**STUDENT FEE ADVISORY COMMITTEE**

2013-14 Academic Year

Meeting #1

Friday, November 1, 2013

8:30 a.m., USU-205

Members Present: Takemoto (chair), Bolin, Colburn, Gallagher, Haberstroh, Hata , Phillips, Rice, Smith

Members Absent: Gucyski, Soni, Taylor

Staff Attendees: Augustine, Eckhous, Fugatt, Hernandez

Guests: William Griswold, Department of English

1. Welcome and Introductions. Interim Vice President Takemoto, chair of the committee, called the meeting to order and welcomed the committee members. She explained that the purpose of the Student Fee Advisory Committee is to comply with the Chancellor’s Executive Order 1054. Committee members and staff introduced themselves.
2. Approval of Agenda and Minutes. The committee reviewed the minutes of the May 1, 2013 meeting. Colburn moved, Haberstroh seconded to approve the minutes and agenda for today’s meeting. The motion passed unanimously (8-0-0).
3. CSU Fee Policies. Eckhous explained Executive Order 1054, which defines five fee categories and establishes authority, responsibility and accountability with regard to CSU student tuition and fees.

*Hata arrived at the meeting at 8:53AM.*

1. Student Excellence Fee Increase

* *Chancellor’s Response (Attachment 4):* The chancellor determined that the increase in the Student Excellence Fee of $79 per semester to expand technology services and fund academic equipment and laboratory facilities represents a good investment towards enhancing student success and graduation opportunities at the campus.
* The Associated Students, Inc. Fee was not approved by the Chancellor. Haberstroh stated the ASI proposed fee increase was not submitted to a student vote because the ASI determined that it would not have won approval. The ASI will have to consider other options regarding getting a fee increase. Funds from the fee were to be used to improve the Child Development Center, the Recycling Center, and possibly the Soroptimist House. The University Student Union would like to pass a fee in a couple of years; a referendum will be required for any changes to the ASI fee per the Ed Code.
* *Student Excellence Fee Increase Implementation.* The process involved identifying general education 100 and 200 level courses that had a course fee. The course fees for these courses would be eliminated and the funding provided by the increased Student Excellence Fee. Hata said that the target was to replace 36% of the fees. This represents a savings of $79,000 to the students of the College of the Arts, the College of Health and Human Services, and the College of Natural Sciences and Mathematics. As enrollment goes up, more funds will be set aside for these courses. Bolin applauded Hata and the Provost’s Office for their collaboration with other campus offices. Hata stated that the results were on the Provost’s desk for review.
* Eckhous talked about the stipulations that were added to the motion to approve the Student Excellence Fund increase (per May 10, 2013 minutes) such as student representation in consideration of proposals and that CCPE students will be charged the SEF fee. Hata stated that the process started with a call for proposals with consultation beginning at the college department level and going up to the division level. Takemoto asked how often this would take place. Hata said it would take place once a year.
* Hata explained that there are two phases to the process: 1) Baseline - Colleges are given a set amount so they can continually plan. The amount is $1.6 million, 2) Proposals – These would be submitted for each area depending on their critical needs. The amount is $1.2 million. Proposals totaling $5 million were submitted from the colleges. The executives’ job is to recommend to the Provost $1.2 million in total funding. This was a very short cycle because the SEF increase will start to be collected spring 2014. Hata stated departments would be informed that their proposals could be carried over for the next academic year. The proposals are to involve technology. Hata stated that the process for the next academic year is to be complete by April, so the colleges have time to spend current year funds before the June 30 spending cut off.
* Takemoto asked if the process and the timelines are to be in writing. Haberstroh said that will be true for future ASI executives. Takemoto asked Haberstroh to work with Hata on a MOU.

1. Family Consumer Science Department Fee Request

* *Attachment 5*-The College of Health and Human Services is restructuring HFHM 275; it will become HFHM 345 effective spring 2014. Eckhous explained that when a fee is added to a course for the first time, the request must be approved by this committee. Colburn moved, Haberstroh seconded to approve the fee request. The motion was passed unanimously (9-0-0).

1. Review of Annual Student Fee Reports

* *Attachment 6*-This is the annual report which is submitted to the Chancellor’s Office. It shows the activity for the 2012-2013 fiscal year. Comments are noted when the ending fund balance for a fee is greater than 25% of the revenue collected in the fiscal year. Bolin asked about the health facilities fee of 1098%. Fugatt explained that part of this is for bond maintenance; also funds are held to do future repairs.
* Smith asked about the field trip to Santa Barbara. Fugatt explained that the field trip was not conducted that year so no funds were collected. It will be on the report until a removal request is submitted. Smith stated that the Geology 450 Summer Course Fee is charged every year. Eckhous explained that the courses are self-supporting during the summer. Fugatt said that the fees would be on a report for CCPE (not the university) because the annual report accounts for state supported fees.
* *Attachment 7*-Fugatt noted the courses that will be adjusted or removed due to the increased excellence fee. A final report will be presented to the committee once a complete list of courses is available.

1. Adjournment

Takemoto moved to adjourn, the motion was seconded by Smith. The meeting was adjourned at 9:33 a.m. The next meeting will be held on Friday, December 6.

Respectfully submitted,

Vonetta Augustine, Division of Student Services

(These minutes approved on 12/6/13.)