

**CAMPUS FEE ADVISORY COMMITTEE**

September 24, 2010

**MINUTES****ATTENDEES**

Members:	David Ely	Grant Mack
	Laura Schofield	Jack Grubb
	Eric Rivera	Krista Parker
	Cathie Atkins	Kim Reilly
	Debra Bertram	

Non-Voting Member: Ray Rainer

Student Alternates:	Jesse Robles	Kevin Gruidl
	Tom Rivera	

The meeting was called to order at 2:04 P.M. by Dr. David Ely, CFAC Chair.

**Approval of September 17, 2010 CFAC Meeting Minutes (Attachment 1)**

The minutes were reviewed. Mr. Gruidl made a motion to approve the minutes; the motion was seconded by Ms. Parker. The minutes were approved unanimously.

**Informational Items**

## a. Proposed SHS Fee Increase Presentation Schedule (Attachment 2)

There will be eight discussion sessions for students invited at random and four open forums. Dr. Ely reported that the invite to randomly selected students was sent this morning. The 45-minute sessions will start off with a CFAC member providing an introduction, overview of schedule, alternative consultation and CFAC. The CFAC member will then introduce the student presenter and will return at the end of the presentation to lead the discussion. Mr. Eric Rivera suggested a script for the CFAC moderator to ensure consistency. An outline might be better to avoid reading a script (Dr. Ely). Ms. Schofield suggested setting talking points for CFAC moderators, but avoid reading.

## b. Presentation moderators and CFAC attendance at Discussion Groups and Open Forums

Dr. Ely asked CFAC members to send Ray and him an email with the sessions they can attend. There needs to be a CFAC moderator and several CFAC members to sit back and record the discussion at these sessions.

Mr. Robles asked if there would be an opportunity for opinions to be raised on a one-to-one level at the end of the discussion. Students should be encouraged to write their comments (Dr. Ely). A one-to-one conversation would lead to bias (Ms. Schofield). Comments should be written down and questions should be answered during the presentation and discussion (Ms. Parker). CFAC members can answer questions to the best of their ability, or refer them to someone who can answer the question, but cannot provide an opinion (Mr. Rainer). Having a conversation after the fact could taint the integrity of the process (E. Rivera). The CFAC member should express that it would be inappropriate to provide an opinion, but due to the nature of alternative consultation it would be useful to have a mechanism in place for someone to ask questions or share concerns, i.e. through a comment card to SHS (T. Rivera). Having students go straight to the source still creates a bias (Ms. Schofield). There is an email included in the student invitations that refers students to the Test Office, but any questions beyond their expertise will be forwarded to Mr. Rainer.

The CFAC committee discussed when to distribute the ballot to students and the following was suggested:

- Do not distribute ballots at the door before the session starts (Ms. Parker).
- After the presentation, but not after discussion if students have to go and are ready to vote (Ms. Reilly)
- Passing out the ballot before the discussion might signal students that it's time to vote
- Moderator must be very savvy to not lose votes/people and distribute the ballot accordingly (E. Rivera)
- Play it by ear (Mr. Rainer and Ms. Parker)
- Avoid discrimination - have a constant procedure, but make exceptions case by case – student should approach the moderator (T. Rivera).
- Have ballots at the door after the presentation for those who are ready to go and distribute most at the end of the discussion (Mr. Gruidl).

## c. Draft Ballot (Attachment 3)

The committee reviewed and discussed the draft ballot. Ms. Schofield suggested using yes/no without the scale to avoid ambiguity. Mr. Tom and Eric Rivera agreed. Students can strongly disagree but still vote for the services (E. Rivera).

Ms. Parker also agreed with having the yes/no boxes in the ballot, but a third abstain box should be included; Mr. Robles agreed.

**Mr. Gruidl made the motion to include the yes, no and abstain boxes with a questions, comments or concerns section underneath. The motion was seconded by Mr. Tom Rivera.** The motion was approved unanimously.

Mr. Rainer asked all members to send Dr. Ely and him their availability for discussion and open forum sessions.

Ms. Parker made the motion to adjourn the meeting, which was seconded by Mr. Tom Rivera. The meeting adjourned at 2:39 PM.

**Reminder:** Next Meeting is scheduled for Friday, October 1st at 2:00 PM in SS-1608.