Committee Members Present:
  Atticus Reyes
  Andy Dosev
  Angela Christopher
  Laine Lyzak
  Bryan Ruiz
  Hannah Dineley
  Tiana Petlin
  Nicholas Centino
  Kem French

Committee Members Absent:
  Marianne McGrath

Others in Attendance:
  Dianne Wei- Budget and Operations Analyst
  Christopher Wheeler – Presenter
  Crista Fisher – Administrative Assistant

Minutes:
I. Call to Order
   a. The meeting was called to order at 8:03 a.m.

II. Approval of the Agenda
   a. Action Item: Approval of the February 1, 2019 Agenda
      i. M/S/P (A. Dosev/T. Petlin)
         Motion Passed 9-0-0

III. Approval of Meeting Minutes
   a. Action Item: Approval of minutes from November 30, 2018
      i. M/S/P (L. Lyzak/ B. Ruiz)
         Motion Passed 9-0-0
IV. Information Item: Presentation on GEO 121, 122, 300 and 321 fees by faculty member Christopher Wheeler

a. C. Wheeler explained the Geology Program’s budget is currently used to purchase items for use in course lab exercises (minerals, rock, sediment and fossil samples, specimen trays, sample testing tools, and storage containers). He passed out samples to the committee to look at and provided additional narrative to support his fee request. Many of these items need to be replaced, as they are prone to short-term degradation. The cost of replacing items significantly affects the Geology Department’s limited budget. The purpose for his fee request is to ask students to help pay for those items that are used in labs and need replacement over time. He prorated costs depending on the lifetime of the item. He reviewed costs of glass plates, specimen trays and various rock samples that become brittle and break down over time, needing replacement. He explained supplies were funded through Geology’s equipment budget in past, but lab sections have been added along with lab activities more specific to lessons and budget has not increased to compensate. He reviewed the typical usage and costs of the following items: glass plates, streak plates, magnifying glasses, trays, minerals, rocks and chemicals. He shared how long each course has been in existence; Geology 300 and 321 since spring 2003, Geology 121 since spring 2004 and Geo 122 since spring 2007.

b. Proposal Discussion:
   i. A. Dosev inquired about the plates and cleaning methods. C. Wheeler said scrub brushes are used to clean, but over time, stains cannot be removed. L. Lyzak asked about prices per item. A. Dosev asked if plastic vs. cardboard trays would last longer and C. Wheeler shared he can only find one supplier. D. Wei asked C. Wheeler to confirm his fee amount request. A. Reyes asked how supplies have been funded and C. Wheeler broke down the history of the budget, cuts, and needs of Geology (i.e. metal cabinets for storage, fossils, laser printer). A. Reyes noted high textbook fees and asked if other avenues are available. C. Wheeler encourages digital versions and puts copies of books on reserve in library. Sharing electronic copies of the textbook can be a violation of copyrights. C. Wheeler shared that lab manuals are a separate cost and cannot be on reserve due to past problems with students tearing out pages. L. Lyzak received confirmation that all courses in the proposals are GE or required. A. Reyes wrapped up discussion citing food insecurity issues on campus and asked if the fee requests are the only avenue he can pursue. C. Wheeler said the program chair encouraged him to apply as the fees will supplement the current budget to allow for more than just the basics. He stated he would leave it to the committee to decide if the course fees are essential.
V. Information Item: FY17-18 Fee Report
   a. D. Wei passed out the FY 17-18 Trust Fund Report as of June 30, 2018. She mentioned that per EO 1102, the University is required to share the student fee activity and balances with the SFAC. D. Wei explained that the course fee balances fluctuate as the semester goes on and confirmed that balances carry over from prior year; however, they strive not to carry over high balances, due to the nature of the course fees.

VI. Information Item: Update from Fee Oversight Committee Chairs
   a. A. Christopher, SHAC Chair stated they visited service related areas via tours and special presentations.
   b. A. Dosev, ASI Board Representative Chair, said they are meeting for BASC presentations.
   c. L. Lyzak, MSFT Chair, shared they have transitioned the support staff role to David Daniels. They will meet on Feb. 11 to start reviewing proposals.
   d. B. Ruiz, IRA Chair, shared their first meeting is later this month and they will begin reviewing proposals.
   e. H. Dineley, Recreation & Athletics Chair, shared they toured facilities, learned about programs and are reviewing budgets. They are short two students on the committee and are currently looking for replacements.

VII. Discussion Item: Spring Presentation Topics and Presentations
   a. Motion to table to next meeting
      M/S/P (L. Lyzak/ A. Dosev)
      **Motion Passed 8-0-0** (A. Christopher left meeting at 8:50)

VIII. Public Forum: None

IX. Closing Remarks: None

X. Adjournment
   a. The meeting adjourned at 8:57 a.m.