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March 25, 2022

To: President's Cabinet

From: Charlie Faas
Vice President, Administration and Finance / CFO 

CC: Finance Advisory Council
Kathleen Prunty, Chair of Campus Fee Advisory Committee

Subject: Proposals for Student Success, Excellence & Technology
Fee (SSETF) Funds Due April 15, 2022

Since Fall 2012, San Jose State University has collected a mandatory, Category II, Student Success, Excellence & Technology Fee (SSETF) which has provided instrumental funding to the campus to support students and student success goals and initiatives.

The fee was approved by Executive Order 1078 with the fee revenue to support the following six priorities:

1. Expand support for comprehensive student success services and improved pathways to graduation.
2. Enhance support for effective student-related academic technology.
3. Create 21st century classrooms, labs and learning spaces, including virtual spaces.
4. Expand support for fill students and work to close the retention and graduation gap for Under-represented Minority students (URM).
5. Subsume-and continue support for miscellaneous course fees for all courses, with the exception of fees for travel and field trips.
6. Support for activities that fall under the definition of and statutes related to Instructionally Related Activities (IRA) in Title 5 and the California Education code, including Athletics.

Funding Available for Proposals

Over the last several years, a carryforward balance of funding has accumulated in the SSETF - Student Success category of the fee, which is now available to support proposals. A projected \$4.3 million is available to support SSETF commitments approved through this call for expending over the two-year period from fiscal year 2022-23 through 2023-24.

Given that enrollment levels have not yet recovered from the decline during the COVID-19 pandemic, a period when inflationary adjustments were also not applied to campus mandatory fees, and the expected increases for bargained staff and faculty costs, base-funded commitments are not anticipated at this time, though multi-year commitments are feasible from the existing balance.

Course Support fee allocations have historically been managed by the Provost's Office within Academic Affairs. Academic Affairs will continue to manage this portion of the fee revenue.

Guidelines for Proposals

Attached are the Guidelines for Allocation and Expenditure of SSETF Funds and a Request Form that should be submitted using DocuSign.

Timeline and Process

Each division is invited to submit proposals for funding by April 15, 2022. The Campus Fee Advisory Committee (CFAC) will review all proposals at the final Spring meeting scheduled for April 28, 2022. CFAC will then make a recommendation to the President and Cabinet as to which proposals are endorsed and prioritized for funding. Funding commitment memos will be issued thereafter for use beginning in the 2022-23 fiscal year.

Please direct any questions to the Office of Budget and Financial Management or Senior Associate President and Chair of CFAC, Kathleen Prunty.