas with more of an emphasis of undergraduate freshman.
  Writing Center and Tomas Rivera Tutoring Services and Supplemental Instruction will be moving into Library space to better serve the students.
  Cumulate prior year’s fund balance was used to improve the physical spaces in the library.
  Current fee is and will be adequate for 2011-2012 based on enrollment. One change to the justification will formally allow renovations with year end balances.
  Another change is that the library is asking to eliminate the fines for books that are overdue. The Library Committee decided it would be best to not charge fines for late returns; instead, a replacement charge (cost of book) would be charged if the book is still not returned after 3 weeks. Fines will still apply for computers returned late.

**Question from Ann Roberts:** Would you put a hold on the students’ record to get their attention since my area works with refunds and has to clear the holds first?

Answer: Holds on students’ records are typically removed, however there are still fines charged for high use materials like laptops.

**Comment from Student Xavier Johnson:** Registration holds cause a lot of issues and problems by not allowing students to register. Is there a better option to get students to pay without placing a registration hold?

Answer: At least students won’t have the fine along with the registration hold. Bring the item back and they can register.

**Sam Gonzales:** Wouldn’t the fine make the student return the book sooner?

Answer: Only 38% of items in the library have ever circulated. A lot have been used in the library, but we want to take down barriers to get students using the resources.
Sam Gonzales: would technology help if students could access materials online and not having to return resource?

Answer: We bought 500,000 e-books. Students want this service available to them; faculty wants a mix. Electronic is a lot more expensive. A lot of times there are yearly fees. We have to buy things in a way that has a long term permanent access to it.

Question from Student Eliana Briceno: Do you send notification to students who don’t return books on time?

Answer: We send to your UTSA email.

Comment from Xavier Johnson: most students don’t use their UTSA email. Could we use a different email, for example the email students use when they are applying to college?

Answer: Sam Gonzales said he believes that OIT is working on that. Sam believes one of OIT’s initiatives is to migrate over to whatever email address the students supply. (A preferred email selected by the student.)

• Teaching and Learning Center (presentation)
  Krisellen Maloney, Dean of Libraries, presented an overview of services provided.

  Question from Student Amanda Arredondo: What is being done to make sure TA’s can help students?

  Answer: [ACTION PENDING] Krisellen explained probably referring to the SI (Supplemental Instruction) rather than the TA (Teaching Assistant). Krisellen will provide the name and contact information for the SI contact person.

  Question from Student Erin Ranft: Is $5/semester fee proposed? Most workshops are for grad students; but are undergrad students paying this fee as well?

  Answer: The $5 fee is already enacted. Improving quality of education benefits all students.

  Question from Student Anjali Gupta: What kinds of modifications are we looking at for TA training?

  Answer: Proposed plan is to have a Lead TA in each college. That TA will then have specialized training; organize seminars, etc for their TA’s.

• UTSA ID Card Fee (presentation)
  Pam Bacon, Associate Vice President, Administration, presented an overview of the uses and advantages of UTSA ID Card. No plans to increase this fee.

  Question from Student Erin Ranft: Is there a plan to increase the number of vending machines that take the card?

  Answer: Something we can look into. The last time we did the contract, we had no machines that would accept the ID card; it was done on almost an experimental basis.
Question from Student Xavier Johnson: Is there any way to use the UTSA ID card at other places around San Antonio?

Answer: Have been looking into, but essentially it is a security issue with our “Point of Sale” system. We will continue to look at the possibility until the security issues can be overcome.

- **Transportation Fee (presentation)**
Pam Bacon provided an overview of this fee which was voted on, passed by students and initiated 2 years ago. A Student Transportation Committee was formed to tell us what they want us to do with the money. One of the services we provide is pick up service to 11 off-campus apartment houses.
  - One of the suggestions of the Student Transportation Committee is that they want the off campus apartment houses to pay for the benefit of having the bus come to their building to pick up students. We came up last spring with a Contribution Program to go into effect spring 2010. We anticipate the number of apartment houses we will serve will drop due to the Contribution Program.

Question from Student Eliana Briceno: How much are apartment houses being asked to pay and how many have signed on?

Answer: $10,000; four have said they will continue with the shuttle service.

Fee is too small. Significant changes since fee was first implemented.
  - Approximately 950,000 riders per year initially, now 1.5 million per year
  - Based on 2006 budget
  - No reserve to cover gas increase, accidents, etc.
  - At least 3 new apartment houses have approached UTSA asking for bus service

Talked with Transportation Committee about potential increase from $20 to $30, where the money goes and why we need the money.

Question from Student Eliana Briceno: Why do we need to increase the fee if we will be providing shuttle service to fewer apartment houses?

Answer: Students will be the ones who decide. To increase the fee it will require a referendum and vote. Services need to be decreased to conform with the cost that may be covered with the fee revenue. The $10,000 that apartment houses will be paying covers only about 10% of one of the apartment routes. The fee will supplement. However, we are not able to accrue reserves for new buses, etc. The fee as it currently stands at $20 for Fall and Spring semester is not enough to provide the services we currently provide.

Comment from Ann Roberts: When Transportation Fee came on board, rate charged for student parking permits went down.

Question from Student Amanda Arredondo: Are shuttle routes gauged according to usage taking into consideration the peak times of day?

Answer: To be effective, shuttle service needs to be regular. At peak times, there are two routes running; during non-peak times of the day, certain routes will be combined.
**Question from Student Edgar Rosillo:** What percentage of students uses the transportation services?

**Answer:** Can’t say number of students, but we do know there were 1.5 million rides given.

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<tr>
<th>Action Item</th>
<th>Assigned To</th>
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<tr>
<td>Research possibility for students to log onto Air Rowdy one time rather than every time</td>
<td>Ken Pierce</td>
<td>By the last meeting</td>
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<td>Way to notify students they have copy/print money remaining on their cards</td>
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<td>Provide contact information for SI (Supplemental Instruction) contact person</td>
<td>Krisellen Maloney</td>
<td>By the last meeting</td>
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Meeting Adjourned at 3:50 p.m.