

California State University, San Bernardino  
**Fee Proposal for Presidential Review**

**Name of Fee:** Master of Public Administration Online Fee

**Check Fee Category:** (see [Executive Order 1102](#), Attachment 2 under Definitions)

- Category IV:** Non-coursework materials, services, penalty, use of service fees or Student Health Services fees
- Category V:** Self Support Fees (CEL, Parking, and Housing)

**Note:** for course fee requests use the “Miscellaneous Course Fee Request” process and form.

**Proposed action effective** (specify date): May 21, 2020

- Establish a new fee/person of \$ \_\_\_\_\_
- Change an existing fee. Current amount of the fee/person: \$ 135 unit
- CFS Fund:** SB001      **CFS Dept ID:** C0640
- Increase the fee/person to \$ \_\_\_\_\_
- Decrease the fee/person to \$ 105 unit (temporary, while all CSUSB students are online due to COVID-19)
- Eliminate the fee
- Update fee language, usage, materials, or services only (no change in fee amounts)

**Requester:** Jonathan Anderson      **Department:** Public Administration

**Contact #:** 536-5759      **Email Address:** jonathan.anderson@csusb.edu

**Also please complete and submit the following completed forms:**  
 Page 2 – *Rationale for the Fee*, and Page 3 – *Fee Revenue/Expense Projections*.

**Reviewed/Approved:** *I recommend approval of the proposed fee action.*

<u>Jonathan Anderson</u> <small>Jonathan Anderson (May 20, 2020 13:24 PDT)</small>	<u>Dr. Jonathan Anderson</u> <u>05/20/20</u>
<b>Requestor Signature:</b>	Printed Name      Date
<u>Jonathan Anderson</u> <small>Jonathan Anderson (May 20, 2020 13:24 PDT)</small>	<u>Dr. Jonathan Anderson</u> <u>05/20/20</u>
<b>Department Chair Signature:</b>	Printed Name      Date
<u>Lawrence Rose</u> <small>Lawrence Rose (May 20, 2020 13:59 PDT)</small>	<u>Dr. Lawrence Rose</u>
<b>Dean/Director Signature:</b>	Printed Name <u>5/20/20</u> Date
<u>Shari McMahan</u> <small>Shari McMahan (May 20, 2020 14:08 PDT)</small>	<u>Dr. Shari McMahan / Dr. Douglas Freer</u>
<b>Provost/Vice President Signature:</b>	Printed Name      Date
<u>Douglas R. Freer</u> <small>Douglas R. Freer (May 20, 2020 21:47 PDT)</small>	<u>Dr. Tomas Morales</u>
<b>President Signature:</b>	Printed Name      Date

Please submit the original signed cover page and attached pages to:  
 Director of Accounting, CH104

**Fee Proposal for Presidential Review – Page 2**  
**Rationale for the Fee**

**Name of Proposed Fee:** Master of Public Administration Online Fee

**Department Name:** Public Administration **Proposed Fee Amount:** 105 unit

**Please respond to the following questions:**

1. Purpose of the fee(s)

To temporarily decrease the fee by \$30 unit, while all CSUSB students are online due to COVID-19

2. Indicate who will be charged this fee

Students enrolled in online master public administration classes

3. If multiple related fees under the same category, list types and amounts.

N/A

4. Fee information:

a. Describe the services or materials to be provided from the fee(s). List in detail.

The service and material would be the same

b. What types of expenditures will be allowed for the fee(s)? List in detail.

The fee will cover operating expenses

c. What other resources have been used in the past/considered to cover these services/materials?

The Public Administration department will cover costs that may incur with the temporary decrease in this fee

d. What's the benefit to the individuals receiving these materials/services?

\_\_\_\_\_  
\_\_\_\_\_

**Fee Proposal for Presidential Review - Page 3**  
**Fee Revenue/Expense Projection**

**Name of Proposed Fee:** Master of Public Administration Online Fee

**Department Name:** Public Administration **Proposed Fee Amount:** 105 unit

Note: minimum revenue threshold for new fees is \$500 per year. This is an active Excel worksheet. You can amend the format to meet your revenue and expense calculation needs. Double click on the sheet to activate the worksheet.

Not Applicable
----------------

	<b>Prior Year Actuals</b>	<b>Year 1 Projections</b>	<b>Year 2 Projections</b>
<b>Revenue Projections</b>			
Fee name or revenue types			
Fee name or revenue types			
Fee name or revenue types			
Fee name or revenue types			
Fee name or revenue types			
(insert rows to expand # of lines)			
<b>Subtotal, Estimated Revenue</b>	-	-	-
<b>Expenditure Projections</b>			
Cost item or category			
Cost item or category			
Cost item or category			
Cost item or category			
Cost item or category			
Cost item or category			
Cost item or category			
Cost item or category			
Cost item or category			
Cost item or category			
(insert rows to expand # of lines)			
<b>Subtotal, Estimated Expenditures</b>	-	-	-
<b>Net</b>	-	-	-
<b>Average annual debt payments (if applicable):</b>			
<b>Debt Service Coverage Ratio:</b>	#DIV/0!	#DIV/0!	#DIV/0!
<b>(Funds with outstanding capital project loans)</b>			



---

Jack H. Brown College of Business and Public Administration  
*Department of Public Administration*

Date: May 10, 2020

To: Shari McMahan  
CSUSB Provost

CC Lawrence Rose  
Dean, JHBC

From: Jonathan Anderson,  
Chair, Public Administration

Subject: Request for temporary revision of MPA Online Fees

Provost McMahan,

The almost certain move to online delivery of all Fall classes has created a situation for Public Administration that I feel we need to address.

The MPA Online Fee is a Category IV fee charged at the campus level to all students taking online MPA classes. The fee is charged to cover the increased costs of online course construction and delivery, and it has resulted in PA faculty being among the leaders on campus in developing and delivering online pedagogy.

The current fee under quarters is \$90 per unit or \$360 for a 4 unit class.  
The fee under semesters is \$135 per unit or \$405 for a 3 unit class (an increase of \$45)

Normally, students have a choice between online and on campus classes. For either financial or pedagogical reasons they can take on campus classes and forego the online fee.

During the current situation resulting from Covid 19, students have no choice and must take online classes, since that is all we are offering.

The PA Department requests permission from the President to temporarily lower the online fee to an approximately revenue neutral level while the mandatory online requirement of classes is in place. At the point where we can again offer on campus classes, we would revert back to the approved rate applied only to online classes.

909.537.5758 • <https://jhbc.csusb.edu/public-administration>

**5500 UNIVERSITY PARKWAY, SAN BERNARDINO, CA 92407-2393**

The PA budget is developed to cover online delivery costs which are both fixed and variable. With all students paying online fees during the fall term, our fixed costs will not increase allowing us to reduce the average cost per student, without impacting funds necessary to sustain the program. Given my estimates of enrollment, I feel we could reduce the fee by \$30 per unit, reducing the course fee by \$90 to \$315. This reduction only impacts the Public Administration Department budget, and not the University's.

I feel this is a positive contribution we can make to our students and is in line with our commitment to ethical public service. I have discussed this with Dean Rose, the PA Faculty and AVP Monir Ahmed.

Monir and Stephen Fahey tell me this Category IV fee can be altered at the campus level. I request you bring this proposal to President Morales.

I would be happy to discuss this further at your convenience, but time is of the essence, given Fall registration begins May 21.

Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan Anderson", with a large, stylized flourish at the end.

Dr. Jonathan Anderson  
Chair, Public Administration  
California State University San Bernardino  
909-537-5759  
[jonathan.anderson@csusb.edu](mailto:jonathan.anderson@csusb.edu)