



Student Fee Committee Meeting Agenda
November 16, 2007, 1:30 pm

1. Review of the CSU fee policy and the approved fees for CSUCI
2. Review minutes from the last meeting (Spring 2007 Semester)
3. Review fees collected and spent last year
4. Vote on several new or revised fees:
 - a. Clarification of the purpose of the Materials, Services and Facilities fees
 - b. Policy on Category 1 fees during summer or special terms
 - c. Chemistry 312 and 315 (increase the fee from \$25 to \$40)
 - d. Chemistry 110 (new fee \$25)
 - e. Chemistry 460 (\$40, previously approved as Chemistry 400)
 - f. Chemistry 461, 372, and 410 (new fee \$40)
 - g. Biology 318 (new fee \$40)
 - h. Biology 426 (new fee \$40)
 - i. Private Music Lessons 109 & 309 (increase fee from \$75 to \$100)
 - j. Clarification of the application of Executive Order 1012 to our campus
 - k. Clarification of the application of Executive Order 986 to our campus

CSUCI Student Fee Committee Meeting Minutes

November 16, 2007

The CSUCI Student Fee Committee met on Friday, November 16, 2007 at 1:30 pm. The meeting was held in University Hall, California State University Channel Islands, One University Drive.

Members Present: Theresa Olivo, Dan Wakelee, Nitika Parmar, Damon Blue, Rachel Jordan, Dallas Carter, Joanne Coville, Marcus Allen, Adam Clark, Erica Roundy, Sara Lane, Yovani Lopez, Adriana Franco, Cristina Nette

Members Absent: Sean Kelly, Marissa Davis, Kelli McGuire

Guests: Ed Lebioda, Kris Muller, Beatriz Ruettgers, Mary Devins, Simone Aloisio, Theodore Lucas

Staff: Lori Cordova

Review of the CSU Fee Policy and the Approved Fees for CSUCI

Joanne Coville reviewed CSU Executive Order 740 that sets the student fee policy, CSU 2007-08 Academic Year Resident Undergraduate Fee list and CSUCI's Executive Orders for approved fees. Copies of these documents were provided. The committee was also advised that the Chancellor's Office has issued a temporary moratorium on student fees. President Rush may or may not choose to request an exception. Due to the moratorium any fees approved at this meeting will not become effective until Fall of 2008.

Review of Minutes from the April 2, 2007 (Spring Semester) Meeting

Minutes of the last Student Fee Committee Meeting on April 2, 2007 were presented for review.

Financial Review of Fees Earned and Spent

Extended Education Fees

Joanne Coville reviewed the Extended Education Fees: Revenue and Expense Report for Spring 07. These fees are charged only if you are taking courses thru Extended Education or Open University.

Student Fees

Health Service and Facilities

Joanne Coville explained the fund is paying for County of Ventura Services in which the contract is currently being extended. These funds will eventually be used to pay for a new location for Health Services.

Instructionally Related Activities Fee

Mary Devins explained that the IRA Committee is made up of a group of ten students/staff members. They have received twice as many proposals than funds are available. These fees pay for speakers, celebrations and study abroad, etc.

Materials Services Fees

Joanne Coville explained there were enough funds to for the following programs: student portal, web programming, wireless access and a virus program.

Student Center and ASI Fees

Joanne Coville explained the funds are related to reserves in anticipation of the Student Union building.

Lab Fees

There are a few lab fees with negative balances, the negative balances have been corrected after the reporting period.

Orientation Fee

Ed Lebioda explained that the balance has been spent in the summer.

Clarification of the Purpose of the Materials, Services and Facilities Fees

The Materials, Services and Facilities Fee is used to expand useable space at the university (to include purchase of instructional equipment, special repairs, and deferred maintenance), purchases that enhance the student's classroom experience, outfitting computer labs and computer programming that will provide better service to students.

Purpose of the Materials, Services and Facilities Fees - Approved 13-0

Policy on Category I Fees During Summer or Special Terms

The following are Category I Fees as defined in Executive Order 740. These fees are charged to all matriculated students every semester.

- a. Associated Students
- b. Student Body Center
- c. Instructional Related (IRA)
- d. Health Facility
- e. Student Health
- f. Materials, Services & Facilities (MSF)
- g. Recreation

The campus occasionally holds shorter terms during the summer, between semesters and perhaps even within a semester. We need a policy regarding the level of fees assessed for these shorter terms. The proposal is that all fees are prorated over the length of the supplemental session if services are offered or debt needs to be serviced. In that way, the maximum category I fee for a five week summer term would be 5/16ths of the regular fee. This summer we do not expect to offer any Associated Student programming, government, newspaper, etc.; IRA funded projects or recreation activities. Therefore, those three fees would not be assessed this summer, but may be in future sessions. The student body center fee would be assessed because of the outstanding debt; the health facility and student health fees would be assessed because the health center is open and available; and MSF fees would be assessed since that fee supports general classroom facilities and programming throughout the year.

Policy on Category I Fees During Summer or Special Terms- Approved 14-0

Changes to Existing Fees

Chemistry 312 and 315- Increase fee from \$25 to \$40 - Approved 14-0

Fees are used to purchase consumable supplies.

Private Music Lessons 109 and 309- Increase fee from \$75 to \$100- Approved 13-1

Fee increase requested due to high cost of one-on-one instruction.

New Fee Proposals

Chemistry 110 – New Fee \$25 – Approved 14-0

Fees are used to purchase consumable supplies.

Chemistry 460, 461, 372, 410, 415, 450, 465- New Fee - \$40 - Approved 14-0

Fees are used to purchase consumable supplies. **Chemistry 400 has been replaced by Chemistry 460- this is to transfer fee from Chemistry 400 to 460.

Biology 318 and 426 – New Fee \$40 – Approved 14-0

Fees are used to purchase consumable supplies.

Informational Items

Executive Orders 1012 and 986 were reviewed. Executive Order 1012 requires that the campus have Student Academic Field Experience for Credit Liability Insurance Program. The fee for 2007-08 is \$7 per student for the full academic year. Currently the campus is paying this fee. Executive Order 986 requires the campus to have Student Professional Liability Insurance. For 2007-08 the fee is \$18 for the academic year and is paid for by the students that are required to have this insurance (students in certain nursing programs and student teachers). These two fees do not require the approval of the Student Fee Committee because they are approved by the Chancellor's Office.

Adjournment

The meeting concluded at 2:40 pm.



Lori Cordova

**Student Fee committee meeting 11/16/2007
Agenda items 4a & b**

Agenda item 4a Material, Services, and Facilities Fee

The original purpose of the Material, Services, and Facilities Fee (MSF) that all students pay was to expand useable space at the university (to include purchase of instructional equipment, special repairs, and deferred maintenance).

Over the years, we have broadened the purpose of this fee to include technology in the classroom, computer lab purchases and computer programming to provide portal for students. We believe that the President should formally approve the expanded purpose of the MSF fee as follows:

The Material, Services and Facilities Fee is used to expand useable space at the university (to include purchase of instructional equipment, special repairs, and deferred maintenance) purchases that enhance the student's classroom experience, outfitting computer labs and computer programming that will provide better service to students.

Agenda item 4b Category 1 fees during summer session or special terms

The following fees are Category 1 fees as defined in Executive Order 740. These fees are charged to all matriculated students every semester:

- a. Associated student (AS)
- b. Student body center
- c. Instructionally related (IRA)
- d. Health facility
- e. Student Health
- f. Materials, Services & Facilities (MSF)
- g. Recreation

In addition, parking fees apply for anyone bringing their car on campus.

The campus occasionally holds shorter terms during the summer, between semesters and perhaps even within a semester. We need a policy regarding the level of fees assessed for these shorter terms. The proposal is that all fees are prorated over the length of the supplemental session if services are offered or debt needs be serviced. In that way, the maximum category 1 fee for a 5 week summer term would be 5/16ths of the regular fee. This summer we do not expect to offer any Associated Student programming/ government, newspaper, etc.; IRA funded projects or Recreation activities. Therefore, those 3 fees would not be assessed this summer, but may be in future sessions. The student body center fee would be assessed because of the outstanding debt; the Health facility and Student Health fees would be assessed because the health center is open and available; and MSF fees would be assessed since that fee supports general classroom facilities and programming throughout the year.

Summary of Costs for Chemistry Labs
Fall 2007

		Chem 312 & 315		Chem 110	Chem 460	Chem 461	Agenda items 4 c, d, e, f		Chem 372	Chem 410
		Organic		Chemistry of Life	BioChem I	Bio Chem II			Physical Chem	Advanced Organic Synthesis
Jul-07	\$	488			\$ 831				\$	39
Aug-07	\$	934	\$	164	\$ 729			\$ 954	\$	1,317
Sep-07	\$	488	\$	209	\$ 453			\$ 160	\$	396
Oct-07 (est)	\$	821	\$	192	\$ 192			\$ 105	\$	56
TOTAL	\$	2,731	\$	565	\$ 2,205			\$ 1,219	\$	1,808
# Students	\$	58	\$	24	\$ 24			\$ 15	\$	8
# Sections	\$	4	\$	1	\$ 2			\$ 1	\$	1
\$ per Student	\$	47	\$	24	\$ 92			\$ 81	\$	226
\$ per Section	\$	683	\$	565	\$ 1,103			\$ 1,219	\$	1,808

Notes concerning fee request by course

This is a request to increase the already approved fee from \$25 to \$40 based on actual lab material costs

The fee for this course is already approved as Chem 400; course was renumbered to 460; the request for this course is only to transfer the approved fee

Course offered only in spring; this course uses materials almost identical to Bio Chem I (Chem 460) - which already has an approved fee costs and materials for Chem 410 will be very similar to Chem 415, 450 & 465 which have not been offered previously

Specific items purchased and consumed by course

gloves
solvents
organic reagents
gases
cryogens

gloves
solvents
salts
acids
bases
gases
towels

gloves
solvents
salts
nucleotides
proteins
cryogens
gases

gloves
solvents
salts
nucleotides
proteins
cryogens
gases

gloves
solvents
salts
cryogens
gases

gloves
solvents
salts
nucleotides
proteins
cryogens
gases

Projected Hematology Lab Costs

BIOL 426

Agenda item 4g

Manual WBC Counts Lab

QUANT.	UOM	CATALOG NO.	DESCRIPTION	COST EA.	TOTAL
1 ea		A879-500	Ammonium Oxalate	\$ 44.39	\$ 44.39
1 ea		BP2542-10	Thimerosal	\$ 52.40	\$ 52.40
1 ea		13-680-14	BD Unopette Pipets	\$ 51.54	\$ 51.54
1 ea		13-680	BD Unopette System	\$ 118.89	\$ 118.89
1 ea		06-664-14	Lint-free dry wipes	\$ 5.98	\$ 5.98
1 ea		S17032	Disposable Alcohol Swabs	\$ 3.99	\$ 3.99
1 ea		08-757-14	Petri Dishes	\$ 34.89	\$ 34.89
1 ea		S80172	Filter paper	\$ 58.43	\$ 58.43
1 ea		S376-3	Sodium phosphate tribasic dodecahydrate	\$ 44.50	\$ 44.50
1 ea		S373-3	Sodium phosphate dibasic heptahydrate	\$ 87.67	\$ 87.67
1 ea		S472-500	Sodium phosphate dibasic dihydrate	\$ 30.37	\$ 30.37
1 ea		SB30	Blood, Sheep	\$ 15.25	\$ 15.25
1 ea		S34890-3	Microcentrifuge tubes	\$ 15.91	\$ 15.91

Manual RBC Counts Lab

1 ea		A879-500	Ammonium Oxalate	\$ 44.39	\$ 44.39
1 ea		BP2542-10	Thimerosal	\$ 52.40	\$ 52.40
1 ea		13-680-14	BD Unopette Pipets	\$ 51.54	\$ 51.54
1 ea		13-680	BD Unopette System	\$ 118.89	\$ 118.89
1 ea		06-664-14	Lint-free dry wipes	\$ 5.98	\$ 5.98
1 ea		S17032	Disposable Alcohol Swabs	\$ 3.99	\$ 3.99
1 ea		08-757-14	Petri Dishes	\$ 34.89	\$ 34.89
1 ea		S80172	Filter paper	\$ 58.43	\$ 58.43
1 ea		S376-3	Sodium phosphate tribasic dodecahydrate	\$ 44.50	\$ 44.50
1 ea		S373-3	Sodium phosphate dibasic heptahydrate	\$ 87.67	\$ 87.67
1 ea		S472-500	Sodium phosphate dibasic dihydrate	\$ 30.37	\$ 30.37
1 ea		SB30	Blood, Sheep	\$ 15.25	\$ 15.25
1 ea		S34890-3	Microcentrifuge tubes	\$ 15.91	\$ 15.91

Reticulocyte Counts Lab

1 ea		S71325	Methylene Blue Solution	\$ 2.50	\$ 2.50
1 ea		12-550-15	Microscope slides	\$ 29.71	\$ 29.71
1 ea		14-962-15A	10 x 75 mm Test tubes	\$ 28.22	\$ 28.22
1 ea		22-042-818	Pasteur pipets	\$ 10.36	\$ 10.36
1 ea		22-260943	Capillary tubes	\$ 3.52	\$ 3.52

Erythrocyte Sedimentation Rate Lab

1 ea		SR830	Westergren tubes	\$ 31.80	\$ 31.80
1 ea		13-678-8A	Disposable pipets	\$ 11.48	\$ 11.48

Osmotic Fragility Lab

1 ea		S88805	Pipet tips	\$ 34.40	\$ 34.40
1 ea		S50712	15 ml Centrifuge tubes	\$ 10.47	\$ 10.47
1 ea		14-955-125	Curvettes	\$ 33.59	\$ 33.59
1 ea		22-042-818	Pasteur pipets	\$ 10.36	\$ 10.36
1 ea		06-666A	Kimwipes	\$ 1.78	\$ 1.78

Hemoglobinometer Lab

1 ea		SB30	Blood, Sheep	\$ 15.25	\$ 15.25
1 ea		S50712	15 ml Centrifuge tubes	\$ 10.47	\$ 10.47
1 ea		A142-212	HCl	\$ 18.92	\$ 18.92
1 ea		22-042-818	Pasteur pipets	\$ 10.36	\$ 10.36
1 ea		13-678-18B	Capillary pipets - 20ul	\$ 111.05	\$ 111.05
1 ea		S34890-3	Microcentrifuge tubes	\$ 15.91	\$ 15.91

Microhematocrits Lab

1 ea		22-260943	Capillary tubes	\$ 3.52	\$ 3.52
1 ea		06-666A	Kimwipes	\$ 1.78	\$ 1.78
1 ea		02-678	Hemato-Seal	\$ 10.69	\$ 10.69

Automated CBC Lab

1 ea		4000-0040	Geva ViaCount Reagent Kit	\$ 112.00	\$ 112.00
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Blood Smear Preparation Lab

1 ea		12-550-15	Microscope slides	\$ 29.71	\$ 29.71
1 ea		22-362-574	Capillary tubes - plain	\$ 2.02	\$ 2.02
1 ea		635016	Wright's stain	\$ 10.18	\$ 10.18
1 ea		RC145016	Wright's buffer	\$ 5.59	\$ 5.59

Normal Differentials Lab

1 ea		12-550-15	Microscope slides	\$ 29.71	\$ 29.71
1 ea		SB30	Blood, Sheep	\$ 15.25	\$ 15.25
1 ea		S18304A	Oil immersion	\$ 8.17	\$ 8.17
1 ea		11-999	Lens paper	\$ 5.00	\$ 5.00

Abnormal Differentials Lab

1 ea		12-550-15	Microscope slides	\$ 29.71	\$ 29.71
1 ea		SB30	Blood, Sheep	\$ 15.25	\$ 15.25
1 ea		S18304A	Oil immersion	\$ 8.17	\$ 8.17
1 ea		11-999	Lens paper	\$ 5.00	\$ 5.00

Gloves

			100 per box - 8 boxes per term per section	\$ 80.00	\$ 80.00
			Grand Total		1840.34
			Cost of lab materials per student		74.68
			(assumes 24 students per lab)		

Anticipated costs for BIOL 318

Agenda item 4h

ITEMS USED IN BIOLOGY 217 (MEDICAL MICROBIOLOGY AND 301 (MICROBIOLOGY):

These classes have similar requirements to a Medical Mycology (BIOL 318) laboratory:

There are 25 groups of two in these two lab classes ~ 50 students

CATEGORY:

Microorganisms	\$	828
Biologicals (Blood, Antibodies, Antigens)	\$	203
Premade growth media (in tubes and petri dishes)	\$	297
Powdered growth media	\$	363
Individual chemicals to make specialty growth media	\$	116
Disposable plasticware	\$	243
Disposable glassware	\$	241
Specialty Reagents and Stains	\$	268
Specialty Consumables	\$	449
Disposable Gloves	\$	44
Misc. (sterilization indicator tape, label tape,, inoculating loops, auto	\$	235
	\$	3,287

Cost of supplies per \$ 66
(to date)

DOES NOT INCLUDE: Tax, Shipping costs (which are high when infectious microorganisms are ordered), material that is already on hand)

Agenda item 4i

Fall 07

PAMU 109 PAMU 309

Instructional Cost	\$6,869.00	\$6,929.00
Students Enrolled	17	17
Current Fee	\$ 75.00	\$ 75.00
Actual Instructional Cost Per Student	\$ 404.06	\$ 407.59
Fee Revenue	\$ 1,275.00	\$ 1,275.00
% of cost covered by current fee	18.6%	18.4%