

**FEE ADVISORY COMMITTEE
MINUTES
November 21, 2003**

Members Present:

Jason Spencer, Co-Chair	Associated Students Representative
Amy Wingfield	Associated Students Representative
Brad Mumaw	Proxy for Ethan Lamoreaux
Kendra Hooper	Associated Students Representative
Cheryl Moore	Staff Representative
Brigitte Lahme	Senate Student Affairs Comm. Representative

Members Absent:

Ethan Lamoureux	Associated Students Representative
Brittany Davison	Associated Students Representative
Catherine Nelson	Chair of Academic Senate

Staff Present:

Katie Pierce, Co-Chair	Committee Staff, AVP for Academic Resources
Kelly K. Mackura	Staff Support, Administrative Assistant

Staff Absent:

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

In the Packet for November 21, 2003

Agenda (e-mail)
Minutes of October 24, 2003 meeting (e-mail)
IRA proposals for Instructional Equipment Funding (hardcopy)

At the Meeting:

Nursing Department National League of Nurses Exam Fee Proposal

MEETING AGENDA

- I. Approval of October 24th minutes
- II. Proposal for Nursing Department National League of Nurses Exam Fee (time certain 9:10am)
- III. Review of the IRA proposals for Instructional Equipment Funding
- IV. Adjourn

Katie Pierce, Co-Chair, convened the meeting at 9:05 a.m.

Action Taken: Due to conflict of time schedules, Ethan Lamoureux, Brittany Davison, and Catherine Nelson were not able to attend. In an email, Nelson formally gave her proxy to Jason Spencer and Lamoureux granted Brad Mumaw his proxy. Davison did not send a proxy.

I. **Approve minutes of October 24, 2003**

It was **Moved, Second, and Passed** (unanimously) to adopt the minutes of October 24, 2003.

II. **Proposal for Nursing Department National League of Nurses Exam Fee**

Professor Liz Close presented a proposal to implement the National League of Nurses Exam Fee. Students who wish to waive the pathophysiology requirement in the Master's of Science in Nursing, Family Nurse Practitioner program can take this proficiency exam administered by the National League of Nurses. The requested fee of \$45 covers the administering, transmitting, and scoring (by the NLN) the exam. Close explained that the fee has been charged in the past, but through oversight, the fee had never been reviewed by the FAC.

Action taken: It was **Moved, Second, and Passed** (unanimously) to recommend implementation of the \$45 fee for the exam.

III. **Review of the IRA proposals for Instructional Equipment Funding**

The FAC committee reviewed each of the 11 eligible proposals for Instructional Equipment. After careful review and discussion, the committee came up with a number of questions and requests for clarification. The committee decided it would be efficient to request that proposers respond to the following questions via e-mail to all members:

Art Gallery:

- How much does the electric platform lift cost to rent? Would it be cost effective to rent one as needed?
- How often will the lift be used?
- Is there a lift available elsewhere on campus? Is sharing practical?

Athletics

- Athletics received a significant increase in funding last year. Is it possible to purchase these items from that allocation?
- A proposal to up-grade the campus production studio is under consideration. If equipment were available in a central location, would that meet the need of the Athletics program?

CPA

- CPA received a significant increase in funding last year, more than actually requested. Is it possible to purchase these items from that allocation?
- What is a scrim? Would it be more accurately characterized as furnishings rather than equipment?
- The price listed for data projector seemed high. Please describe special needs to justify expense.

Children's School

- The committee was unclear on how or where videotapes would be used. Would they be transported to classrooms? Would they replace direct observations?
- Is the equipment to facilitate research or is it a teaching tool?
- The committee desires assurance that the confidentiality and human subject concerns will be addressed.

- Please elaborate on how the computer is to be used.

Detour Sonoma

- Is this proposal in addition to the Production Studio improvements or is this proposal a back up if the Production Studio improvement is not funded?
- How would this equipment enhance utilization of the Channel 26 broadcast through Comcast?

History Journal

- From review of this initial proposal, the cost of the equipment seemed high. Please elaborate on the cost of the equipment and the necessity of the two monitors and SCI drives.

KSUN Radio

- It appears that this equipment may not be needed or useful if FCC approves the low power FM radio broadcast frequency. When will you be notified of that decision?
- What kind of audio software did you have in mind?

Project Censored

- Are there less costly ways to meet the copy needs of the project?
- Some committee members are aware of less expensive PageMaker and PhotoShop licenses available through campus IT. Have you explored that possibility?

Four proposals not affiliated with eligible IRA programs were also received. One, "Production Studio Improvements" appeared to be an attempt by eligible programs to collaborate on proposal for equipment that would benefit them as well as the broader student body. The proposal for \$44,467 significantly exceeds the stated maximum, even if programs combined, however there was interest in gaining a better understanding of the proposal. Spencer will talk with the Program Directors, and Pierce will talk with the Deans. The committee decided not to consider the other three non-IRA program proposals.

Action taken: Spencer volunteered to check price quotes of questionable proposals with IT to find out if the IRA programs are receiving the best price quotes.

Action taken: The FAC committee agreed to meet on Thursday, December 4th at 5:15-7:00pm instead of Friday, December 5th at 9:00-10:45am due to scheduling conflicts for several members.

Action taken: Brad Mumaw has agreed to be the on-call proxy for any of the Associated Students Representatives, if they choose to ask him, since he has become familiar with the proposals.

Action taken: Pierce and Mackura will send an email out to each of the IRA Directors with questions collected from this meeting.

The committee discussed how best administer the funds after they're awarded. Some members were concerned that proposers may have overestimated the cost of equipment, and awarding funds without careful oversight might lead to funds going unused or being directed

to another program purpose. No decisions were made and the issues will be discussed at a future meeting.

IV. **Adjourn**

Pierce adjourned the meeting at 10:49 am

Respectfully Submitted,
Kelly K. Mackura, Support Staff to FAC