



California State University, Long Beach

Date: February 18, 2016
To: Carmen Taylor, Chair
Student Fee Advisory Committee
From: John Fugatt
Director, Student Financial Services
Subject: Category III - Request to Establish a New Fee Within the Approved Range – \$75 Digital Fabrication Lab Course Supplies Fee

The College of The Arts, School of Art is requesting approval to establish a new \$75 Category III fee for ART 363C, effective Fall 2016.

Under EO 1102, this request meets the definition of a Category III fee: Fees associated with state-supported courses, specifically for materials and services used in concert with the basic foundation of an academic course offering. It is also within the CO authorized fee range of \$0 - \$150 for non-travel courses. Responsibility and authority are as follows:

1. Fee Advisory Committee:

The fee advisory committee will consider proposals and make a recommendation to the president.

2. President:

The president is delegated authority for the oversight and adjustment of Category III fees. The president is responsible for assuring that appropriate and meaningful consultation occurs prior to adjusting any fee or requesting a new Category III fee. The president may establish fees within a range established by the chancellor.

As the attached fee request and supplemental information sheet shows, the College is requesting a fee of \$75 Digital Fabrication Lab Course Fee per student for supplies not easily obtained by students for the course. A worksheet supporting the \$1,197 supplies cost is attached for your reference. The costs are well defined and support the fee calculation. I recommend approval by the Student Fee Advisory Committee.

Please do not hesitate to let me know any questions or concerns you may have. Thank you.

Attachments

Cc: Sharon Taylor, AVP Financial Management



Category III - Establish A New Fee Within Approved Ranges

General Information

Department / College SOA/COTA (Dept ID: 00214)

Division AA

Course Catalog Number(s) Art 363C

Course Name(s) Digital Fabrication Lab

Fee Name Digital Fabrication Lab Course Supplies

Purpose of the Fee To purchase consumable supplies in bulk to alleviate individual student expense

Detailed Fee Description This course utilizes materials that are not always easily attainable by students and/or come in large quantities that would be easier to purchase in bulk and divide amongst the students in the course. If students are to purchase supplies for this course individually the out of cost would be nearly doubled (see spread sheet with details of material costs that is categorized into bulk purchase versus individualized student purchase).

Effective Date Fall 2016

Contact Information

Name Brittany Ransom

Contact Phone: 4192362657, Email: brittany.Ransom@csulb.edu

Request Status

Date Requested 1/26/16

Last Modified 1/26/16

Request ID 301

Account Number 501110

Fund Code

Status In Review (Bursar)

Calculation of Fee Level

Personnel Services Cost

	Min (Year 1)	Max (Year 2)
Salaries and Wages		
Temporary Help Cost		
Student Assistants Cost		
Staff Benefits Cost		
Other Personnel Services Cost		

Supplies and Services

Tangible Consumable Materials	1196.86	
Services		
Insurance		
Rentals		
Other Supplies and Services		

Other Costs

Any Other Costs	Description	
Total Costs (A)	\$ 1197	\$
Number of Students/Year (B)	16	
Calculated Cost per Student (C) = A / B	\$ 75	\$

Recommended Fee	\$ 75.00
------------------------	----------

Authorization to Submit Request

Division VP/Appropriate Admin.	Dr. David Dowell	Signature: 	Date: 3 Feb 16
Division AVP/College Dean	Cyrus Parker - Jeannette Marianne Hata	Signature: 	Date: 02/02/16
Department Chair/Manager	Dr. Karen Kleinfelder	Signature: 	Date: 1-26-16
ASM	Chanel Acker	Signature: 	Date: 1/27/16

Please contact us at sfac@csulb.edu if you have any additional questions.