



The rules would require 2/3 of the voting students in order to pass. The vote is actually a multi-vote. The first vote would be to establish an associated student organization, the second vote would establish an associated students fee, and the third would be to establish the student body fee.

Mr. Cotton then went into some detail on the two types of fees. He had prepared a preliminary budget based upon an associated student fee of \$105 and also of \$125 per student annually. There was a fair amount of discussion about the various budget items and the allocation to those items. Mr. Cotton noted that the budget was to show the purposes for which the money could be spent but clearly the students could adopt a budget with different allocations once the associate students organization exists.

Some of the students wished to see less money spent on athletics and more spent on tutoring or multi-cultural center activities. However, after much discussion, the committee approved the \$125 fee to go forward for referendum. They also approved the student body center fee at \$40, as had been proposed by Mr. Cotton. They discussed various ways of getting student opinion about the programmatic allocations of the fees and concluded that information with the referendum might be appropriate.

#### Credential Application Fee

Dr. Wakelee then said that the Chancellor has recently authorized an application processing fee for teacher education credential programs in accordance with Executive Order 839. The faculty had discussed this and, because the application process is so labor intensive, would like the Student Fee Committee to consider a \$25 fee. After minimal discussion, the committee unanimously approved the request.

#### Adjournment

There being no further business, the meeting was adjourned at 11:35 a.m.

APPROVED:

STUDENT FEE COMMITTEE

\_\_\_\_\_  
Joanne Coville

Date: \_\_\_\_\_

## CSUCI STUDENT FEE COMMITTEE MEETING NOTES

March 20, 2003

The CSUCI Student Fee Committee met on Thursday, March 20, 2003 at 12:00 p.m. The meeting was held in the Administration Building, California State University Channel Islands, One University Drive, Camarillo.

Members Present: Joanne Coville, Phil Hampton, Steve Johnston, Nick Pencoff,  
Ching-Hua Wang, Becca Glazier  
Absent: Dan Wakelee, Chris Baysinger, Julie Stoneburg,  
Kori Wilcox  
Guests Present: Trae Cotton

### Intent to Enroll Fee

Joanne Coville summarized the reasons for requiring an Intent to Enroll Fee or, as the Chancellor's Office calls it, an Enrollment Confirmation Deposit, with input from Nick and Trae. We are concerned that we will not be able to effectively serve our new students because we don't know how many students by class to expect. By requiring students to submit a \$100 deposit this Spring, we anticipate that only those really committed to CI will pay the fee and will, in fact, register in the Fall. The \$100 payment would be applied against the fees that they owe. However, if they choose not to enroll at CI, the deposit is nonrefundable. We want an amount that is large enough to be meaningful but small enough to be doable. After much discussion, we agreed that \$100 is an appropriate amount.

We intend to implement this fee immediately for freshmen applications because we are concerned that we will have hundreds of students more than we might otherwise expect to serve. However, we will probably implement the fee for transfer students as well because we are seeing those applications rise dramatically. We will follow the same process for waiving the Enrollment Confirmation Deposit as we do for student application fees, i.e., the \$100 fee will not be a deterrent to those who cannot afford to pay it. After much discussion, the committee unanimously endorsed the proposal.

### Results of Student Elections

Trae Cotton then gave a summary of the results of the student elections. 95% of those voting voted in favor of incorporation. 75% voted in favor of a \$40 Student Body Center Fee. However, only 66.5% voted for the ASI Fee resulting in failure of that initiative. 22% of the students eligible to vote voted, which is a very high turnout. We will have another student referendum on the ASI Fee as soon as we can, perhaps later this term, but probably not until next Fall.

Potential New Lab Fees

The Chancellor's Office is loathe to approve any new fees. However, we do have many classes that will be offered for the first time next semester and many of those will have expensive materials and supplies used in the labs. After much discussion, we agreed that it was appropriate to request lab fees for those courses that are really expensive but not to pursue less expensive course lab fees. Joanne agreed to work with Steve Lefevre to get that list of classes from the faculty program directors.

Refund Policy Review

Joanne briefly reviewed the current refund policy. We follow the Chancellor's Office rules for the mandatory fees. Some fees, however, are not subject to any refund and those are the ID Card Fee and individual lab fees. The reason that a refund is not offered is the ID Card Fee covers the cost of the ID card and the lab fees cover supplies and materials that need to be purchased in anticipation of the number of enrolled students. The committee was comfortable with this approach.

STUDENT FEE COMMITTEE

\_\_\_\_\_  
Joanne Coville

Date: \_\_\_\_\_

**CSUCI STUDENT FEE COMMITTEE  
MEETING NOTES**

**August 6, 2003** ✓

The CSUCI Student Fee Committee met on Wednesday, August 6, 2003 at 1:30 p.m. The meeting was held in the Administration Building, California State University Channel Islands, One University Drive, Camarillo.

Members Present:                 Joanne Coville, Steve Johnston, Nick Pencoff, Ching-Hua Wang,  
  Dan Wakelee, Becca Glazier and Julie Stoneburg  
Absent:                                 Phil Hampton, Chris Baysinger, Kori Wilcox

Parking Fees

The first item on the agenda was to review proposed increases in parking fees that would be used to help defray the costs of the shuttle service. Parking fees are paid by everyone who parks on campus. However, any increase in parking fees for employees represented by a union must be bargained in the overall union agreement. Consequently, any increases that are approved at this time will be only be levied on students, MPP employees and external users. There was general discussion of the budget issues facing the university and it's inability to fund the \$350,000 for the shuttle service. The proposal at hand would raise the fees paid by students by \$10.50 to \$110.00 and raise the cost for MPP employees by \$2.00 to \$27.00. The price of a shuttle card would double to \$50.00 per semester. This would generate roughly \$100,000 to be used toward the cost of the shuttle. After considerable discussion, the Committee unanimously supported the fee increase.

Lab Fees

The Committee reviewed a list of new lab fees that were being requested by Academic Affairs to cover some of the higher cost programs. After much discussion, we agreed that we needed more information about what the fees would cover for these classes before we could adequately consider them. We also briefly discussed a Livescan user fee and decided that we needed more information before we could consider that as well.

STUDENT FEE COMMITTEE

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Joanne Coville

Date: \_\_\_\_\_

**CSUCI STUDENT FEE COMMITTEE  
MEETING NOTES**

September 12, 2003 ✓

The CSUCI Student Fee Committee met on Friday, September 12, 2003 at 12:00 p.m. The meeting was held in the Administration Building, California State University Channel Islands, One University Drive, Camarillo.

Members Present:                 Joanne Coville, Steve Johnston, Nick Pencoff, Ching-Hua Wang,  
  Dan Wakelee, Simone Aloisio, Becca Glazier, Julie Stoneburg,  
  Tom Barker, Lori McDonald, Jorge Perez, and Richard Garcia

Absent:                                 Kristi Adame, Matt Anderson

Lab Fees

Joanne Coville welcomed the new members of the Committee and apologized for not being prepared with the general rules and regulations that govern the Student Fee Committee. She promised that she'd call another meeting in the next month or so for the primary purpose of orientating all of the members to the role of this committee. However, this meeting was necessary because there were a number of lab fees that needed to be approved so that they could become effective for the spring semester.

Dan Wakelee distributed a listing of each of the proposed course fees and the justification and rationale for them. He noted that these were all new fees. The ones that were annotated as "new" only meant that they were newly added to the list of fees submitted at the last meeting. Most of the conversation was around the math fees and a concern that the descriptions were all generic and didn't really differentiate the costs associated with each of the classes. The Committee unanimously supported the proposed fees except for Math 308, Math 318 and Math 451.

STUDENT FEE COMMITTEE

\_\_\_\_\_  
Joanne Coville

Date: \_\_\_\_\_

**CSUCI STUDENT FEE COMMITTEE  
MEETING NOTES**

**November 7, 2003**

The CSUCI Student Fee Committee met on Friday, November 7, 2003 at 12:00 p.m. The meeting was held in the Administration Building, California State University Channel Islands, One University Drive, Camarillo.

Members Present: Joanne Coville, Jeff Cowgill, Nick Pencoff, Ching-Hua Wang, Dan Wakelee, Simone Aloisio, Becca Glazier, Tom Barker, and Lori Macdonald  
Absent: Kristi Adame, Matt Anderson, Julie Stoneburg, Jorge Perez

Overview of Committee Tasks and Rules

Joanne Coville distributed to each new committee member a packet consisting of three sections. The first section was the Executive Order that recorded how fees are set on the campus, the second was a summary of the mandated fees in effect at each of the campuses, and the third section was all of the existing Executive Orders that authorized fees at our campus. After some discussion about the process for approving fees, the Committee proceeded with the agenda.

Livescan Fee

Officer Cowgill explained how Livescan works. An individual comes to the front office and gets their fingerprints taken. Depending upon the purpose for this fingerprinting, we analyze their fingerprints against either the Department of Justice or FBI files. The type of analysis that is being done is totally driven by the reason the person needs the Livescan. We charge a \$15 fee and the Livescan system tells us what the additional charges are for the Department of Justice or FBI. Therefore, we are requesting approval of a fee that ranges from \$15 to \$125, an amount to cover outside charges plus our own. There was some discussion about what the county and others charge for this fee. Our fee seems low in comparison but we believe it is adequate at this time. The Committee unanimously approved the Livescan fee.

We also discussed a couple of other fees that the Police Department would like to have approved. One is a \$10 fee for a request for a copy of a police report, and the second is a \$15 fee for skateboard and scooter release. Skateboard and scooters are prohibited on campus. Violators are given a warning citation. On the second offense, the skateboard or scooter is confiscated. We would like to charge a fee to give them the skateboard or scooter back to help deter them from continuing. After some discussion, the Committee questioned whether inline skates were also prohibited on campus and, if so, thought the fee should apply to this as well. The Committee unanimously approved those two fees.

Lab Fees

There were no new lab fees to approve at this meeting.

Housing Deposit

Ed Lebioda then led a discussion about a student housing deposit. He noted that he had researched the practices at several campuses and there doesn't seem to be a formula within the CSU. Each campus charges housing deposits and the deposits seem to range from \$200 up to \$1,000. In addition, several campuses charge an application fee just to apply for on-campus housing. We are proposing a \$200 housing deposit that would be completely refundable until a certain date. If a student did give us a deposit and, for some reason, we didn't admit them, the deposit would be fully refundable no matter what the date. Further, if a student claimed less than a certain level of financial resources, the \$200 deposit would be reduced to \$100. The Committee thought that this was a reasonable proposal and certainly far less expensive than many other campuses and unanimously supported it.

STUDENT FEE COMMITTEE

\_\_\_\_\_  
Joanne Coville

Date: \_\_\_\_\_

**CSUCI STUDENT FEE COMMITTEE  
MEETING NOTES**

**March 9, 2004**

The CSUCI Student Fee Committee met on Tuesday, March 9, 2004 at 11:30 a.m. The meeting was held in the Administration Building, California State University Channel Islands, One University Drive, Camarillo.

Members Present: Joanne Coville, Jeff Cowgill, Nick Pencoff, Steve Lefevre (for Dan Wakelee), Simone Aloisio, Becca Glazier, Tom Barker, and Mike Wallack, Stacie Pollock, Julie Just  
Absent: Ching-Hua Wang, Kristi Adame, Matt Anderson

Meeting Notes

The notes from the November 7, 2003 meeting were reviewed and approved.

Welcome to New Members

New members were welcomed, given the New Member information packet and updated on the workings of the committee.

Late Fee

Joanne Coville explained that a recent internal audit had just been completed and we discovered that the late fee of \$25, which has been in effect from our first semester with students, was never approved by the Chancellor. She described the time frames during which students are required to pay. She noted that a late fee is waived for all students who end up with a financial aid award and that requests could be made for waiver of the late fee and the requests will be evaluated on an individual basis. After some discussion, the committee unanimously approved the fee.

IRA Fee

Steve Lefevre, who was representing Dan Wakelee at the meeting, discussed the process for reviewing and approved uses of the IRA fee. The IRA fee is a fee that the students are required to pay and a committee has been established which is chaired by Sarah Toner and has a majority of student members. It also had two faculty members as well as Trae Cotton and Emily Deakin. All requests for funding come through the academic program chairs. Students may go directly to program chairs to ask for funding, as can faculty. The money is spent for speakers or events that will benefit educational programs. Trae suggested that the campus rules for the type of projects that the IRA fee may be used for are more restricted than required by Executive Order. Steve agreed to look into that.

STUDENT FEE COMMITTEE

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Joanne Coville

Date: \_\_\_\_\_

**CSUCI STUDENT FEE COMMITTEE  
MEETING NOTES**

**May 7, 2004**

The CSUCI Student Fee Committee met on Friday, May 7, 2004 at 11:00 a.m. The meeting was held in the Administration Building, California State University Channel Islands, One University Drive, Camarillo.

Members Present: Joanne Coville, Jeff Cowgill, Nick Pencoff, Dan Wakelee, Simone Aloisio, Becca Glazier, Tom Barker, Mike Wallack, and Stacie Pollock  
Absent: Ching-Hua Wang, Kristi Adame, Matt Anderson, Julie Just  
Guests: Steve Lefevre

Meeting Notes

The notes from the March 9, 2004 meeting were reviewed and approved.

New Fee Requests

The main order of business is a few biology lab fees that need to be approved. Dean Lefevre noted that all of these were new courses and labs except for the first one that had been overlooked last term. The write-up includes references to start up costs, but those are being paid out of Academic Affairs funding sources. These costs really relate to ongoing replacement and consumables for the labs. After some discussion, the fees were approved unanimously.

Associate Dean Wakelee noted that individual music lessons were being discussed by the deans of the liberal arts colleges in the CSU. We may need to take a position on this question in the fall.

Ms. Coville thanked the group for their participation. She said that we would meet in the fall and review the financial reports comparing fees collected to fees spent. If new classes were being offered in the Spring that had lab fee components, we would also review them at that time. We expect to have one or two meetings each semester.

Adjournment

The meeting concluded at 11:30 a.m.

STUDENT FEE COMMITTEE

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Joanne Coville

Date: \_\_\_\_\_

**CSUCI STUDENT FEE COMMITTEE  
MEETING NOTES**

**October 19, 2004**

The CSUCI Student Fee Committee met on Tuesday, October 19<sup>th</sup>, 2004 at 11:30 am. The meeting was held in the Administration Building, California State University Channel Islands, One University Drive, Camarillo.

**Members Present:** Tom Baker, Anneka Busse, Jeff Cowgill, Joanne Coville, Lupita Gutierrez, Phil Hampton, Henry Moraga, Nick Pentcoff, Gitana Serna, Ching-Hua Wang

**Presenters:** Gary Berg, Damon Blue, Ed Lebioda, Kris Muller, Ray Porras, Sarah Toner

**Staff:** Lacey Lovejoy

Meeting Notes:

Meeting notes from May 7<sup>th</sup>, 2004 were reviewed and approved.

Information Packet:

Joanne Coville handed out a packet of information regarding fee policy at the Chancellor's Office level and at the University level. The packet included the Fee Policy Executive Order No. 740, Current Fee Levels System Wide 2004-05, and Executive Orders and Memos regarding CSUCI's Approved Fees.

Review of fees collected in the last two years:

A report was put together by the budget office showing FY2002 & FY2003 revenue and expenses of all non-general fund fees. The report also included an explanation of expenses. Extended Education fees were accidentally left off the report. A report for Extended Education fees will be ready for next meeting.

New Fee Proposals:

1. Extended Education (presented by Gary Berg)

MBA Registration Fee of \$25.00 per term: Not Approved (7 to 2)

MBA Application Fee of \$25.00 per application: Approved (6 to 1, 2 abstained)

2. Student Affairs (presented by Ed Lebioda, Sarah Toner, and Damon Blue)

Student Housing Fees: Approved (9 to 0)

Fines: \$50.00 to 250.00 (example Fire alarm pulls, improper checkout, improper quest)

Repairs & Replacement Fees: \$36.75 to 1,500 (Material and Labor charges)

Board (required Meal Plans): \$1,750 to 2,100 (Students will be required to purchase a minimum meal plan)

Orientation Fees: Approved (8 to 1, 1 abstained)

Freshman Winter Orientation Fee: Decrease from \$40 to \$25

Freshman Summer Orientation Fee: Increase from \$40 to \$65

Guest Summer Orientation Fee: Increase from \$15 to \$45

Transcript Fee: Approved (7 to 2, 1 abstained)

\$5.00 fee (Coville strongly discourages the fee would not offset the additional cost to process the deposit)

Intent to Enroll Fee for Transfer Students: Approved (8 to 0, 2 abstained)

\$100.00 fee similar to the Freshman intent to enroll fee

\*\* Jane Sweetland has withdrawn the request for a \$5/transcript fee. In its place, Coville and Sweetland agree for Admissions and Records to accept a \$1/FTE as of each semester census date beginning fall, 2004. This issue will be reevaluated in Fall 2005.

3. Transportation and Parking Services (presented by Ray Porras)

Approved (8 to 2)

Permit Type	Existing Fee	Proposed Fee
Semester	\$110.00	\$135.00
Daily	\$4.00	\$6.00
SH Residents <sup>1</sup>	\$110.00	\$125.00
Tenants - Monthly	\$27.00	\$30.00
MPP/E99/C99 - Monthly	\$27.00	\$30.00
Non-Rep Staff - Monthly	\$27.00	\$30.00
Represent Staff <sup>2</sup> - Monthly	\$25.00	\$30.00
Summer Weekly	\$7.00	\$9.00
Summer Session	\$73.00	\$90.00
Meter Rate	.25/15 minutes	.50/15 minutes
Shuttle Card <sup>3</sup> - Semester	\$50.00	\$50.00

\*\* The shuttle card was re-proposed to be reduced to \$25.00 after the meeting. This would hopefully encourage students to take the bus instead of paying the higher parking fees. Approved (8 to 2)

Next Meeting:

For next meeting, the Fall '04 student fees will be available. Extended Education fees report will cover last two years and Fall '04.

Rhonda Tyacke will set up next meeting.

Adjournment

The meeting concluded at 1:30 pm.

STUDENT FEE COMMITTEE

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Joanne Coville

Date: \_\_\_\_\_

**CSUCI STUDENT FEE COMMITTEE  
MEETING NOTES**

**January 31, 2005**

The CSUCI Student Fee Committee met on Monday, January 31<sup>st</sup>, 2005 at 11:00 am. The meeting was held in the Administration Building, California State University Channel Islands, One University Drive, Camarillo.

Members Present: Anneka Busse, Meghan Ciuffetelli, Jeff Cowgill, Joanne Coville, Jen Eaton, Daniel Ellis, Phil Hampton, Matt Hewitt, Nick Pentcoff, Dan Wakelee, Ching-Hua Wang

Presenters: Gary Berg , Trae Cotton, Steve Lefevre, Kris Muller,

Staff: Lacey Lovejoy

Review of Prior Term fee revenue and expenses:

A report was put together by the budget office showing FY2004 Fall revenue and expenses of all non-general fund fees. Extended Education fees for FY02 & FY03 were also included.

New Fee Proposals:

1. UNIV 392 – Approve 11 to 0  
The range of the fee was adjusted from \$500-\$10,000 to \$0-\$10,000. This allows a student to travel independently for university credit and not be charged the fee. The issue of insurance was raised. Bill Kupfer needs to be consulted on insurance requirements for travel, both independently for university credit and classes.
2. ART 207 & Art 329 – Approved 10 to 1  
A course fee to pay for clay, glazes, and gloves.
3. MUS 109 & 309 – Approve 9 to 2  
Committee members believe the fee maybe set to low. The fee was approved with the understanding that an increase in fee may come in the future.
4. Student Summer Conference Housing Fee – Approved 10 to 0 (member left early)  
A \$25.00 per night per CSUCI student fee was requested. This fee is only for CSUCI students and students coming for orientation who may not have yet registered. The fee is being established upon request from various program offices requesting students to stay on campus for actives during the summer.

Extended Education Refund Policy

Approved 10 to 0 (member left early)  
The refund policy covered CEU, non-credit courses, and Special Session.

Next Meeting:

For next meeting, which will be in Fall 2005, the Spring '04 student fees will be available.

Adjournment

The meeting concluded at 12:00 pm.

STUDENT FEE COMMITTEE

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Lacey Lovejoy

Date: \_\_\_\_\_

**CSUCI STUDENT FEE COMMITTEE  
MEETING NOTES**

**October 27, 2005** ✓

The CSUCI Student Fee Committee met on Thursday, October 27<sup>th</sup>, 2005 at 8:00 am. The meeting was held in University Hall, California State University Channel Islands, One University Drive, Camarillo.

Members Present: Dallas Carter, Jeff Cowgill, Joanne Coville, Alyssa Ervin, Nikki Gibeaut, Phil Hampton, Rachael Jordan, Dan Wakelee, Ching-Hua Wang

Absent Members: Austin Dias, Nick Pencoff, Chris Powell, Ronald Sullivan

Presenters: Gary Berg, Cindy Eaves, Ed Lebioda, Kris Muller, Ray Porres

Staff: Lacey Lovejoy

Review of notes from January 31, 2005 meeting:

Minutes were approved.

Review of Prior Term fee revenue and expenses (Spring 2005):

A report was put together by the budget office showing FY 2005 Spring revenue and expenses of all non-general fund fees. Extended Education fees for FY 2005 Spring were also included. Gary pointed out that some fees associated to Extended Education were not on the report.

New Fee Proposals:

1. Recreation and leisure services use fee – Approved 9 to 0 *Ramy*  
Proposal covered two fees, a special event fee to be assessed on participating students (0-100% of direct cost), Dolphin Passport holders (75-120% of direct costs), and guests (100-150% of direct cost), and the Dolphin Passport fee for all non-student individuals who wish to participate in recreation and leisure services.
2. Housing Application fee – Approved 9 to 0 *new*  
The proposal requested an application fee for student housing of \$50 to assist in offsetting the cost of processing the applications.
3. Application for Master's Degree – Approved 9 to 0

This fee, \$45, would be used to recover the cost of printing and mailing diplomas and help offset some commencement ceremony cost. This fee will be split between Records & Registration (2/3) and Communications & Marketing (1/3).

4. Change of graduation fee – Approved 9 to 0  
The fee, \$15, will be used to support processing activities associated with evaluation of students' requirements for graduation.
5. Replacement diploma fee – Approved 9 to 0  
This fee, \$15, will cover the cost of replacing the diploma and the mailing.
6. Open University fees (revised) – Approved 9 to 0  
Increase per semester unit charge from \$155 to \$185 per credit.
7. Math Course fee proposals – Approved 9 to 0  
The course fee would help offset costs of materials.
  - a. Math 105 - \$25
  - b. Math 150 - \$25
  - c. Math 150 - \$25
  - d. Math 202 – course fee approved previously
  - e. Math 250 - \$25
  - f. Math 240 - \$25
  - g. Math 208 - \$25
  - h. Math 308 - \$25
  - i. Math 318 - \$25
  - j. Math 330 - \$25
  - k. Math 329 - \$25
  - l. Math 342 – course fee approved previously
  - m. Math 430 - \$25
  - n. Math 350 - \$25
  - o. Math 344 - \$25
  - p. Math 451 - \$25
8. Dolphin Dollars and Student Housing Meal plan refund policy – Approved 9 to 0  
For student living in student housing with meal plans, they can receive a refund up to the end of the 10<sup>th</sup> week of the semester, if they are leaving student housing. The refund will be based off of actual dollars spent, a prorated amount, and an administrative processing fee. For students who have purchased Dolphin Dollars, they are entitled the remaining credit on the card less any bonus dollars and an administrative processing fee.
9. Parking Rate increase – Approved 9 to 0  
An increase to all parking permits except for Daily, Weekly, Meter Rate, and Shuttle Card, to assist in paying for new parking lots.
10. Biology Course Fees – Approved 9 to 0  
The course fee would help offset costs of materials.

*How why get refund*

- a. BIOL 317 - \$40
- b. BIOL 403 - \$40

Next Meeting:

For next meeting, which will be in Spring 2006, the Fall '05 student fees will be available.

Adjournment

The meeting concluded at 9:30 am.

STUDENT FEE COMMITTEE

\_\_\_\_\_  
Lacey Lovejoy

Date: \_\_\_\_\_