To: Student Activity Fee Recipients

From: Craig Chatriand, Interim Vice President for Student Affairs and Enrollment Management
Zane Webb, ASISU President

Date: January 9, 2023

RE: Student Activity Fee Process & Narrative

As a leader in your department, you are receiving this correspondence because your area is receiving revenue from student activity fees. Please see the attachments for information on the timeline and process for student fee allocation. Student activity fee increases may be considered for FY2024. If your department is requesting an increase to a specific student activity fee, please be specific in your description of what the increased revenue will be used for. All units receiving student activity fees need to submit a Student Activity Fee Narrative, including allocation rationale, by February 8, 2023.

Please note that student activity fees DO NOT include fees related to a specific course or academic program, such as class fees or professional fees. “The activity fee shall not be charged for educational costs or major capital improvement or building projects” (SBOE, Section V. Subsection R).

The Student Activity Fee Request Form must be received by the Student Affairs Office no later than February 8, 2023, at 5 pm.

If you have any questions, please let me know.

Thank you,

Zane Webb
ASISU President

Craig M. Chatriand, Ph.D.
Interim Vice President for Student Affairs and Enrollment Management
FY2024 Student Activity Fee Planning

When developing FY2024 budgets that are supported by the student activity fee, please consider the following guidelines:

- If your department is requesting an increase to a specific student activity fee, please be specific in your description of what the increased revenue will be used for. All units receiving student activity fees need to submit a Student Activity Fee Narrative, including allocation rationale, by February 8, 2023.

- When developing FY2024 budgets within the current distribution structure:
  - Units with local fees will be empowered to manage their bottom line (revenue less expenditures). We recommend units budget both revenue and expenses conservatively, with the understanding if revenues come in higher, your expense budget will increase commensurately.
  - Planning Assumptions:
    - Enrollment management is projecting basically flat enrollment for students paying the consolidated mandatory fee. It is recommended you base your initial FY2024 revenue forecast on FY2023 revenues.
    - 4% CEC
    - Faculty fringe continuing at 35.3%
    - Non-classified fringe increasing from 38.6% to 39.3%
    - Classified fringe increasing from 59.6% to 60.1%
    - Irregular and adjunct fringe decreasing from 10.5% to 10.1%
    - Administrative Recovery Fee of 3% personnel expenses (auxiliary units) 1.75% personnel expenses (local units), and 1.25% operating expenses (auxiliary and local units), with the following exclusions:
      6106 Resident Salaries
      6202 Graduate TA/RA
      6204 Student Workers
      732 Fuel
      750 Insurance
      760 Utilities
      7713 Goods for Resale
      7830 Group/Team/ASISU Travel
      790 Loans
      800/800C Capital Expense
      870 Educational and Training Assistance
      890 Interdepartmental Sales
      980 Transfers

Units are advised to work with your team and your UBO to develop revenue and
expense estimates to factor in these planning assumptions plus other relevant factors such as changes in utilities and other costs.

- All unit budgets, including those supported by student activity fees, will be submitted on March 21, 2023.
Submit completed narratives to Craig Chatriand (studentaffairs@isu.edu) by February 8, 2023

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<th>Division:</th>
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<td>College/Department:</td>
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<th>Program Summary</th>
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<td>Provide a narrative summary of the program/activities these fees support.</td>
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<th>Impact on Student Recruitment, Retention, and Success</th>
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<td>Describe how your program impacts student recruitment, retention, and success</td>
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<th>Budget Narrative</th>
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<td>Describe how your activity fee revenues are utilized (e.g. personnel, materials, and services, etc.)</td>
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<th>Allocation Rationale</th>
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<td>Please provide a rationale for a) maintaining your current allocation, and/or b) increasing or decreasing your current allocation. This information can also inform future planning cycles. Please be as specific as possible.</td>
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*Please limit narrative documents to 3 pages.*