

CSUCI STUDENT FEE COMMITTEE MEETING NOTES

November 16, 2006 ✓

The CSUCI Student Fee Committee met on Thursday, November 16, 2006 at 12:00 pm. The meeting was held in University Hall, California State University Channel Islands, One University Drive, Camarillo.

Members Present: Dallas Carter, Joanne Coville, Austin Dias, Phil Hampton, Theresa Hernandez, Rachel Jordan, Jacob Lapidés, Kelli McGuire, Shawn Mulchay, Marla Musgrove, Nitika Parmar, Cris Powell, Dan Wakelee, Susan Young (Alternate)

Absent Members: Damon Blue, Victoria Olvera

Guests: Karen Jensen, Ed Lebioda, Kris Muller, Toni Rice, Beatriz Ruettgers, Ashish Vaidya

Staff: Lori Cordova, Lacey Lovejoy

Review of CSU Fee Policy and Approved Fees for CSUCI:

Joanne Coville gave a high level review of Executive Order 740, the California State University Student Fee Policy; Executive Order 827, CSU Channel Islands Establishment of Initial Category I, Category II, Category III and Category IV Campus Fees; Executive Order 834 Miscellaneous Course Fees; Executive Order 839 Application Processing/Advising Fee for Teacher Education Credential Programs; Executive Order 861 Extended Education Fees and Special Session Fees; Executive Order 863 Enrollment Confirmation Deposit Fee; Executive Order 892 Student Body Association Fee, Student Body Center Fee, Fingerprinting Fee, Livescan Processing Fee, Campus Police Report Fee, Miscellaneous Course fees, Student Housing Deposit Fee, and Skateboard, Skate or Scooter Release Fee; Executive Order 912 Miscellaneous Course Fees; Executive Order 934 Master of Business Administration Program Evaluation Fee, Housing and Residential Fines, Housing Repair and Replacement Fee, and Housing Meal Plan Card Fee; Executive Order 945 Miscellaneous Course Fees, Executive Order 973 Miscellaneous Course Fees, Dolphin Passport Fees, Recreation and Leisure Services Use Fee, Housing Application Fee, Change of Graduation Date Fee, Replacement or Duplicate Diploma Fee, Dolphin Dollars, and Student Meal Plan Refund Fee; and Executive Order 981 Miscellaneous Course Fees.

Financial Review of Fees Earned and Spent:

Joanne Coville reviewed the Fall 2005 and Spring 2006 Student Fees Revenue and Expenses Report. Ed Lebioda explained the balances in the Health Services Fee and the Health Facility Fee are due to the low rates we are currently paying for services thru the County of Ventura. Eventually

Health Services will be moved to a new location and employees and services will be provided by the University. The funds in the Parking Fee category will be utilized for a new parking lot. A large portion of the Orientation Fee funds were spent after the date of this report.

New Course Fee Proposals:

1. Nursing Course Fee Proposals – Approved 14-0

The course fees would help offset costs of materials and comprehensive assessment.

- a. NRS 260 - \$80
- b. NRS 201 - \$80
- c. NRS 204 - \$80
- d. NRS 222 - \$55
- e. NRS 240 - \$55
- f. NRS 460 - \$55
- g. NRS 421 - \$55

2. Biology Course Fee Proposals – Approved 14-0

The course fees would help offset costs of materials.

- a. BIOL 451 - \$40
- b. BIOL 407 - \$40
- c. BIOL 204 - \$25
- d. BIOL 404 - \$75
- e. BIOL 405 - \$75

3. Chemistry Course Fee Proposals – Approved 14-0

The course fees would help offset costs of materials

- a. CHEM 110 - \$25

4. Math Course Fee Proposals – Approved 14-0

The course fee would help offset costs of materials.

- a. MATH 137 - \$25
- b. MATH 437 - \$25

5. Computer Course Fee Proposals – Tabled until Spring 2007 meeting

Justifications did not provide enough information.

New Fee for Certain Student Insurance:

Executive Order 986, Student Professional Liability Insurance Fee establishes a Category III Student Professional Liability Insurance fee for allied health, nursing or education programs that include a practicum, fieldwork or student teaching experience. The fee is set at \$16 per year/\$8 per semester.

Dolphin Passport – Approved - 14 -0

The daily rate for the Dolphin Passport will increase from \$5 to \$6. The semester rate is increased by \$5 and the mid-semester rate for University Glen Residents and Sponsored Members and Friends is increased by \$5. The annual rates remain unchanged. A 10% discount will be given to Alumni and Friends.

Student Housing – Room and Board – Approved – 12 yes, 2 abstained

Ed Lebioda presented the proposed rates for Housing and Residential Education for 2007-2008 and 2008-2009. The rates are as follows:

	Room Type	2007-2008			2008-2009		
		Room	Board	Total	Room	Board	Total
Anacapa Village		8,100	1,200	9,300	8,600	1,100	9,700
Santa Cruz Village	Double/Double	7,000	2,800	9,800	7,300	2,900	10,200
Santa Cruz Village	Single/Double	7,250	2,800	10,050	7,600	2,900	10,500
Santa Cruz Village	Single	7,500	2,800	10,300	8,000	2,900	10,900

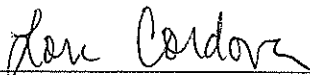
Next Meeting:

For next meeting, which will be in Spring 2007, the Fall 2006 student fees will be available.

Adjournment:

The meeting concluded at 1:35 pm.

STUDENT FEE COMMITTEE


Lori Cordova

Date: 11-16-2006

to signed PDF version

August 24, 2006

MEMORANDUM

TO: CSU Presidents

FROM: Charles B. Reed
— Chancellor

SUBJECT: Student Professional Liability Insurance Fee - Executive Order Number 986

Attached is a copy of Executive Order Number 986, which establishes a Category III Student Professional Liability Insurance fee for allied health, nursing or education programs that include a practicum, fieldwork or student teaching experience. This policy supersedes any other student liability insurance program currently being used by a campus.

CSU Risk Management Authority will bill each campus for their total premium deposit, based on student enrollment numbers provided by Analytic Studies. The fee authorized by this Executive Order *may* be charged to recover that cost, but is not required. The fee can only be charged to students who will be covered by this policy.

In accordance with policy of the California State University, the campus president has responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

If you have questions regarding this executive order, please call the Systemwide Office of Risk Management at (562) 951-4580 or the Budget Office at (562) 951-4560.

CBR/cc

Attachment

Distribution: Executive Staff, Office of the Chancellor

Executive Order 986

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4560
(562) 951-4210

Executive Order: 986**Title:** --Student Professional Liability Insurance Fee**Effective Date:** August 24, 2006

Supersedes: Supersedes in part E.O. 956 and E.O. 717

This executive order is issued under the authority granted by Education Code Sections 89035 and 89700, Standing Orders of the Board of Trustees, Chapter II, i, and Board of Trustees' Resolution RFIN 03-04-00, and consonant with Executive Order Number 740.

Effective August 24, 2006, campus presidents, after consultation with the student fee advisory committee, are authorized to establish a Category III Student Professional Liability Insurance Fee. The Student Professional Liability Insurance fee will cover the cost of providing a Systemwide Blanket Student Professional Liability Insurance policy to students enrolled in allied health professions, nursing and teaching or education programs that require fieldwork for course completion. The 2006/07 fee is set at a rate of \$16 per student for coverage over the full college year, an amount equal to the premium cost inclusive of taxes and fees. Risk Management will inform campuses annually of any change in the price of the premium for this policy. Future adjustments to the Student Professional Liability Insurance Fee should be processed consistent with the CSU Student Fee Policy, Executive Order 740 and at no time shall the fee exceed the premium cost inclusive of taxes and fees.

In accordance with Education Code Sections 89721(l) for state supported programs revenue should be deposited in a local trust, and Education Code Section 89704 and 89721(i) revenue collected from Extended Education and Special Session fees may be deposited either in the State University Continuing Education Revenue Fund in the State Treasury or in a local trust account.

Charles B. Reed
Chancellor

Date: August 24, 2006

CURRENT FEE CHART FOR DOLPHIN PASSPORTS

CLASSIFICATION	DAILY RATE	SEMESTER*	MID-SEMESTER**	ANNUAL***
CSUCI Student	FREE	FREE	FREE	FREE
CSUCI Extended Ed.	\$5.00	\$40.00	\$30.00	\$100.00
Faculty/Staff	\$5.00	\$40.00	\$30.00	\$100.00
CSUCI Alumni	\$5.00	\$40.00	\$30.00	\$100.00
University Glen Resident	\$5.00	\$55.00	\$40.00	\$150.00
Sponsored Members/Friends	\$5.00	\$55.00	\$40.00	\$150.00

PROPOSED FEE CHART FOR DOLPHIN PASSPORTS

CLASSIFICATION	DAILY RATE	SEMESTER*	MID-SEMESTER**	ANNUAL***
CSUCI Student	FREE	FREE	FREE	FREE
CSUCI Extended Ed.	\$6.00	\$45.00	\$30.00	\$100.00
Faculty/Staff	\$6.00	\$45.00	\$30.00	\$100.00
CSUCI & CSUN-CI Alumni	\$6.00	\$45.00	\$30.00	\$100.00
University Glen Resident	\$6.00	\$60.00	\$45.00	\$150.00
Sponsored Members/Friends	\$6.00	\$60.00	\$45.00	\$150.00

New – 10% discount for current Alumni and Friends Members off their respective Dolphin passport rate

*Begins one week before classes begin and concludes when the next session begins (summer is treated as a semester)

**Begins eight weeks after the start of the semester

*** Annual passes are for the current semester and the next two semesters (including summer). Annual passes are not necessarily for one year from the date of purchase

REVISED Proposed Fees for 2007/2008 and 2008/2009 Housing and Residential Education

Student housing is required to be a self sustaining operation. This requires Housing and Residential Education (HRE) to collect enough revenue to cover all expenses including all staffing, maintenance, repairs, programs, utilities, bonds, etc. that are related to the operation, as well as funds to be placed in a mandated reserve for major maintenance and repairs. One goal of Housing and Residential Education is to provide a safe, efficient, learning environment for students. This can only be achieved with the proper resources in place. The following fees have been derived based on the strategic plan for HRE and the required expenses for Anacapa Village and Santa Cruz Village.

Proposal: Create feasible and reasonable student fees to recover the operating expenses and mandated reserve funds for student housing.

	Room Type	Actual Rates			Proposed Rates					
		2006/2007			2007/2008			2008/2009		
		Room	Board	Total	Room	Board	Total	Room	Board	Total
Anacapa Village	double/double	7,500	2,000	9,500	8,100	1,200	9,300	8,600	1,100	9,700
		N/A	N/A	N/A	7,000	2,800	9,800	7,300	2,900	10,200
Santa Cruz Village	single/double	N/A	N/A	N/A	7,250	2,800	10,050	7,600	2,900	10,500
	single	N/A	N/A	N/A	7,500	2,800	10,300	8,000	2,900	10,900

The following questions and answers have been compiled to assist you as you consider this proposal. If you have any further questions, please feel free to contact the Housing and Residential Education office at ext. 2733 or inquire at the Fee Committee meeting.

Why the increase in room rates for Anacapa Village?

With the second phase of student housing opening in August 2007, the office of Housing and Residential Education will need to hire both administrative and support staff in support of both an increase in beds and student life needs. In the first three years of student housing, Anacapa Village rates were used for the hiring of residence hall staff. In future years, Anacapa Village residents will have to contribute to the cost of HRE staff.

In addition to contributing to the cost of added staff, residents of Anacapa Village are receiving access to additional amenities. All residents will have access to the common spaces and services in Santa Cruz Village. This includes a new fine arts studio, arcade, collaborative computer rooms, large lounge, study rooms, fitness room, yoga studio, gaming rooms, and music practice rooms. These new amenities will greatly contribute to the on-campus experience for residents of both villages.

Why is the meal plan decreasing in Anacapa Village?

With two years of mandated meal plans, feedback from residents remains consistent in the desire to have a reduction in the required meal plan. Most campuses that house non-freshmen in apartments do not require a full meal plan. For 2007, we will reduce the meal plan almost by half. This will be both in response to student feedback and also to keep student housing costs lower to retain economic feasibility for students.

Why are the Santa Cruz suites more expensive than the Anacapa Village Apartments?

Although the overall required fees are greater in Santa Cruz Village, the room rate is much less. Residents of Santa Cruz Village will have a higher required meal plan which will contribute to a greater overall required cost. This is due in large part to Santa Cruz Village being designed as a suite style complex without kitchens and the required meal plan contract with our food service provider.

What are the responsibilities to the University for usage fees?

Student housing is a self support entity on campus. This means that housing should not receive any services that are financed through general fund monies. If it does, student housing has an obligation to reimburse the University for services rendered.

With the continued growth of prospective residents and current residents on-campus, the demand for student housing support from other University offices increases. Currently, a significant impact is experienced in the office of Cash Services. This office needs to receive and process all billing and payments to student housing. They also manage collection efforts on delinquent accounts. As we were developing over the past three years, HRE benefited from services from this and other departments at no charge. This does need to change in the future as it will be Housing and Residential Education's responsibility to reimburse general fund departments for services rendered.

What are the rates from other CSUs

Many of the other CSU housing offices may have less expensive rates, however, they generally do not have large bond payments or in some cases, any bond payments at all. This is one significant effect on our costs versus other campuses. In addition, the large resident population of other campuses assist in distributing administrative costs, therefore the shared cost decreases the individual cost as the residential population increases.

Financial projections for Student Housing with Proposed rate increases.

	PROJECTED 2006/2007	PROJECTED 2007/2008	PROJECTED 2008/2009
Revenues	\$ 3,411,300	\$ 5,748,200	\$ 6,291,200
Expenses	\$ 1,014,418	\$ 2,514,370	\$ 2,320,639
Net Operating	\$ 2,396,882	\$ 3,233,830	\$ 3,970,562
Debt Service	\$ 1,137,762	\$ 2,103,000	\$ 2,981,000
Cash flow	\$ 1,259,120	\$ 1,130,830	\$ 989,562
Debt Coverage Ratio	2.11	1.54	1.33
Debt Service Reserve	\$ 109,315	\$ 128,000	\$ 259,000
R&R Transfer	\$ 25,000	\$ 80,000	\$ 80,000
Cash Flow After Expenses	\$ 1,124,805	\$ 922,830	\$ 650,562

The following chart provides some room and board comparisons for like accommodations.

Apartment Style, Single Occupancy

Institution	Resident Hall Style	Meal Plan Required	Meal Plan Minimum Cost	Room Cost	Room & Board Cost
Sonoma	Apartment Beaujolais-Single	No	N/A	\$7,652.00	\$10,582.00
Sonoma	Apartment Sauvignon-Single	Yes	\$2,930.00	\$7,652.00	\$10,582.00
Dominguez Hills	Apartment Three Bedroom-Single	No	N/A	\$6,750.00	\$6,750.00
Humboldt	Apartments Creek view-Single	No	N/A	\$6,918.00	\$6,918.00
San Luis Obispo	Apartments Four Bedroom-Single	No	N/A	\$5,522.00	\$9,209.00
San Jose	Apartments Single	No	N/A	\$9,498.00	\$9,498.00
Humboldt	Apartments The Manor-Single	No	N/A	\$6,681.00	\$6,681.00
San Bernardino	Apartments University Village 2 Bedroom-Single	No	N/A	\$2,250.00	\$9,000.00
San Bernardino	Apartments University Village 4 Bedroom-Single	No	N/A	\$2,295.00	\$9,180.00
San Bernardino	Apartments University Village 4 Bedroom-Single	No	N/A	\$2,010.00	\$8,040.00
San Francisco	Apartment-Single	No	N/A	\$9,086.00	\$9,068.00
Monterey Bay	Apartments-Single	No	N/A	\$6,600.00	\$6,600.00
East Bay	Apartment-Studio	No	N/A	N/A	\$7,961.00
Stanislaus	Freshman Apartment	Yes	\$2,900.00	\$6,247.00	\$9,147.50
Stanislaus	Freshman Single	Yes	\$2,800.00	\$5,630.00	\$8,530.25

Suite Style, Double Occupancy

Institution	Resident Hall Style	Meal Plan Required	Meal Plan Minimum Cost	Room Cost	Room & Board Cost
Sonoma	Suite-Double	Yes	\$2,930.00	\$4,936.00	\$7,866.00
Sacramento	Suites Double	Yes	\$2,716.00	\$4,637.00	\$7,353.00
San Diego	Suites Double	Yes	\$3,696.00	\$5,684.00	\$9,380.00
San Jose	Suites- Double	Yes	\$3,591.00	\$5,809.00	\$9,400.25
East Bay	Suites-Double	Yes	\$2,800.00	N/A	\$8,402.00
Monterey Bay	Suites-Double	Yes	\$2,200.00	\$4,850.00	\$7,050.00
San Francisco	Suites-Double	Yes	\$3,040.00	\$6,444.00	\$9,484.00

Fall 2006 COURSE FEE PROPOSALS JUSTIFICATION AND RATIONALE

 CSUCI
Academic Affairs

100% Approved
 No action
 except for
 Comp
 remove
 next
 semester

COURSE	FEE	TITLE
NRS 260	Justification:	Laboratory fee for comprehensive assessment of nursing skills
NRS 260	\$80	Comprehensive assessment for skills package for beginning nutrition content
	X	
NRS 201	Justification:	Laboratory fee for Basic Nursing Laboratory pack
	\$80	Nurse pack equipment such as catheters which students could not purchase on
	X	
NRS 204	Justification:	Laboratory fee for Pharmacology pack and comprehensive assessment of nursing
	\$80	Pharmacology pack includes syringes, needles & practice vials and ampoules
	X	
NRS 222	Justification:	Laboratory fee for comprehensive assessment of nursing skills
	\$55	Comprehensive skills package for testing essential medical surgical content
	X	
NRS 240	Justification:	Laboratory fee for comprehensive assessment of nursing skills
	\$55	Comprehensive skills package for testing psychiatric mental health content
	X	
NRS 460	Justification:	Laboratory fee for comprehensive assessment of nursing skills
	\$55	Comprehensive skills package testing for leadership content
	X	
NRS 421	Justification:	Laboratory fee for comprehensive assessment of nursing skills
	\$55	Comprehensive skill testing for advanced medical surgical content
	X	
BIOL 451	\$40	Ornithology
	Justification:	The lab fee covers bird specimens, binoculars, slides, egg, feather and bird skin collections to be used in the lab. These collections can get damaged easily and need to be replenished periodically. To examine bird tissues, chemical reagents will be needed to process the specimens in the lab. The students will also be provided with field guides and mist nets for their field work.
	X	
BIOL 407	\$40	Field Ecology
	Justification:	The lab fee covers the cost of measuring tapes, quadrats, field note books, stakes, various pieces of sampling devices, animal traps, plant press, tapes and supplies for measuring pH, temperature, oxygen levels, chemical reagents and containers or plastics used to preserve biological specimens collected from the field.
	X	
CHEM 110	\$25	Chemistry of Life
	Justification:	This course is required for individuals in the BS Nursing Program. It integrates general, organic, and biochemistry content. Students will receive materials associated with the lab, including, but not limited to, graphs and charts. Goggles will be provided along with laboratory experiment written procedures.
	X	

Fall 2006 COURSE FEE PROPOSALS

JUSTIFICATION AND RATIONALE

MATH 137	\$25	Strategies and Game Design
Justification:	X	Fees will cover the cost of game manipulatives, game engines, gaming software, printed handouts, and associated costs. The appropriate software, software upgrades, licenses and shareware costs will be covered by the fees when appropriate. Other supplies such as the cost of graphic printouts (printers, toners, paper, etc), as well as memory sticks, zip discs will be included. Music and other small equipment maybe included.
MATH 437	\$25	Math for Game Development
Justification:	X	Fees will cover the cost of the graphing software, game engines, printed handouts, and associated costs. The appropriate software, software upgrades, licenses and shareware costs will be covered by the fees when appropriate. Cost of other hand-held graphic tools and small hardware that will be used by the students in some classes will be covered by the fees when appropriate. Other supplies such as the cost of graphic printouts (printers, toners, paper, etc), as well as zip/floppy discs will be included. Music and other small equipment maybe included.
BIOL 204	\$25	Computer Applications in Biology
Justification:	X	The lab fee is to cover the cost for license fees, the consumables such as printer cartridges, paper, as well as the cost to purchase special software such as computer simulation activities for biologists and molecular modeling software to be used in this computer activity class. These software need to be up-dated frequently due to the rapid advancement in biological sciences.
BIOL 404	\$75	Plant and Animal Tissue Culture
Justification:	X	The lab fee is to cover the cost of tissue culture media components such as buffers, amino acids, nutrient supplements, enzymes and primarily serum. For every lab activity, sterile and disposable supplies such as flasks, culture plates and pipet tips are required. In addition, animal cell lines, plant material and plant growth chambers need to be procured.
BIOL 405	\$75	Biochemical Engineering
Justification:	X	The lab fee is required to cover the cost of operating and maintaining fermenters/bioreactors. Growth media and sterile equipment need to be purchased for most of the lab activities. For bioseparations and protein purification, several reagents and kits need to be used to make downstream processing easier and less time consuming.
Comp 102	\$10	Web Development
Justification:		Use of computer science labs and software. Printers, licensed software, computer equipment.
Comp 105	\$10	Introduction to Computer Programming
Justification:		Use of computer science labs and software. Printers, licensed software, computer equipment.
Comp 150	\$10	Object Oriented Programming
Justification:		Use of computer science labs and software. Printers, licensed software, computer equipment.
Comp 151	\$10	Data Structures and Program Design
Justification:		Use of computer science labs and software. Printers, licensed software, computer equipment.

Fall 2006 COURSE FEE PROPOSALS

JUSTIFICATION AND RATIONALE

Comp 162	\$10	Computer Architecture and Assembly Language
	Justification: Use of computer science labs and software. Printers, licensed software, computer equipment.	
Comp 262	\$10	Computer Organization and Architecture
	Justification: Use of computer science labs and software. Printers, licensed software, computer equipment.	
Comp 350	\$10	Software Engineering
	Justification: Use of computer science labs and software. Printers, licensed software, computer equipment.	
Comp 362	\$10	Operating Systems
	Justification: Use of computer science labs and software. Printers, licensed software, computer equipment.	
Comp 429	\$10	Computer Networks
	Justification: Use of computer science labs and software. Printers, licensed software, computer equipment.	
Comp 420	\$10	Database Systems
	Justification: Use of computer science labs and software. Printers, licensed software, computer equipment.	
COMP 466	DELETE FEE	
COMP 464	DELETE FEE	