



Student Fee Advisory Committee

Friday, February 2, 2024 | 8:00 - 9:00 a.m.

Location - Zoom: <https://csuci.zoom.us/j/83962408981>

Minutes

Committee Members Present:

Daisy Navarrete – SFAC Chair

Trina Darakjy – Staff

Sean Himebaugh – IRA Committee Chair

Committee Members Absent:

Miriam Packard – Chair, ASI board

Leah Quiroa – Student at Large

Gregory Wood – Faculty

MSFT Committee Chair – Vacant

Student at Large – Vacant

Faculty - Vacant

Others in Attendance:

Dianne Wei Bobritsky – Associate Director of DSA Budget

Lainey Cortes – Admin Coordinator to the VPSA office

Minutes:

I. Call to Order & Introductions

- a. Chair Navarrete called the meeting to order at 8:07 a.m.
- b. D. Wei Bobritsky – the committee will not meet quorum today since only 3 committee members are present.
- c. Present members of the committee introduced themselves.

II. Parliamentary Procedures – Quick Overview (D. Wei Bobritsky)

- a. D. Wei Bobritsky asked if the committee is familiar with parliamentary procedures and presents slides reviewing basics of parliamentary procedures.
- b. Provides structure to run meetings efficiently. One item at a time is discussed. Chair will help facilitate so others do not talk over each other.

- c. S. Himebaugh inquires on clarity for abstaining from votes.
 - i. D. Wei Bobritsky shared abstentions should only be used if you have a conflict of interest (i.e. faculty should not make recommendations on their own course fee proposals). If more information or clarification is needed prior to the vote, please ask questions to gather the information rather than abstaining.
- III. Approval of the Agenda
 - a. Not possible due to lack of quorum.
- IV. Public Forum
 - a. None
- V. Committee Responsibilities & Expectations
 - a. Chair Navarrete emphasized punctuality, participation, involvement and respecting other committee members' questions and comments. Please review documents shared prior to meetings.
 - b. Adjournment time – we will adjourn meetings no later than 8:55 a.m. to accommodate those who have 9:00 a.m. commitments.
 - c. Sean inquired about specifics on SFAC – when and what kind of questions or comments should be prepared to represent the IRA committee?
 - i. D. Wei Bobritsky - SFAC only discusses category II fees if campus is considering adjustments to the current fee amounts. Other than that Committee representatives will provide updates on the work their committees are doing.
- VI. Voting Methods (D. Wei Bobritsky)
 - a. Quorum is required to conduct business and vote. If quorum is not met, we can still meet and discuss but no official business can occur.
 - b. Every member has an equal vote, including Chair. No proxy allowable. You must be present to vote unless voting by email is decided.
 - c. S. Himebaugh inquires if it is possible to have one person represent 2 votes if they serve as chair on other committees.
 - i. D. Wei Bobritsky - it is not preferred to have this situation, but it has occurred in the past. If it happens, be mindful of the committee you are representing when voting.
- VII. Category III Proposals
 - a. Category III Overview (D. Wei Bobritsky)
 - i. Dianne shared these are fees associated with state-supported courses, specifically for materials and services used in concert with the basic foundation of an academic course offering. For courses without travel, fees may not exceed \$150. With travel, the fee may not exceed \$3,000.

- ii. Misc. course fees can only be charged for the actual cost of the material, service or use of facility being provided.
 - 1. Fees cannot be charged for the basic complement of classroom supplies and materials required for instruction.
 - 2. Fees cannot be charged for the basic complement of laboratory supplies and instructional equipment necessary for classroom lab requirements identified in the course description.
- iii. Fees collected & materials purchased should be consumed during the course.
- iv. Call for proposals sent in early Sept. 2023 for faculty to submit any new changes or cancellations for fees for the upcoming fiscal year.

b. FY24-25 Proposals Received

- i. Review of single proposal adjustment we received. This proposal is for an adjustment of the fee to reduce the fee from \$15 to \$10.
- ii. When considering and voting, we want you to keep students in mind and how this could affect them.

c. Next Steps

- i. D. Wei Bobritsky will share the proposal with the committee to review prior to the next meeting. Our hope is to have a quorum to make a recommendation. Next meeting will be Feb. 16.

VIII. Closing Remarks

- a. No closing remarks.

IX. Adjournment

- a. Chair Navarrete adjourned the meeting at 8:49 a.m.

Upcoming Agenda Items:

- Informational Items:
 - FY22-23 Student Fee Financials
 - New Category V Fees
 - Stateside Summer Tuition
 - Orientation Fee for International Undergraduates
 - FY22-23 Annual Report