

CAMPUS FEE ADVISORY COMMITTEE
September 22, 2006

MINUTES

ATTENDEES

Members:

Matt Keipper (Chair)	Bill Boyd
Brian Hamilton	David Ely
Khouloud Elmasri	Ethan Singer
John Ly	Michael Matthews
Julie Messer	

Voting Alternates: Garrett Hazelton Nancy Lopez

Non-Voting Member: Ray Rainer

Guests: Scott Burns Jan Wahl
 Kimberlee Reilly

Matt Keipper called the meeting to order at 2:01 p.m.

Matt Keipper, the new chair, welcomed the new members and introductions were made.

A motion was made by Mr. Ly and seconded by Ms. Elmasri to approve the 2006/07 CFAC schedule. The motion passed unanimously.

The agenda was amended to add two informational items: 1.) Proposed Increase in the University's Enrollment Confirmation Deposit Fee and 2) On-Demand/"Emergency" Official Transcript Fee Request.

INFORMATION ITEM – College of Extended Studies Fee Range Changes

The purpose of this request is to modify the fee ranges; to either increase, decrease or eliminate existing fees. The reason for the proposed increases is to cover higher costs for the staff salaries and benefits, supplies and other services. The proposal to decrease the Travel Study fee will benefit programs that require minimal expense and can be operated for fees lower than those currently approved. There were two categories eliminated; the Upper Division and Winter and Summer, Other (Art Activity) due to the migration of self-support summer sessions to state support.

Jan Wahl, Assistant Dean of College Extended Studies, answered questions regarding these changes and stated that these fees will cover all direct and indirect costs and enable CES to best serve their clientele.

This information item will be tabled to the next meeting as an action item.

INFORMATION ITEM – On-Demand/"Emergency" Official Transcript Fee Request

Enrollment Services proposes to establish a new fee of \$20 for the first transcript, and \$5 for each additional transcript printed at the same time. This service will allow students to obtain their official transcript within an hour on a walk-in basis to the Registrar's Office instead of the normal processing time of 3-5 days. The current fee for an official transcript is \$4 for the first copy and \$2 for each additional copy ordered at the same time. This is a new category III fee; therefore it is required to go through the President for submission to the Chancellor's Office for approval and the issuance of an Executive Order. Processing time is usually six to eight weeks.

Ethan Singer, Associate Vice President for Academic Affairs, urged that this be approved today in order to speed up the process for approval and implementation. In a response to a question asked by Mr. Keipper on where the excess revenue will go, AVP Singer replied that it goes to the Registrar's Office to cover their costs.

A motion was made by Mr. Ly and seconded by Mr. Hamilton to move this information item to an action item. The motion passed unanimously.

ACTION ITEM - On-Demand/"Emergency" Official Transcript Fee Request

A motion was made by Ms. Elmasri and seconded by AVP Boyd to approve the On-Demand/"Emergency" Official Transcript fee of \$20. The motion passed unanimously.

INFORMATION ITEM – Proposed Increase in the University’s Enrollment Confirmation Deposit Fee

AVP Singer presented a proposal from Academic Affairs, requesting an increase in the University’s Enrollment Confirmation Deposit Fee, also known as Intent to Enroll Fee, from \$100 to \$250. This is to improve Academic Affairs’ projections of first-time freshmen and new transfer enrollments. It will also allow Academic Affairs to better modify the Fall class schedule as needed, serve as a guide for Spring applicants, and improve predictions of Fall housing needs. This deposit will be transferred to offset a portion of the student’s State University Fee which is mandated by Executive Order 863. A deposit fee is waived for those who are receiving financial aid. AVP Singer asked that this be approved immediately so that information and forms can be sent out to potential applicants. This is not a new fee so the increase can be implemented with the President’s approval.

Mr. Hazelton asked if other universities have increased fees. AVP Singer stated that Sonoma State University has the same Deposit Fee which is currently set at more than \$100. Ms. Elmasri asked if there is a calculation for the increase. AVP Singer replied there is no calculation. The recommendation came from Enrollment Services and is based on what they think is a meaningful number.

AVP Singer made a motion and seconded by Mr. Hazelton to move this information item to an action item. The motion passed unanimously.

ACTION ITEM - Proposed Increase in the University’s Enrollment Confirmation Deposit Fee

A motion was made by AVP Singer and seconded by Mr. Hamilton to approve the increase in the University’s Enrollment Confirmation Deposit Fee to \$250. After further discussion, vote was 7 yes, 2 abstentions and 1 no. Motion passed.

ADJOURNMENT

The meeting adjourned at 2:55 p.m.

The next meeting will be October 6, 2006 at 2:00 p.m. in SS 2640.