

**FEE ADVISORY COMMITTEE
MINUTES
September 19, 2003**

Members Present:

Eduardo Ochoa	Chair, Provost and VP of Academic Affairs
Jason Spencer	Associated Students Representative
Ethan Lamoreaux	Associated Students Representative
Kendra Hooper	Associated Students Representative
Cheryl Moore	Staff Representative
Catherine Nelson	Chair of Academic Senate
Brigitte Lahme	Senate Student Affairs Comm. Representative

Members Absent:

Brittany Davison	Associated Students Representative
vacant	Associated Students Representative

Staff Present:

Katie Pierce	Committee Staff, AVP for Academic Resources
Kelly Unten-Mackura	Staff Support, Administrative Assistant

Staff Absent:

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

In Packet for September 19, 2003:

- Agenda
- Letter of May 13, 2003 from Professor Tim Wandling
- Extended Education list of Fees for Summer 2003 and Fall 2003

At the Meeting:

- FAC 2002/2003 Member Binders

MEETING AGENDA

- I. Introductions
- II. Orientation to Committee Member Binders, Committee Charge and Policies
- III. Letter of May 13, 2003 from Professor Tim Wandling (attachment)
- IV. Extended Education Fees – Summer 2003 & Fall 2003 (attachment)
- V. IRA Instructional Equipment Funding Cycle
- VI. Adjourn

Provost Eduardo Ochoa, Chair, convened the meeting at 3:28 p.m.

I. **Introductions**

Those present introduced themselves. The Academic Senate Student Affairs Committee Chair position is rotating among members this semester. Brigitte Lahme will assume the

Chair next semester so she will serve on FAC throughout this academic year. Appointments for Kendra Hooper and Brittany Davison are pending confirmation by A.S. Board of Directors and one seat for A.S. representative remains vacant. Richard DeLeon and Jason Spencer are working to identify candidates.

II. **Orientation to Committee Member Binders, Committee Charge and Policies**

Katie Pierce distributed binders that include materials about the IRA programs, Executive Orders and Operational Procedures, and a committee roster. She reviewed policies and Executive Orders that guide the work of the FAC. Agendas were distributed earlier in the week for review before the meeting

Pierce, with the help of Jason Spencer, explained the responsibilities and duties of the Fee Advisory Committee (FAC).

Catherine Nelson asked to review the minutes from last year's IRA hearing meeting to get a sense of future expectations. Pierce referred her to the FAC website, where the minutes from past years are available.

III. **Letter of May 13, 2003 from Professor Tim Wandling (attachment)**

Pierce drew attention to the letter from Professor Wandling. Spencer gave everyone a brief background on *Volt* magazine. He also explained the reasons why last year's committee rejected *Volt's* proposal for continued funding. Following discussion the Committee unanimously agreed not to revisit the request for funds for *Volt*.

Pierce and Spencer recapped the IRA hearing process that the Committee has used over the past several years. They responded to questions from new committee members regarding procedures, timelines, and possible changes in future procedures (i.e. two day hearing versus meeting for five Fridays in a row).

Focusing the Committee's attention on the current procedures of the proposal hearings, Chair Ochoa suggested:

- That IRA funding might be appropriate for joint faculty/student research projects
- Reviewing the possibilities of having IRA funded programs stagger their review for proposal hearings by 1-2 years, thus reducing yearly workload for FAC committee.

Action taken: Pierce was directed to place discussion of the IRA funding cycle on the next agenda.

IV. **Extended Education Fees – Summer 2003 & Fall 2003 (attachment)**

Pierce informed committee that they were not responsible for making any recommendations for Extended Education fees, but they are provided the opportunity to review the fee schedule and provide comment to the President if they wish.

Action taken: After reviewing the handouts, Provost Ochoa, asked Pierce to review the rationale for recording Project Continuation fees through Extended Education. He wondered

if such fees should go through the general fund rather than a self-supporting fund. Pierce will look into it and inform the committee.

V. **IRA Instructional Equipment Funding Cycle**

Recapping from last year's IRA hearings Pierce and Spencer explained the reasons why requests for funding for instructional equipment were not awarded last year. Committee discussed the idea of a separate call for proposals for instructional equipment funding and how such a proposal cycle might fit with the now-annual cycle of general program funding. No conclusion was reached. Pierce was asked to experiment with a few scenarios and to bring them for discussion at the next meeting.

VI. **Adjourn**

Ochoa adjourned the meeting at 3:30 pm

Respectfully Submitted,
Katie Pierce, Staff to FAC