

**Office of the Vice President
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To: Deans and Associate Vice Presidents

From: Josee Larochelle, Interim Vice President for Administration & Finance/ CFO

Subject: **Biennial Call for SSETF Funds**

As recently announced to the campus community, the SSETF has been finalized at \$304 (IRA: \$151.50; Course Support: \$31.00; Student Success: \$121.50) per term. The campus has elected to extend the call for funds into the fall term because the fee rates were finalized near the completion of the spring term. In order to improve efficiency and maximize the use of funds, one call will be issued over a two year period. This will provide an opportunity for broader planning and implementation timelines for SSETF funds.

Student Success, Excellence & Technology Fee Requests

This year's call is for Student Success Fee funding only. No new one-time or base funding is available for the Instructionally Related Activities (IRA) or Course Support components of the SSETF. The student success fee supports four of six SSETF initiatives:

1. Academic Technology
2. 21st Century Teaching Spaces
3. Retention & Graduation
4. Student Success Services & Graduation Pathways

Based on current enrollment and revenue projections it is estimated that approximately \$775 thousand in new one-time funds per fiscal year are available for a total of \$1.5 million over the two year period. An additional \$1.5 million of one-time carryforward funds will be made available during this cycle, bringing the total one-time funding available for request to \$3 million. No base funding is available this cycle as there is insufficient new revenue to permanently commit to new projects and initiatives.

Each division is invited to submit their requests to the Budget & Risk Management Office by Friday, October 2. Please use the Biennial SSETF Request Form available [here](#).

The Campus Fee Advisory Committee (CFAC) reviews requests for SSETF resources and makes a recommendation to the president based on the guidelines below:

Fund Request Guidelines

SSETF

- NEW initiatives that promote SSETF's 4 Priorities
- Outcomes should be measurable/ reportable
- Requests reviewed and recommended by (CFAC)

Submission Procedures

Division requests should be submitted electronically by emailing them to Bradley Olin, Director of Budget & Risk Management. Final notification of allocations is anticipated in November.

cc: President's Cabinet

Mohammad Qayoumi, President
Gene Bleymaier, Director of Intercollegiate Athletics
Theresa Mendoza, Interim Vice President for University Advancement
Andy Feinstein, Provost/Vice President for Academic Affairs
Renee Barnett Terry, Interim Vice President for Student Affairs
Stacy Gleixner, Chief of Staff

Finance Advisory Council (some members listed above and below):

Stacy Gleixner, Chief of Staff
Sharon Willey, Associate Vice President – Enrollment, Student Affairs
Joshua Hummel, Senior Associate Athletic Director, Business Operations
Marna Genes, Associate Vice President for Academic Budgets & Planning
Julie Jimenez, Director of Administrative Services, University Advancement
Brenda Wilhelm, Academic Resources Analyst, Humanities & Arts

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Deans and Associate Vice Presidents:

Brian Bates, Alumni Relations
Jan English-Lueck, College of Social Sciences
Christopher Brown, Facilities Development & Operations
Alice Hines, College of Applied Sciences & Arts
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Lisa Vollendorf, College of Humanities & Arts
Sharon Willey, Students Affairs
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