

**Submitted by: Susan Burns, Vice President, Development and Alumni Affairs  
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**REQUEST FOR ADMINISTRATIVE FEES FOR  
THE DIVISION OF DEVELOPMENT AND ALUMNI AFFAIRS**

Recommendation

It is recommended that the Board of Governors approve the following two-part proposal to support ongoing costs of the Division of Development and Alumni Affairs.

1. Authorize the current 0.5 percent administrative fee, retroactive to the beginning of FY 2018, on the average fair market value (FMV) of endowment funds as defined in the Board of Governors Common Trust Fund statute governing the university endowments, unless prohibited by an executed Memorandum of Agreement with a donor. This fee will stand with no expiration unless and until review and revision of this authorization is necessary or recommended.
2. Authorize the current 2.0 percent administrative fee, retroactive to the beginning of FY 2018, on non-endowment cash gifts. This fee will stand with no expiration unless and until review and revision of this authorization is necessary or recommended.

Background

In March 2004, the Board of Governors approved a proposal to help fund the projected costs of the *Wayne First* capital campaign. The first component was authorization of the 0.5 percent administrative fee on endowment funds; the second was authorization of a 2.0 percent administrative fee on non-endowment cash gifts; and the third was the authorization of a line of credit from the University's cash pool.

In March 2008, the Board of Governors approved the extension of these fees through FY 2015. The line of credit was retired and paid back. In September 2015, the Board of Governors approved the extension of these fees through FY 2017.

It is the recommendation of the administration to continue to use these funds to support the resources critical to the university's fundraising efforts, to stand with no expiration unless and until review and revision of the fee structure is necessary or recommended.