

CAMPUS FEE ADVISORY COMMITTEE MEETING

Minutes

Date: 3/13/2025

Time: 2:00 PM

<https://csusb.zoom.us/j/82638661139>

Committee Members

1. Faculty Senate Chair or designee: Jordan Fullam, *Co-Chair*
2. Faculty Senate EPRC Rep: John Reitzel
3. University Advancement: Antonio Guijarro-Ledezma
4. Student Affairs Rep: Lisa Root
5. Finance, Technology & Operations Rep: Maria Badulis
6. Finance, Technology & Operations, ITS Rep: Monica Villarruel
7. Academic Affairs Rep: Patrick Bungard
8. PDC Rep: Avi Rodriguez
9. ASI President or Designee: Carson Fajardo, *Co-Chair*
10. ASI Undergrad: Autumn Hudson
11. ASI Undergrad: Ashley Smith - **Absent**
12. ASI Undergrad: Juan Padilla
13. ASI Undergrad: Diego Rendon
14. ASI Undergrad: Christian Gordo
15. ASI Undergrad (PDC): Alondra Lopez- **Absent**
16. ASI Graduate: Joseph Morales
17. ASI Graduate: Melis Yurdakul - **Absent**

Guests

1. Naomi Rodriguez, Student Assistant – Finance, Technology & Operations (zoom support/ minute taker)
2. Andreina Dominguez, Assistant to AVP – Finance & Administrative Services
3. Dr. Jeremy Dodsworth – Department Chair, Biology
4. Dr. David Rhoads – Professor, Biology
5. Khristine Barraza – Associate Controller of Accounting Services, University Controllers Office
6. Mike Rister – Lecturer, Kinesiology
7. Sesar Morfin – Associate Vice President, Finance & Administrative Services

ASI President, Carson Fajardo, called the meeting to order at 2:03pm.

1) Welcome and Introduction

ASI President, Carson Fajardo welcomed everyone and new members, Juan Padilla, Joseph Morales, and Christian Gordo introduced themselves.

2) Approval of November 22, 2024 Minutes

Motion to approve the November 22, 2024 minutes by Patrick Bungard and Antonio Guijarro-Ledezma.

The November 22, 2024 minutes were unanimously approved as presented.

3) M/S Padilla/Rendon: Annual Fee Report 2024

Khristine Barraza presented an overview of the fiscal year 2024-2025 annual student fees. She provided a high-level summary of the annual student fee report, which is prepared in accordance with Executive Order 1102, Section 5.

Each year, various departments are required to submit student fees for the upcoming fiscal and academic year. Category 2 fee submissions were due by August 9th, with additional fee submissions received in early September.

The reporting process begins in July after the close of the fiscal year. The collected data is then compiled and submitted into the Common Financial System, which serves as the general ledger module.

Ms. Barraza reviewed the different categories of student fees included in the report:

- Category 1: Mandatory tuition (not included in this report).
- Category 2: Mandatory campus fees, including campus services, ID cards, health services, health facilities, and student body fees.
- Category 3: Miscellaneous fees, such as course materials and lab fees.
- Category 4: Fees related to graduation, registration, and other miscellaneous services (e.g., musical instruments).
- Category 5: Self-supporting fees, including parking, housing, extended education, and fines or deposits.

For the fiscal year 2024-2025, Category 2 fees saw increases, with the exception of Student Body Association fees and ID card fees. The increases were approved through the alternative consultation process and were adjusted using the Higher Education Price Index (HEPI).

Ms. Barraza noted that past year's reports are available online. However, noted that the report will be reviewed, and any necessary adjustments will be made before posting it online.

Passed unanimously.

4) M/S Guijarro-Ledezma/Rendon: BIOL 3880 – Invasion Biology

Dr. Dodsworth presented the miscellaneous course fee of \$37.50 per student.

He explained that the fee covers various field supplies, including sample collection materials and quadrants for defining specific sampling areas.

He noted that some required lab supplies are essential for the course such as microscopes, gloves, binoculars

and magnifiers that are supported by the lab fee. While new microscopes are not purchased each semester, upkeep and occasional replacements are necessary due to breakage.

Dr. Dodsworth invited additional input from Dr. David Rhoads and emphasized that some disposable materials are required annually, while other equipment carries over within the department and is reused for the course each year.

Passed unanimously.

5) M/S Bungard/Rendon: BIOL 3950 – Marine Biology

Dr. Jeremy Dodsworth presented the miscellaneous course fee of \$37.50 per student.

The course covers various aspects of marine biology, from microbes to marine animals. He explained that the lab fees are used for the collection of specimens and the required collection permits for field trips

The fee also covers the preservation of specimens, including fish preserved in alcohol, as well as the chemicals necessary for this process. Dr. Dodsworth mentioned that while some materials like preserved fish last for more than a year, they eventually degrade and need to be replaced regularly.

Additionally, items such as microscope slides are used for observing microbial samples from marine systems.

Dr. Dodsworth noted that this course is a core requirement for biology majors, specifically within the populations and ecosystems category. It is a popular course that is regularly offered each year.

Dr. Rhoads added that the course is consistently filled and that some specimens, especially those used for dissection, require new purchases each time the course is offered due to wear and tear.

Passed unanimously.

6) M/S Rendon/Bungard: BIOL 4200 – Medical Microbiology

Dr. Jeremy Dodsworth presented the miscellaneous course fee of \$37.50 per student.

The proposed lab fee is intended to cover the costs of essential chemicals, biological specimens, lab supplies, and bacterial cultures required for students enrolled in BIOL 4200.

The lab fee is necessary to support key laboratory activities, including antibiotic resistance testing, biochemical identification of microbes, and microbial growth studies using disposable media. Students isolate microbes, test for resistance to antibiotics, and use various reagents to analyze microbial characteristics. While some materials can be reused, many, such as cell cultures and disposable media, must be replaced regularly.

This course is an important requirement for biology majors pursuing careers in clinical lab science and serves as valuable preparation for professional programs

Dr. Rhoads noted that while some preserved specimens last for more than a year, others must be replaced each time the course is offered due to their use in student experiments.

Passed unanimously.

7) M/S Rendon/Guijarro-Ledezma: BIOL 5200 – Tropical Biology

Dr. Jeremy Dodsworth presented the miscellaneous course fee of \$37.50 per student.

This new course, Tropical Biology, is designed to accompany a field-based research trip, with the first planned trip set for Spring 2026 in Costa Rica. The proposed course fee would not cover international travel expenses but rather the equipment and materials necessary for student projects before and during the trip.

Throughout the semester, students will design experiments, practice field techniques, and prepare for data collection. The fee will support disposable lab materials, sample storage containers, field equipment, insect traps, marking materials, and recording devices such as cameras and monitors. Some materials will also be used on campus for training before students conduct research in the field.

The fee would contribute to transportation costs within the research site, allowing students to reach various collection areas as needed for their projects.

Passed unanimously.

8) CSUSB ASI Referendum 2025

ASI President, Carson Fajardo presented the proposed ASI Student Fee Referendum for committee review.

ASI has faced multiple budget cuts over the years due to declining enrollment, resulting in reductions in student services, student positions, and campus engagement opportunities. The ASI fee has not increased in 12 years, and after an evaluation of current and future needs, a student fee referendum has been initiated to increase the ASI fee by \$48.

The proposed fee increase would be allocated as follows:

- \$30 for revitalizing student engagement and campus life, supporting large-scale concerts, cultural celebrations, and dynamic student events.
- \$2 for a student parking pass equity scholarship to help offset parking costs for students.
- \$16 for ASI operations, ensuring the restoration of student positions and expansion of ASI services.
- Additionally, a separate \$48 increase is proposed to support student athlete scholarships, allowing for increased recruitment, financial support, and budget sustainability within the athletics department. This would provide a dedicated funding source for athletic scholarships, reducing reliance on IRA fees and ensuring competitiveness within the NCAA.

The Chancellor's Office has approved the proposed increase, and ASI's Board of Directors has endorsed moving forward with a student referendum. The committee's role at this stage is to review and approve the ballot language for the student vote, ensuring the language remains objective and clear.

If approved by student vote, the fee would be phased in over three years starting Fall 2025. The final approval would then rest with the University President.

Mr. Fajardo welcomed feedback and discussion on the ballot language before proceeding to a vote.

Ms. Root suggested clarifying that the \$48 fee for Athletics is specifically for student athlete scholarships rather than general athletics operations. She recommended modifying the first line of the ballot language to state:

"\$48 for ASI and \$48 for student athlete scholarships"

The amendment was formally accepted.

Mr. Bungard proposed modifying the language in the first paragraph to replace "large-scale concerts" with "large-scale events", followed by clarification (e.g., concerts and other events). His reasoning was to avoid restricting the description to just concerts and to ensure clarity for students.

The amendment was formally accepted.

Mr. Morfin asked for clarification on the phasing of the fee increase and whether it would be applied equally each year.

Mr. Fajardo explained that the increase will be phased in over three years, with ASI's portion rising by \$11, \$14, \$15, and \$16 each year. Detailed breakdowns will be shared with students via a letter and a webpage.

Mr. Morfin also raised concerns about the tight timeline, as priority registration for Fall 2025 starts April 28th, and the referendum vote will occur in mid to late April. If approved, it will return to the committee for final approval by the President, likely in May.

Ms. Root recommended consulting the Financial Aid office to ensure they are aware of the potential impact of the fee increase on the estimated cost of attendance.

The ballot was unanimously approved with modifications.

9) Closing Remarks

There were no closing remarks.

10) Adjournment

ASI President, Carson Fajardo, adjourned the meeting at 2:49pm.