

**STUDENT FEE ADVISORY COMMITTEE**  
**2007-08 Academic Year**  
**Meeting #3**  
**Friday, May 2, 2008**  
**8:30 a.m., USU-205**

*Members Present:* Robinson (chair), Andrews, Kearney, McClinton, Montano, Reich, Rice, Schwanemann, Soni, Taylor, Yutrzenka

*Members Absent:* Barker, Hata, Hubbard.

*Staff Attendees:* Eckhous, Elias, Gleason, Hernandez

*Guests Present:* Patricia Cleary, Stanley Finney, David Haddock, Steve Hubbert, Mike Jones, Sheila Thomas, Karen Warner

1. Welcome and Introductions: Vice President Robinson, chair of the committee, called the meeting to order at 8:40 a.m. Robinson welcomed attendees and asked them to introduce themselves.

Robinson reported that Executive Order 741 is undergoing revision at the Chancellor's Office. A brief summary about proposed changes to the policy was distributed on May 1, 2008; however, Robinson stated that the committee would not review the policy until it is approved by the CSU Board of Trustees.

2. Approval of Agenda and Minutes. The agenda for the May 2, 2008, meeting was approved (9-0-0). The March 14, 2008, minutes were reviewed and approved unanimously (9-0-0).
3. Request to Establish a New Category III Fee for HIST 349: The History of Food. Cleary reported that the requested fee is a new fee for an existing course. She indicated the course is designed for global history majors and others as interested. Course will be offered in the spring of each year. It is not a GE course.

The course covers the history of food as far back as known, with a concentration on the last 500 years, particularly the "Columbian Exchange". She indicated the course covers many topics that are unfamiliar to students, and it is helpful for students to sample unfamiliar foods. In the past, faculty members have purchased the foods to be sampled. These are not big expenses for the faculty to incur, but it can add up. She reported that there are many things they can do if a small fee is charged to support purchases.

Soni asked the effective date of the fee. Eckhous replied that the effective date is at the discretion of the committee. Robinson stated the committee can consider motions addressing the effective dates of all fees to be considered at the meeting.

Cleary provided brief examples from the course: The Cavendish banana is the most commonly eaten banana in the world and it is on the verge on extinction. Another example is corn, which is used in many ways in the U.S.; for example, McDonald's milkshakes are 70 percent corn and it is used for compostable plastic. Soni remarked corn is now used as fuel (ethanol).

*Schwanemann arrived at 8:50 a.m.*

Cleary reported that some students think of the course as a lighthearted romp, but it is very comprehensive.

Soni asked if students may bring their own food to sample. Cleary replied that she could provide a list, but it would be impractical for students to go to multiple stores to purchase the samples. She indicated that students are not required to eat the samples.

McClinton moved Kearney seconded to approve the request. The motion passed unanimously (9-0-0).

4. Request for Approval to Increase an Existing Fee beyond the Approved Range: Geology Field Lab. Finney reported that the Geological Sciences Department is faced with cost and space issues related to this general education geology course. There are three large lecture sessions and 13 science labs for this course, with this lab being an additional lab option (with a different cost). This option features four days of field trips to such destinations as the Palos Verdes Peninsula, Cajon Pass, Barstow and Anza Borrego.

Last semester, the department ran into difficulty because the hourly rate for the buses increased substantially. As a result, the amount expended far exceeded the collected fees. The department was forced to absorb \$2,000 from its operating expense budget. The department slightly reduced the length (time) of the field trips, but the length of the trips cannot be reduced further without threatening the integrity of the course. For fall 2008, the department is faced raising the course fee or not offering the course.

In addition, the construction of a new science building reduced available lab space and available labs accommodate fewer students. (Labs are in use from 8 a.m. to 9 p.m., Monday through Thursday; and Friday mornings.) The Geology Field Lab option is needed because it does not require on-campus science lab.

McClinton moved, Rice seconded, to approve the request. The motion passed unanimously (10-0-0).

Eckhous inquired about the effective date for this fee. She stated that if the fee is for fall 2008, students who have already enrolled would have paid the lower fee and would have to be billed for the difference. McClinton asked about the payment deadline for the supplemental amount owed by students who have already registered; Eckhous replied it is due within 30 days.

McClinton moved that the fee be implemented in fall 2008. The motion passed unanimously (10-0-0).

5. Request for Approval to Increase an Existing Fee Beyond the Approved Range: Criminal Justice Field Trips. Since the presenting faculty member, Henry Fradella, had an off-campus obligation during the meeting, it was agreed in advance that the request could be reviewed via conference call. Fradella briefly reported that the fee is for increased transportation costs for the Criminal Justice Department's Correctional

Environments course. This is a very popular course. It will be offered over six days during the 2009 winter and summer sessions. Students travel via bus with a professor (who is a former correctional officer) to visit correctional institutional in central and southern California. Students experience correctional facilities with different levels of custody as well as work camps and half-way houses. They tour the facilities and conduct interviews with inmates and administrative personnel. The department will not be able to continue to offer the course if the fee range is not raised.

McClinton inquired about the effective date of the fee. Fradella replied the fee would be effective in winter 2009. The course will not be placed on the schedule for fall 2008 because the State of California requires complete background checks on each student and there is not sufficient time for the investigations.

Andrews moved, McClinton seconded, to approve the request. The motion passed unanimously (10-0-0).

6. Request to Establish a New Category III Fee for Film and Electronic Arts 338 and 342, Advanced Production Fee. Hubbert reported that FEA 342 used to be a production course which required students to shoot a film/video. FEA 338 is a new course. Cost primarily is for insurance (liability/worker's compensation/equipment rental/loss of equipment.) Hubbert reported that students can purchase their own insurance from an off-campus agency, but cost would probably be around \$600 per student.

Taylor asked if Safety and Risk Management has signed off this. Hubbert replied the problem with Risk Management is that it takes a week or more to provide insurance, whereas the off-campus agency can provide it in one day.

Andrews asked if insurance is a requirement to get into the course.

Montano stated insurance shouldn't be optional.

Hubbert reported the Screen Actor's Guide requires workers' compensation for the "talent"/subject in the film/video.

Soni asked if anyone is enrolled in FEA 338 for the fall; Robinson asked if the course is listed in the Schedule of Classes. Hubbert replied that he didn't know if anyone is enrolled.

Montano stated the fee is confusing. She asked that it be reviewed by Safety and Risk Management and that it resubmitted with more information/detail about what the fees cover.

Robinson stated that it appears the fees is within the range. Department wants to add FEA 338 and FEA 342 to the range. The committee is confused about the detailed costs.

McClinton stated she would rather not assess the fee when the committee is unclear about it. Taylor added that she would like to make a motion to postpone until the committee can see the actual cost detail. Soni stated he would like further information from Safety and Risk Management.

Taylor moved, Soni seconded, that the vote be postponed until the next meeting to allow time for checking with Safety and Risk Management and conducting a review of the CF025 Fund to determine the actual charges against the fund. The motion passed unanimously (10-0-0).

Robinson expressed a concern that if the course is offered in the fall, it may be necessary for the committee to meet in the summer to reconsider. He asked, and the committee agreed, to holding a summer meeting.

7. Request for Approval to Increase an Existing Fee Beyond the Approved Range: Art Life Models. Haddock described the Art Life Models as an essential component of courses across the Art Department's programs. The course teaches how to draw, how to concentrate, how to manage time. Courses require six hours of Art Life model component, but you cannot schedule the activity in one six hour block of time.

The issue is the pay level for the Art Life models. Art Life modeling is strenuous and difficult. Models have to pose in many ways, some of which are uncomfortable and unbecoming. He reported that the department pays less than most universities in the greater Los Angeles area; the department lost 22 models in the past year.

Kearney inquired about the proposed salary increase. Haddock replied salary would go from \$18/hr. to \$22/hr. Soni noted proposed fee would start at \$75.

Rice asked if this is a core course. Haddock replied it is a requirement for most BFA programs.

Montano required group that some students would receive a supplemental assessment for fall 2008. Eckhous stated students would receive an email bill to pay the increase within 20 days.

Kearney moved, Montano seconded, to approve the request. The motion passed unanimously (10-0-0).

8. Request to Establish a New Category III Fee for ART 362A: Art Metals and Jewelry. Haddock reported the cost of materials for these courses is astronomical due to worldwide increases in the cost of metals. He stated this request is to add this course to an existing group of courses that already charge the Art Metal Jewelry lab fee. He stated fee for other courses also has to be increased.

McClinton moved, Montano seconded, to adjust Art Metal Jewelry lab fee from \$40 to \$45, effective fall 2008. The motion passed unanimously (10-0-0).

McClinton moved, Yutrzenka seconded, to approve adding ART 362 to the Art Metal Jewelry lab fee. The motion passed unanimously (10-0-0).

*Rice, Schwanemann and Yutrzenka left the meeting at 10:05 a.m.*

9. Request to Establish a Fee Range for UCES Summer/Winter Travel Costs. Robinson reported this request would establish a new Category III fee for summer/winter travel

costs. Jones reported this is a new fee. The collection of summer/winter travel costs was previously handled under the general fund. The purpose of the fee is to coordinate collection of deposits for these travel courses. Students pay remaining fees direct to airlines, hotel chains, etc.

Robinson observed that these are credit courses. He also noted that the location (distance) impacts the amount each course costs.

Soni expressed concern about the amount of latitude within the request \$225 to \$3,800 fee range. Robinson stated that any movement within the range requires a report back to the SFAC. He stated that these are optional courses that students are not required to take.

Taylor expressed concern about bring consistency to the process. She noted that if the campus has responsibility for any aspect of the course costs, the campus should take responsibility for all costs. She stated there may need to be additional standardization of the process for these courses.

The committee discussed the possibility of establishing two ranges, but ultimately determined two ranges would not be necessary.

Taylor suggested the committee approve the range, with the understanding that the fee be subject to review with all fees/costs going through UCES.

Taylor motioned, Montano seconded, to approve the requested range. The motion was approved unanimously (7-0-0).

10. Review of Student Fee Activity: Eckhous presented a year-to-date report of student fee activity. The highlighted areas on Attachment 8 reflect requests the committee considered today.

11. Future Meeting Dates. Robinson noted that a summer meeting will require students to designate representatives to attend the meeting. He added that experienced students are a benefit. Three newly elected officers are automatically members and Andrews will advise Gleason of names of the other four representatives.

Committee agreed to meet in late June.

The meeting was adjourned at 9:35 a.m.

Respectfully submitted,

Paula Gleason, Student Services  
(These minutes have not been approved.)