

# STUDENT FEE ADVISORY COMMITTEE

Friday, October 6, 2017

8:30 a.m. · USU – 305

## MINUTES

Attendees: Jordan Doering, Alexander Trimm, Kathleen Engberg, Veronica Hernandez, Mindy Vo, Nancy Eckhous, Carmen Taylor, Joe Nino, Sofia Musman, Marianne Hata, Jon Wanless, Gary Griswold, Jessica Pandya, Genesis Jara

### 1. Welcome and Introductions

Carmen Taylor convened the meeting at 8:35 a.m. and asked those in attendance to introduce themselves.

### 2. \*Approval of Agenda and Minutes

Minutes of Meeting held May 5, 2017 (*Attachment 1*)

Carmen Taylor asked for approval of the agenda. It was noted that the date on the agenda was incorrect. With that change, Gary Griswold motioned to accept the agenda; Sofia Musman seconded. The agenda was approved unanimously.

Carmen Taylor asked for approval of the minutes from the meeting held May 5, 2017. Kathleen Engberg motioned to accept the minutes; Musman seconded. The minutes were approved unanimously.

### 3. CSU Fee Overview and Policies

Carmen Taylor provided a brief overview of the process in which fees are governed by Executive Order 1102. She asked Nancy Eckhous to discuss the CSU Fee Overview and Policies. Eckhous stated that there are six fee categories and Category II and III fees are under the purview of the Student Fee Advisory Committee (SFAC). Eckhous also shared that President Conoley has asked that fees under Categories IV and V also be presented to the SFAC for information.

### 4. Proposal to Update EO 1102 Fee Process

Eckhous provided an overview of the online process for fee requests. She noted concerns that have been expressed about the process, namely that it is very confusing for requestors and approvers. In order to ensure compliance with EO 1102 and implemented President Conoley's request to review and make recommendations on proposed fees, a new electronic workflow is being suggested in order to make more the process more efficient and easier to navigate. Eckhous noted that same process will be implemented for Category II, III, IV, and V fees and/or modifications.

Carmen Taylor asked about the process for requestors to prepare fee submission. Eckhous shared that the information is on the website and providing clearer direction is next in the

process. Eckhous reviewed the workflow that is proposed for Academic Affairs.

Carmen Taylor asked that the Division of Student Affairs area located at the bottom of the workflow be changed to Chair of the Student Fee Advisory Committee.

Jessica Pandya asked if Department Chairs have the power to deny fees and if someone further down the workflow requests more information, does the workflow begin all over again?

Carmen Taylor shared yes, support from everyone along the way needs to be involved in the process. Marianne Hata concurred.

Eckhous explained that if a fee request were denied at any time a new request should be created and submitted.

Joe Nino asked if a Department Chair can submit a fee request. Eckhous responded yes. Nino asked who would be the check and balance at the department level. Gary Griswold suggested that the College Curriculum Committee should be consulted.

Eckhous then covered the workflow for departments other than Academic Affairs. Carmen Taylor asked that clarity be demonstrated in the workflow that the President has the authority to deny fee requests.

Carmen Taylor asked how ASI fits into the workflow, and Richard Haller provided an explanation.

Eckhous explained the process for Category II fees. Carmen Taylor asked why these fees have a separate process. Eckhous explained that because they are mandatory of students and often covered by education code or executive order, there is an additional process. Category II fees are presented to the SFAC; the SFAC then decides whether the fee moves forward through the Alternative Consultation process or the Fee Referendum process.

Pandya asked for an example of this process. Eckhous shared the process last year for the Student Health Fee increase.

Griswold asked what the guiding factors are for deciding between alternative consultation versus fee referendum. Eckhous explained that there are a number of factors to be considered. For example, the Student Health Center fee is a financial requirement and may carry debt that the campus cannot default on.

Nino asked if students could be added to the workflow process working group. Carmen Taylor voiced her support and asked for two students from the SFAC to participate. Jon Wanless and Alexander Trimm were named.

Carmen Taylor then asked for the recommended changes be made to the workflow and brought back to the committee for a vote.

The CCPE fee increase that was presented last spring was mentioned and additional information from Sharon Taylor requested if possible.

## **5. Review of Annual Student Fee Reports**

Veronica Hernandez provided a brief overview of the Annual Student Fee Report.

## **6. Adjournment**

Joe Nino requested that Agenda and Minutes be sent one week in advance.

Carmen Taylor thanked everyone for attending and noted the excellent turnout of students on the Committee. The meeting was adjourned at 9:26 a.m.