

**FEE ADVISORY COMMITTEE  
MINUTES  
September 30, 2004**

Members Present:

Jason Spencer, Co-Chair	Associated Students Representative
Jessica Jones	Associated Students Representative
Cheryl Moore	Staff Representative
Nadir Vissanjy	Associated Students Representative
Chris Fadeff	Associated Students Representative
Annette Powell	Associated Students Representative
Melanie Dreisbach	Chair of Academic Senate
Gregory Roberts	Senate Student Affairs Comm. Representative

Staff Present:

Katie Pierce, Co-Chair	Committee Staff, AVP for Academic Resources
Sue Hardisty	Staff Support, Administrative Assistant

Staff Absent:

Larry Furukawa-Schlereth	Committee Staff, VP for Administration & Finance
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**MATERIALS DISTRIBUTED**

At the Meeting:

Agenda

Newly Revised Course Fee Policy (Effective Date: July 7, 2004) (hardcopy)  
Instructionally Related Activities Program Request for Funding 04-05, Zaum and Volt, Literary and Small Press Editing (hardcopy)  
Letters from Gillian Conoley re: Gift of Volt to SSU and English Dept (hardcopies)  
First Review Draft of "Criteria for Defining a Program as an Instructionally Related Activity"  
Recommendations for Allocation of 2004-2005 IRA Funds  
04-05 FAC Member Roster

**MEETING AGENDA**

- I. Introductions
- II. Summer Update
  - Course Fee Policy Adopted as Recommended
  - Video Production Equipment Project
- III. Review IRA Funding Request for "Sonoma State University Literary magazines" (VOLT issue pending from last year)
- IV. Report on IRA Projections
- V. First Review Criteria for Defining IRA Program Eligibility
- VI. Adjourn

## I. **Introductions**

Each member stated their name and membership position on the committee and gave a little background on themselves and their term at SSU.

## II. **Summer Update**

### ▪ **Course Fee Policy**

Pierce reported that over the summer, the revised Course Fee Policy that the committee had worked on last year was adopted as recommended by the President and the new policy went into effect on July 7, 2004. Changes were made to II.C. to further clarify the types of costs that could be covered by course fees. Item II.A. was added as a preliminary step in assessing allowable fees under all California and CSU regulations. Section IV. Administration of Course Fees was created to list portions of the fee policy that did not fit under the other headings, and item IV.C. was added to eliminate the need for FAC review of fees for courses which are re-numbered or re-titled but in which the amount and purpose of the fee is unchanged.

### ▪ **Video Production Equipment Project**

Pierce reported that last year the FAC approved of the Video Production Equipment Plan. During the summer, Pierce collected a specific list of equipment to be purchased and finalized the procedures for the use of the equipment. It was determined that IRA programs should be first in line for use of equipment purchased with IRA fund. Equipment will soon be ordered and the project will be complete upon receipt of all the equipment.

## III. **Review of IRA Funding Request**

Pierce called attention to the 04-05 Request for Funding proposal from Gillian Conoley for the Zaum and Volt magazine projects. Last year, FAC recommended funding of \$2500, but the request was for \$7500. Unresolved concerns forced final recommendation on the Volt portion of this proposal to be deferred to this year. The main concern was that the Volt magazine was not a SSU project. It is an activity of a non-profit organization started by Professor Conoley that became incorporated into her English curriculum. Although Volt is acknowledged as a valuable activity for students, since it did not officially “belong” to the university, question was raised about providing support from Instructionally Related Activities funds.

During the summer, Pierce, Rick Ludmerer (risk manager), Provost Ochoa, CFO Larry Schlereth, Dean Babula and Professor Conoley met to address the concerns so that action could be taken at the first FAC meeting this Fall. Conoley agreed to gift the Volt magazine activity to SSU which would then make it eligible for IRA support. In a letter to Dean Babula dated June 3, 2004, Conoley stated her intent to gift the Volt magazine to SSU and the English department with the condition that “should SSU choose to no longer fund production costs of Volt, ownership of the magazine would revert back to Pacific Film and Literary Association.”

Fadeff expressed concern with the condition stated in the letter. Certain circumstances, through no fault of the university, could result in non-funding of the program, which would cause ownership of the magazine to transfer back to the original owner (Conoley). After some discussion, Fadeff agreed with other members of the committee that the concern could be resolved in the near future and was not significant enough to warrant withholding of funds.

**Action taken:** The FAC **Moved, Second, and Passed** (unanimously) to recommend the full \$7500 for the Volt and Zaum projects.

IV. **Report on IRA Projections**

Now that census is completed, we can get an idea of funding available for Fall semester and can project funding for Spring. At the time of this meeting, the funding figures were unavailable. Therefore this item was deferred to the next meeting.

V. **First Review of Criteria for Defining IRA Program Eligibility**

Pierce explained that eligibility for IRA funds precedes the request for the funds. Last year the committee used Education Code Section 89230 as a guideline for determining eligibility, but the committee asked for more guidance. Pierce collected guidelines from other campuses and produced a set of guidelines for the committee's first review. Items A – H are guidelines stated in the Education Code, while items I- J are new considerations. Pierce asked the committee to review the draft and be prepared to discuss it further at the next meeting.

VI. **Adjourn**

Pierce adjourned the meeting at 1:12 p.m.

Respectfully Submitted,  
Sue Hardisty