

January 25, 2017

**Office of the Vice President  
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**TO:** President Cabinet

**FROM:** Charlie Faas, Vice President for Administration & Finance/CFO

**VIA:** Josee Larochele, Associate Vice President Finance

**Cc:** Deans and Associate Vice Presidents, Finance Advisory Council

**Subject:** Biennial Call for Student Success Excellence Technology Funds (SSETF)

As the campus embarks on preliminary planning for the 2017-18 fiscal year, the campus is soliciting proposals for SSETF funds. The campus has elected to once again utilize a biennial budget call process for both base and one-time funds in Student Success and Instructionally Related Activity (IRA) categories of the fee in an effort to improve efficiency and maximize the use of funds. 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 and IRA Fee funding (Course Support fee allocations are managed by the Provost's Office of Academic Planning and Budgets).

The Student Success fees support four of six SSETF initiatives:

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

Instructionally Related Activities fall under the definition of and statutes related to Instructionally Related Activities (IRA) in Title 5 and the California Education code. Categories are;

- intercollegiate athletics,
- radio, television, film
- music and dance performance
- theatre and musical productions
- art exhibits
- publications
- forensics
- other activities associated with instruction

Projected Funding Availability is as Follows:

Source	2017/18	2018/19
<b>Student Success</b>		
Base Funding	\$1.5 M	-
1x Funding (Incl. Carryforward)	\$4.3 M	\$0.5 M
<b>IRA</b>		
Base Funding	\$0.5 M	-
1x Funding (Incl. Carryforward)	\$2.0 M	\$0.3 M

The California State University:  
Chancellor's Office  
Bakersfield, Channel Islands, Chico,  
Dominguez Hills, East Bay, Fresno,  
Fullerton, Humboldt, Long Beach, Los  
Angeles, Maritime Academy, Monterey  
Bay, Northridge, Pomona, Sacramento,  
San Bernardino, San Diego, San  
Francisco, San Jose, San Luis Obispo, San  
Marcos, Sonoma, Stanislaus

**Each division is invited to submit their requests by April 1, 2017.** Please use the Biennial SSETF Request Forms (Student Success & IRA) available on the [SSETF webpage \(http://www.sjsu.edu/finance/policies\\_guidelines/ssetf/index.html \)](http://www.sjsu.edu/finance/policies_guidelines/ssetf/index.html), which will be updated with the call information and form for ease of access.

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 from the Vice President, via email to Bradley Olin, Director of Budget & Risk Management. Final notification of allocations is anticipated in late Spring.

DISTRIBUTION:

President's Cabinet

Mary Papazian, President  
Gene Bleymaier, Director of Intercollegiate Athletics  
Paul Lanning, Vice President for University Advancement  
Andy Feinstein, Provost/Senior Vice President for Academic Affairs  
Reginald Blaylock, Vice President for Student Affairs  
Kathleen Wong (Lau), Chief Diversity Officer  
Jaye Bailey, Chief of Staff & Vice President of Organizational Development

Cc: Deans and Associate Vice Presidents:

Brian Bates, Alumni Relations  
Walt Jacobs, College of Social Sciences  
Mary Schutten, College of Applied Sciences & Arts  
Sonja Daniels, Campus Life  
Paul Cascella, College of Education  
Peter Decena, Chief of Police  
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Marna Genes, Academic Budget and Planning  
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Tracy Elliott, University Library  
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Elizabeth Pugliese, Human Resources  
Stacy Gleixner, Student Academic Success Services  
Barry Shiller, Marketing and Communications  
Pamela Stacks, Office of Research  
Malu Roldan, College of Business  
Marie Tuite, Intercollegiate Athletics  
Lisa Vollendorf, College of Humanities & Arts  
Sharon Willey, Students Affairs  
Bob Wrenn, Chief Information Officer  
Debra Griffith, Transition & Retention Services

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

Jaye Bailey, Chief of Staff  
Robb Drury, Student Affairs  
Mike Waller, Athletics  
Marna Genes, Student Affairs  
Julie Jimenez, University Advancement  
Brenda Wilhelm, College of Humanities & Arts