



Student Success Fee

Student Workshop

Presented by: College of Health and Human Services Assistant Dean For Student Affairs, Jessica Robinson, MSW

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Wednesday, August 31st 3:00 pm WC-201

Thursday, September 8th 9:00 am EBA-343



Student Success Fee Background

- In Spring 2014, a new mandatory Student Success Fee (SSF) was approved to take effect in Fall 2014. A portion of this fee (10%) is dedicated to support enhancement of student success at the college level through expanded academic related programs. This year there are \$900,000 in SSF funds available!
- Academic Related Programs (ARPs) provide an opportunity for students to become engaged and involved in their education outside of their academic courses.
- Examples include but are not limited to student colloquiums, lecture series, seminars, student projects, student conferences, student competitions, student forums, student exhibitions, student productions, student performances, and participation at professional conferences.

SSF Timeline Fall 2016

Application electronically due to studentsuccessfee@mail.sdsu.edu	October 7, 2016
Colleges complete level one sorting and submit to Campus Fee Advisory Committee (CFAC)	October 14, 2016
Level two meets to evaluate proposals	October 28, 2016
Level three meets to evaluate budget requests	Early November 2016
Recommendation taken to CFAC	November 10, 2016
Approval letters sent to funded proposals	After CFAC approval
Information on process and proposals posted to CFAC/SSF website	Early December
Final Report due – include pamphlets, flyers and pictures if possible	May 15, 2016

Proposal Guidelines

- Must benefit more than one or two students.
- Should focus on academic enhancement, high impact practices, or related activities (i.e., guest speakers, colloquiums, projects, etc.).
- Must be submitted by a current SDSU student.
- Should follow the IRA/SSF ARP established spending policies and procedures.
- No SDSU faculty, staff or student can be paid through Student Success Fees.
- Select "campus wide" for initiatives that will support all student majors.

Submitting an SSF-ARP proposal

- Review the requirements and deadlines for submitting an SSF proposal available on studentsuccessfee.sdsu.edu.
- The application for funding covers a specific timeframe. Project/travel must be completed and funds fully expended within this timeframe so please keep this in mind when submitting your proposal.
- Students should have a have faculty/staff advisor for the project/travel.

The advisor should be willing to:

- Provide feedback and assist with the application submission.
- Engage with students throughout the project/travel.
- In coordination with the college/division SSF contact, assist students with university policies and procedures for project/travel expenditures.
- Policies and procedures are available on studentsuccessfee.sdsu.edu.
- **WORDS OF WISDOM FROM ADVISORS: Michelle Lopez and Dr. Estralita Martin**

Student responsibilities associated with an SSF-ARP proposal

- Students must adhere to submission deadlines and procedures to ensure consideration of their proposal.
- Student lead is responsible for:
 - the project/travel
 - initial and ongoing communication with the college/division SSF- ARP contact to facilitate proposal submission and (if approved) project/travel expenditures
- Students are required to submit a final report upon completion of their project.
- **WORDS OF WISDOM FROM A STUDENT: Melissa A. Aquino**

General considerations for proposals and project/travel budget

Guest Lecturer

- CANNOT be an SDSU student or employee (student/faculty/staff).
- Cost may vary based on speaker fee and travel arrangements.
- Consult with the college/division SSF contact (check with your Dean's Office for contact).

Student Travel

- The approved SSF maximum daily travel reimbursement allowance is \$60 for lodging and \$20 for meals. Itemized receipts must be provided and reimbursement will be based on actual costs up to the daily travel allowance.
- There is no food/lodging reimbursement for travel less than 24 hours.
- Travel expenses must be reasonable. You must use the most economical form of transportation.
- SSF funds may pay transportation expenses for one faculty/staff advisor per trip. Other travel costs for the faculty/staff advisor must be paid from an alternate funding source.

Facilities Rental

- Many university facilities are available for SSF use at no or minimal cost.
- **WORDS OF WISDOM ON CAMPUS RESERVATIONS: Lauren Duran, Parma Payne Goodall Alumni Center and Dan Maringer, Conrad Prebys Student Union**

Parking

- Consider parking options and costs for the project or your guests for special events/programs.
- Guest permits may be purchased by the college/division SSF contact.

Supplies/Equipment/Marketing


- Equipment is defined as non-consumable. All non-consumable items purchased are considered University property and must be returned to the College when the project is completed.
- SSF funds will NOT support purchase of equipment that is more appropriately supported via an alternate funding source (i.e. computer lab, research lab, etc.).
- University purchase orders are the preferred method for purchasing supplies and equipment and must be coordinated by the college/division SSF contact.
- If purchases are made by students, itemized receipts are required for reimbursement for supplies.
- Marketing for special events/programs must note that event/program is supported by SSF funds.
- **WORDS OF WISDOM FROM CAREER SERVICES: Rosa Moreno and Chris Turntine**



SSF funding RESTRICTIONS

The following expenditures are **NOT ALLOWED**:

- TUTORING (communicate tutoring need to college/division for consideration of alternate funding source)
- FOOD
- GIVEAWAYS/INCENTIVES (t-shirts, tote bags, gift cards, etc.)
- SCHOLARSHIPS
- INDIVIDUAL RESEARCH
- PAYMENT TO ANY SDSU STUDENT, FACULTY, OR STAFF MEMBER (unless for student travel/expense reimbursement)
- Consult with the college/divisional SSF contact if you have questions about these items as it relates to your proposal



Evaluation of the submitted proposals are multi-tiered

Three levels:

\$1-\$5000

\$5001 - \$20,000

\$20,001 and higher


- Tier one – College Committee
- Tier two – Campus Level Review Committee
- Tier three – Budgets and Awards Committee

Approved SSF-ARF proposals

- Students will be notified that their proposal was approved based on the timeline provided on studentsuccessfee.sdsu.edu. The approval notification will include the amount approved for the proposal and will note any adjustments/exclusions that were made during the review and approval process. Please note that you may receive less than the amount you requested if you have included expenses in your proposal budget that are not allowed.
- A list of all approved proposals will also be posted on studentsuccessfee.sdsu.edu.
- SSF funds are administered by the university and must adhere to established university policies and procedures for expenditure of SSF funds.
- Students must meet with the college/division SSF contact to review the approved proposal and to discuss expectations and university processes for spending SSF funds.
- All contracts using SSF funds must follow university procedures.
- Students must NOT sign contracts committing university funds.
- Students will NOT receive a check for the approved amount. Funds are NOT administered by Associated Students. Students MUST coordinate project/travel expenditures with the college/division SSF contact.

The approved SSF budget is flexible within the following guidelines:

- Funds must be expended to support the intended purpose of the approved proposal.
- The approved proposal budget cannot be overspent. SSF funds are NOT available beyond the approved amount. An alternate funding source must be identified if additional funds are needed for the project/travel.
- Funds must be spent within the established timeframe.
- Funds may be reallocated within the planned expenditure categories or to cover unanticipated project/travel costs.
- Funds must be expended consistent with established university policies and procedures.
- Checklists are available on studentsuccessfee.sdsu.edu to assist you in completing your project/travel.
- Once the project/travel is complete, student must report project outcomes.
- Requirements/forms are available on studentsuccessfee.sdsu.edu.
- **WORDS OF WISDOM ON BUDGETING FROM SDSU PAYMENT METHODS AND COMPLIANCE:**
Matt Frankos



Student resources are available on studentsuccessfee.sdsu.edu and include the following:

- SSF proposal requirements and deadlines for submission
- College/division SSF contact information
- Budget templates (for various types of projects)
- Project/travel Checklists (for various types of projects)
- Sample proposals

Fall 2016 is the third year for the student success fee. All funding is one-time and funding in a prior year does not guarantee funding this year. No proposals requesting multiple years of funding will be allowed.



Tips

- Work collaboratively school/college/university wide.
- Proof read.
- Make sure a school faculty member "signs off" before submitting.
- Communicate with college contact for questions and review:

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