

**FEE ADVISORY COMMITTEE
MINUTES
September 26, 2008**

Members Present

Derek Pierre	Associated Students President
Nicolette Margi	Associated Students V.P. of Finance
Michael Duncan	Associated Students Senator, Science & Tech
Scott Miller	Faculty Chair, Academic Senate

Members Absent

Katie McCormick	Staff Representative
Maureen Buckley	Academic Senate Student Affairs Committee Liaison

(Note: Associated Students Inc. appointment of a fourth & fifth student member is pending)

Staff Present

Lori Heffernon, Chair	Committee Staff, Director for Academic Resources
Dennis Goss	Staff Support, Coordinator for Academic Resources

Meeting Agenda

- I. Introductions**
- II. FAC role in Course Fees**
 - a. Proposal Presentations
- III. FAC role in IRA Fees**
 - a. 2009-10 IRA funding timeline
 - b. Additional IRA Funds from Overtarget
 - c. Modern Language Festival

MATERIALS DISTRIBUTED

Agenda

Binders Containing: SSU Course Fee Policy, Fall 2008 Fee Schedule, SSU F.A.C. Policy Regarding Fee Referendum, Policy Regarding Eligibility for IRA Funding, Policy for Defining Program as IRA, '08-'09 IRA Eligible Programs, Guidelines for FAC Meetings, CSU Student Fee Policy, Executive Order 1034

Additional Handouts: 08/09 IRA Funding Timeline, Course Fee Form, Modern Language Festival Funding Report 07/08, Email from Dr. Grobbel

Meeting Began at 10:05 A.M

- I. Introductions
- II. Course Fees
 - Lori explained additional course fees adding that they should support the course they are tied to. The form for adding a course was discussed. Lori pointed out that one of the signatures required prior to the form coming to the FAC is from the schools' Chair for Student Advisory Council, which not all schools know they

have. Once the form was signed by the appropriate faculty, it comes to the Provost's office for verification. Derek mentioned that the student senate is engaged in getting the school SAC's prepared with more student involvement for all schools.

- a. Lori continued the discussion with how should fee proposal presentations be handled going forward. All agreed the most efficient method would be to email members the fee request form in advance and then have the faculty present at the next meeting.

III. IRA

- a. Lori briefly laid out the IRA process. Derek asked for a copy of the funding for the 08/09 programs. In discussing last year's timeline, Lori asked the committee members to decide if they want a similar timeline for this year, especially the IRA funding weekend. Lori suggested two sets of dates, 3/14-3/15/09 or 3/21-3/22/09 for the weekend. At the next meeting they will make a final decision on the dates.
- b. The next topic was the extra IRA fees that will be generated from being over target with enrollment. Lori asked the committee to decide for the next meeting whether they want the money to go to existing funded programs or to allow unfunded programs to apply for it. Last year it went to existing programs. Derek asked who controlled the IRA reserves. Since it was not known at the time, Derek suggested for someone to come to the next meeting to talk about the reserves.
- c. The last topic discussed was in regards to the IRA funded Modern Language Festival. Lori explained that Dr. Michaela Grobbel had emailed saying that there would be a change in the format for the festival for the 08/09 year due to one of the faculty being away and that there would be discussions to restructure the format after that. The focus would be just on German for the coming year. The request was whether she could use the IRA funds for the upcoming festival with the change in format. Lori asked the committee to look over the IRA report for last year. There were concerns by Nicolette and others that not enough SSU students would be involved, that it seemed more for the high school students. It was also noted that the funds are already in the account. The committee decided to wait on their decision until they heard back from Dr. Grobbel with how many SSU students would be involved in the festival.

Meeting ended at 11:00 A.M.

Submitted by,
Dennis Goss, Staff Support