**STUDENT FEE ADVISORY SUB COMMITTEE**

2013-14 Academic Year

Thursday, December 19, 2013

3:00 pm, BH-379

Members Present: Takemoto (chair), Caveness, Eckhous, Gallagher, Gucyski, Haller

Staff Attendees: Bowles, Williams

Eckhous started meeting at 3pm. The purpose of the meeting is to plan a student fee referendum to vote on an increase in the ASI fee. All agreed that we understand the EO 1054 requirements for conducting a fee referendum. Today’s meeting will focus on timeline. ASI student election voting will take place March 21, 2014 through March 26, 2014. It was previously decided, by SFAC, that it will be best to hold ASI fee referendum vote before ASI student election. Haller said two days for voting will be sufficient. Eckhous said target date for fee referendum vote will be the week of February 24, 2014, which gives the sub-committee a dead line of January 24, 2014 to get all required information out to student body. Eckhous said we will announce voter information via newspapers and electronically. Eckhous also said we will hold a special meeting with the SFAC in order to review and approve information going out to student body.

Eckhous would like to have next sub-committee meeting on January 7, 2014. Eckhous confirmed with Haller that ASI student officers and he will be able to complete “for and against” arguments for review by sub-committee on January 7, 2014.

Eckhous asked Haller if he will complete “voter information” and “background” sections to go into voter pamphlet. Haller agreed.

Takemoto asked about the cost the campus will incur to hold the referendum. Haller said ASI pays an annual licensing fee for an online voting application so there will be no additional cost to campus for the vote. Haller mentioned the cost will be in the advertising to get the information out to student body.

Sub-committee agreed we will advertise in the Daily 49er, Union newspaper, Beach Sync, and ASI website. Posters will be considered. Haller said the ASI marketing group will be producing posters in favor of the fee increase. Posters initiated by SFAC will clearly inform students of both the for and against arguments and be visually very different from ASI produced posters.

Caveness asked about a campus contact e-mail, where students may ask non-technical questions about the referendum. In the past, SFAC used sfacref@csulb.edu. Eckhous will talk to technical support to verify if this e-mail is valid and if it may be accessible to members of the sub-committee.

Eckhous confirmed dates of timeline. They are as follows:

* January 2 & 3, 2014 – Haller and ASI student officers to work on “for and against” arguments and will acquire QR code.
* January 7, 2014 – Sub-committee will meet at 3pm, where Haller will present “for and against” arguments.
* January 10, 2014 - Eckhous will complete “FERPA Restrictions” e-mail and send to Tom Enders.
* Tentative date January 14, 2014 - SFAC to meet and review timeline, pamphlet, and communications plan.
* January 21, 2014 – Publication will run in Union newspaper.
* January 22 & 23, 2014 - Publication will run in 49er newspaper.
* February 3, 2014 – E-mail will go out to student body, which will include “for and against” arguments and voter information.
* February 11, 2014 – E-mail will go out to student body with information on voting, including how to vote using a paper ballot.
* February 26 & 27, 2014 – ASI Fee Referendum.
* February 28, 2014 – Results of referendum announced.

Sub-committee discussed splitting the vote into two questions.

1. Approval of $16 ASI fee increase to go into effect Fall 2014.
2. ASI fee be tied to the Consumer Price Index and be adjusted accordingly every three years.

Eckhous adjourned meeting at 2:55pm.