

CAMPUS FEE ADVISORY COMMITTEE MEETING

AGENDA

Date: 1/22/26

Time: 1:00 PM

<https://csusb.zoom.us/j/83406630574>

1. Welcome– Co-Chairs
2. Approval of November 12, 2025 Minutes
3. CAL 2970 – Liberal Studies Foundation Seminar & Assessment Preparation – David Carlson
4. IRA Fee – Dr. Paz Olivérez
5. Discussion - (All)
6. Closing Remarks
7. Adjournment

Committee Members

1. Faculty Senate Chair or designee: Jordan Fullam, *Co-Chair*
2. Faculty Senate EPRC Rep: John Reitzel
3. University Advancement: Ginny Hattar
4. Student Affairs Rep: Mike Rister
5. Finance, Technology & Operations Rep: Maria Badulis
6. Finance, Technology & Operations, ITS Rep: Sonia Miranda
7. Academic Affairs Rep: Patrick Bungard
8. PDC Rep: Avi Rodriguez
9. ASI President or Designee: Diego Rendon, *Co-Chair*
10. ASI Undergrad: Ayanna McAlister
11. ASI Undergrad: Ashley Smith
12. ASI Undergrad: Melissa Saldana
13. ASI Undergrad: Kimberly Rosas
14. ASI Undergrad: Jiselle Villegas
15. ASI Undergrad (PDC): Alondra Lopez
16. ASI Graduate: Joseph Morales
17. ASI Graduate: Jay Carillo

CAMPUS FEE ADVISORY COMMITTEE MEETING

Minutes

Date: 11/12/2025

Time: 2:00 PM

<https://csusb.zoom.us/j/84024796381>

Committee Members

1. Faculty Senate Chair or designee: Jordan Fullam, *Co-Chair*
2. Faculty Senate EPRC Rep: John Reitzel
3. University Advancement: Ginny Hattar
4. Student Affairs Rep: Mike Rister
5. Finance, Technology & Operations Rep: Maria Badulis
6. Finance, Technology & Operations, ITS Rep: Monica Villarruel
7. Academic Affairs Rep: Patrick Bungard - Absent
8. PDC Rep: Avi Rodriguez
9. ASI President or Designee: Diego Rendon, *Co-Chair*
10. ASI Undergrad: Ayanna McAlister
11. ASI Undergrad: Ashley Smith - Absent
12. ASI Undergrad: Melissa Saldana - Absent
13. ASI Undergrad: Kimberly Rosas
14. ASI Undergrad: Jiselle Villegas- Absent
15. ASI Undergrad (PDC): Alondra Lopez
16. ASI Graduate: Joseph Morales
17. ASI Graduate: Jay Carillo - Absent

Guests

1. Andreina Dominguez, Assistant to Associate Vice President – Finance, Technology & Operations (zoom support/ minute taker)
2. Sesar Morfin – Associate Vice President, Finance & Administrative Services
3. Lua Lopez-Perez – Assistant Professor, Biology
4. Khristine Barraza – Associate Controller of Accounting Services
5. Katherine Gray – Department Chair, Art and Design
6. Dr. Craig Seal – Professor, Management
7. Dr. Dorothy Chen-Maynard – Professor, Health Science & Human Ecology
8. Amanda Rymal – Professor, Kinesiology

ASI President, Diego Rendon, called the meeting to order at 2:02pm.

1) Welcome and Introduction

ASI President, Diego Rendon welcomed everyone.

2) Approval of May 2, 2025 Minutes

Motion to approve the May 2, 2025 minutes by Avi Rodriguez and Ayanna McAlister.

The May 2, 2025 minutes were unanimously approved as presented.

3) Overview of CFAC

Finance, Technology & Operations Rep, Mimi Badulis presented the overview of the Campus Fee Advisory Committee to all committee members.

4) Annual Fee Report 2024

Associate Controller of Accounting Services, Kristine Barraza reviewed the Annual Fee Report 2024.

5) M/S Morales/Rosas: ART 2400 – Introduction to Chicanx Art – Dr. Katherine Gray

Katherine Gray presented the course fee of \$13.50 per student.

Noted that nearly all Art & Design courses traditionally include such fees to support the purchase of necessary art and design supplies used by students to meet course learning outcomes. Depending on the course, the fees may also cover field trips (such as those required for Introduction to Chicanx Art), class supplies, visiting speakers, and, in some cases, subscriptions to specialized software needed for coursework.

Passed Unanimously.

6) M/S McAlister/Lopez-Perez: DES 3001 – Innovator’s Toolbox

Katherine Gray presented the course fee of \$13.50 per student.

Ms. Gray informed that several courses were mistakenly believed to have course fees carried over from Q2S. Last year, the department discovered that these fees had not been applied. As a result, the department had been supplying materials and covering associated class costs without the expected fee revenue, which led to confusion about budget shortfalls. This oversight from Q2S prompted the department to review and correct the missing course fee assignments.

Passed Unanimously.

7) M/S McAlister/Lopez: DES 3650, 3840, 4600, 4800, 4815, 4855 – Dr. Katherine Gray

Katherine Gray presented the course fee of \$58.50 per student.

Ms. Gray noted that they are new courses in the BFA and BS in Design degrees. The course fees is to cover art and design supplies, including student subscriptions to industry-standard software for digital 2D and 3D modeling and character development. Funding from these fees supports a proven model used successfully across other Department of Art & Design courses.

Passed Unanimously.

8) M/S Lopez/ McAlister: HRM 6983 – Culminating Experience

Dr. Criag Seal presented the course fee of \$700 per student.

Dr. Seal informed that although the course fee was originally approved last year, the department returned with updates due to two changes:

1. Curriculum renumbering—the course number was changed to end in “3,” which required resubmission.
2. Increased cost due to inflation—the fee has risen from \$575 to over \$700 per student. The college is not profiting from this fee and is recovering only the cost of the provided materials.

The request is for a culminating experience course in the new Master of Science in Human Resource Management program. The fee supports required SHRM (Society for Human Resource Management) learning materials that the college must purchase and provide to students. Students cannot obtain the materials independently, and the cost exceeds \$1,000 if purchased individually. This fee enables students to prepare for the SHRM certification exam and is considered a significant value added to the program. The course may also be available to MBA, MPA, and maybe open to university if space allows.

Ms. Lopez-Perez asked whether the department had assessed how the higher cost might affect students’ ability to afford the course and whether alternative funding sources might be available to help offset.

Dr. Seal explained that they have taken steps to reduce the cost to students by becoming a professional affiliate with SHRM, which lowers the materials cost to the current fee level of approximately \$700. Prospective students are informed about this fee upfront, and it is included transparently in the total program cost.

Informed that the department does not have additional internal funding sources to offset the fee. Due to ongoing price increases, the college anticipates periodically returning to the committee for future fee adjustments. The dean is prepared to absorb small funding gaps when costs rise before a fee update can be approved.

Passed Unanimously.

9. M/S McAlister/Lopez: HSCI 3605L, 3607L, 3615L

Dr. Dorothy Chen-Maynard presented the course fee of \$40 per student.

Dr. Chen stated that the cultural foods class involves students preparing recipes from different countries each week, supported by nutrition counseling and food science labs. The costs for disposable equipment and lab fees have increased, and the current \$30 semester fee is insufficient to cover the expenses. Therefore, a proposed \$10 increase is requested to maintain the quality of labs and ensure students, especially dietetic students, gain essential knowledge in food preparation and science for their professional development.

Passed Unanimously.

10. M/S Reitzel/McAlister: HSCI Internship

Dr. Dorothy Chen-Maynard presented the course fee of \$2,500 per student.

Informed that it is a Category III fee related to the dietetics internship program; requires students to complete 1,000 supervised hours to become licensed dietitians. The program is transitioning from the CEGE program to the state side starting fall 2026 to reduce costs, with each student paying \$2,500 annually. This fee covers various expenses such as professional membership, exam review courses, background checks, immunizations, and a \$1,000 fund for students to attend a professional meeting in California. The fee aims to support students' success and fulfill program requirements, and it is subject to approval by the Chancellor's office, especially since it is significantly lower than the current cost of \$9,700.

Passed Unanimously.

11. M/S Lopez/Rister: KINE 2613 – Teaching/Coaching Principles for Gymnastics and Rhythmic Activities

Ms. Rymal presented the course fee of \$7.50 per student.

Kinesiology 2613 course has been restructured by combining the previously separate gymnastics and dance courses, both of which already had approved course fees of \$7.50. This consolidation results in a lower overall fee for students, as one course is being removed and the two are merged. The collected fees are used to provide students with T-shirts for appropriate attire during gymnastics and rhythmic activities and cover costs for equipment and cleaning supplies.

Passed Unanimously.

12. M/S Reitzel/Lopez: KINE 2614 – Teaching/Coaching Principles for Combative/Fitness Activity

Ms. Rymal presented the course fee.

Ms. Rymal explained that the course is currently an approved fee of \$7.50, however, it has undergone a change in course number from 2640 to 2614 due to a reduction in units. Due to the change, it required a resubmission of the fee for approval. Despite this change, there is no increase in the course fee, and the funds will continue to be used for T-shirts, equipment, cleaning supplies, and other materials to support student participation and safety.

Passed (11/0/1).

13. Discussion - (All)

Dr. Reitzel asked clarification about the budget process, expressing that he hasn't seen specific numbers regarding the available funds and wants to understand where the money for fee approvals come from. Specifically, whether it's from campus fees or another source. He emphasized that he supports initiatives that benefit students but wants to ensure that decisions are made with a good understanding of the financial context.

Ms. Badulis explained that the fees are being charged directly to students, and any increase of the fees will raise the funds available for the course. Once the miscellaneous course fee form is approved by the CFAC committee and other signatories, it then goes to Financial Services, where the submitted numbers are reviewed to ensure they support the expenses outlined. After this verification, she signs off on the request, completing the process of allocating the funds.

14. Closing Remarks

Mr. Rendon expressed his gratitude to everyone for their time and dedication to supporting students.

15. Adjournment

ASI President, Diego Rendon, adjourned the meeting at 2:48pm.

MEMO

Attachments: I. Miscellaneous Course Fee Request

Please Provide the Justification Below:

The Liberal Studies program is requesting a new course fee of \$30/student to be applied to CAL 2970 (effective Fall 2026 the course will be LBST 2970)—Liberal Studies Foundation Seminar and Assessment Preparation. The purpose of the fee is to help underwrite the cost of our PALS Ambassador Program. The PALS are student peer advisors/mentors working in the Liberal Studies Office. PALS advisors directly support the instruction in CAL/LBST 2970, as all students in those classes are required to have one on one advising/mentoring sessions to satisfy a specific class assignment. The PALS also provide additional and ongoing support for all students in the LBST program, extending beyond the framework of this course. That support includes assistance with applying for scholarships, obtaining clearances for field observation, assisting with course registration, applying for admission to a credential program, and other activities.

The Liberal Studies program currently relies on ASI grant funding to support the PALS Ambassadors, supplemented by funding from the CAL Dean's office. ASI funding has proven unpredictable, however, as it involves a yearly application that may or may not be funded. In AY 2025-2026 our funding request was denied. We are currently appealing that decision, but this loss of funding will ultimately force us to cut back significantly on the PALS program, which will negatively impact our student success in the class and during the education journey at CSUSB (see following paragraphs). In this context, we are requesting the \$30 fee attached to CAL 2970 to allow us to count on at least some stable yearly funding to cover part of the costs for the PALS program. The LBST program has no other direct revenue streams or budget line-items for this purpose. Where possible, we recruit work-study students to serve as our PALS, but we are not typically able to recruit a full staff in this way. We generally have 4-5 PALS working in the office each semester. This fee proposal has been written assuming a baseline of four PALS, and the funding requested would allow us to support one of these student ambassadors. (They are paid \$16.50/hour and typically work 20 hours per week.)

With nearly 1000 students majoring in Liberal Studies and Liberal Arts, the Liberal Studies Program is the fourth largest program at CSUSB and the largest at PDC. It is also the most interdisciplinary since students fulfill more than 80% of their major requirements by enrolling in courses from other departments and colleges. This creates two challenges to our students since most of their professors are not familiar enough with the actual program to properly advise them and mentor them. There are also frequent changes from multiple departments in terms of course offerings, course numbering, etc. In this context, individualized support from PALS advisors in the CAL 2970 is critical to ensure students understand their academic plans and opportunities.

A Tableau analysis reflects that the PALS have had a critical impact on student retention and post graduation plans. For example, comparing 2020 to 2024 figures, 2nd year FTF retention grew over from 78% to 93%, (CSUSB was 78% and 80% for the same years), 3rd year retention (2020-2023) grew from 71% to 83% (CSUSB was at 67% and 66% for the same years), and 4th year retention grew from 60% to 77% (CSUSB was 59% and 58%). For New transfers, 2-year graduation rate grew from 13% to 42%, (CSUSB was 39% to 46% for the same years), 3rd year graduation rate (2020-2022) grew from 41% to 60% (CSUSB was at 64% and 70%), and 4th year graduation rate grew from 65% to 71% (CSUSB was 73% and 76%). What is even more striking, is that according to Tableau, from 2011-2021, an average of only 23% of graduates from the Liberal Studies program stayed at CSUSB for their post-baccalaureate degrees (teaching credential and Master's degrees), while this rate rose to 53% staying at CSUSB as of 2023-2024. (Figures for the 2024-2025 are not available yet but according to the College of Education, the credential program has received a record number of LBST students for the AY 2025-2026.) We are confident that our PALS ambassadors have had a particularly significant impact in this latter area (students remaining at CSUSB to pursue their credential).



California State University, San Bernardino
MISCELLANEOUS COURSE FEE REQUEST

(Charge for exceptional materials, services, or use of an off-campus facility)
 To be completed when requesting to initiate or change miscellaneous course fees and submitted along with the cover memo to the Associate Provost for Academic Programs through the Academic Curriculum and Scheduling Office.

Requested By: David Carlson LBST Associate Coordinator Date: 12/11/2025

ACTION REQUESTED

<input checked="" type="radio"/> Establish	<input type="radio"/> Delete	<input type="radio"/> Modify Current Fee Level	From:	To:
Course Number: CAL 2970		Course Title: Liberal Studies Foundation Seminar and Assessment Preparation		Amount: 30.00
Group of Courses:				

Students may be charged for exceptional materials, services, or use of off-campus facilities used in concert with the basic complement of supplies needed for state-supported instruction. These miscellaneous course fees should provide materials or services that have a tangible benefit to students.

Courses which involve miscellaneous course fees **must** be identified in the university Bulletin and the amount stated in the Schedule of Classes. Funds received from miscellaneous course fees must be deposited into campus local trust accounts and expended only for the purposes approved.

I. EXCEPTIONAL INSTRUCTIONAL MATERIALS AND SERVICES

1. The fee supplements the basic complement of classroom and laboratory instruction by providing exceptional instructional materials and services that would otherwise be unavailable to students, and which allow students to better meet the education objectives of the course(s) to which it applies.

Does this fee meet this criterion? Yes No

2. The fee can be no greater than the actual costs (may be calculated on a pro rata basis) of the materials or services involved.

Does this fee meet this criterion? Yes No

3. The exceptional materials or services for which the fee will be charged cannot be funded through marginal cost dollars, state university fee revenue, or permanent base budget allocations.

Does this fee meet this criterion? Yes No

FEE CALCULATION

For Section I Based On Annual Cost (Complete Attachment II)

Item	Current Cost*	Projected Cost	
		AY: Year 1	AY: Year 2
Exceptional Materials	\$	\$	\$
Services	\$ 42000	\$ 42000	\$ 42000
Off-Campus Facilities/Equipment Use	\$	\$	\$
1. Total Cost (Expenditures)	\$ 42000	\$ 42000	\$ 42000
2. # of Users Per Year	\$ 350	\$ 350	\$ 350
3. Cost Per User (Line 1 divided by Line 2)	\$ 120	\$ 120	\$ 120
4. Requested Fee Level	\$ 30	\$ 30	\$ 30
5. Current Fee Level	\$ 0	\$ 0	\$ 0
6. Increase or Decrease	\$ 30	\$ 30	\$ 30
7. Total Revenue From Fees	\$ 0.00 (Line 2 x Line 5)	\$ 10500 (Line 2 x Line 4)	\$ 10500 (Line 2 x Line 4)
8. Non Course Fee Revenue to Defray Costs in Line 1	\$ 42000.00	\$ 31500	\$ 31500

Explain Sources of Non-Course Fee Revenue: ASI grant funding and CAL Dean's office support

*Use this column when there is an existing fee. ~~**1/3 fee revenue will increase as lab fee revenue increases.~~

MISCELLANEOUS COURSE FEE REQUEST (CONTINUED)

Note: Complete Section II or III for **Field Trips** or **Off-Campus Facilities/Equipment Fees**

Course Number:

Course Title:

II. FIELD TRIPS OR OTHER OFF-CAMPUS USE OF FACILITIES AND EQUIPMENT

Students may be charged for certain costs involved with the conduct of field trips or other off-campus travel. The following are the only such costs that may be required of students:

- A. Expenses incidental to field trips such as meals, lodging and other personal expenses.
- B. Entrance fees to shows and exhibits, etc.
- C. Actual or pro rata transportation costs, including a vehicle and/or equipment and materials used on the trip.

Does this fee meet this criterion?

Yes

No

III. USE OF NON-STATE SUPPORTED OR OFF-CAMPUS FACILITIES AND EQUIPMENT

This charge is designed to apply particularly to courses with field trips or with instruction in non-state facilities.

- 1. The charge must be associated with a course taught by a campus faculty member at a non-state supported or off-campus facility and/or utilizing rented equipment.
- 2. The charge must not exceed **actual** costs of the students' use of the facility or equipment but may be calculated on a pro rata basis. (Actual cost is defined as the fee charged to the campus.)
- 3. **No portion of the charge may be associated with costs of providing a qualified instructor for the course.**

Does this fee meet this criterion?

Yes

No

FEE CALCULATION

For Section II or III Based On Annual Cost (Complete Attachment II)

Item	Current Cost*	Projected Cost	
		AY: Year 1	AY: Year 2
Field Trip(s), Including Travel Costs	\$	\$	\$
Off-Campus Facilities Use	\$	\$	\$
Off-Campus Equipment and Materials Use	\$	\$	\$
Other:	\$	\$	\$
1. Total Cost (Expenditures)	\$	\$	\$
2. # of Users Per Year	\$	\$	\$
3. Cost Per User (Line 1 divided by Line 2)	\$	\$	\$
4. Requested Fee Level	\$	\$	\$
5. Current Fee Level	\$	\$	\$
6. Increase or Decrease	\$	\$	\$
7. Total Revenue From Fees	\$ (Line 2 x Line 5)	\$ (Line 2 x Line 4)	\$ (Line 2 x Line 4)
8. Non Course Fee Revenue to Defray Costs in Line 1	\$	\$	\$

Explain Sources of Non-Course Fee Revenue:

*Use this column when there is an existing fee.

REVIEWED BY (INITIALS)

Accounting:

Date:

Academic Curriculum & Scheduling: *PK*

Date: *12/17/25*

RECOMMENDATION

Department Chair: *Dany Doueiri*
Dany Doueiri (Dec 12, 2025 10:47:53 PST)

Date: 12/12/2025

College Dean: *[Signature]*

Date:

Associate Provost: *K. G. Sullivan*

Date: *12/17/2025*

Chair, CFAC:

Date:

VP/Provost, Academic Affairs:

Date:

VP, Admin & Finance:

Date:

APPROVAL

President:

Date:

ITEMIZED LIST			
1. List Exceptional Instructional Materials (General Categories, Including Representative Examples)			
Description	Current Annual Cost	Projected Annual Cost	
		AY: Year 1	AY: Year 2
	\$		
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total	\$	\$	\$

2. List Services (General Categories, Including Representative Examples)			
Description	Current Annual Cost	Projected Annual Cost	
		AY: Year 1	AY: Year 2
Student Peer Advisors	\$ 42000	AY: Year 1 420000	AY: Year 2 42000
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total	\$ 42000	\$ 42000	\$ 42000

3. List Off-Campus Facility, Equipment and Materials Use, Including Field Trip Costs (General Categories, Including Representative Examples)			
Description	Current Annual Cost	Projected Annual Cost	
		AY: Year 1	AY: Year 2
	\$		
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total	\$	\$	\$

FEE COMPLIANCE CERTIFICATION

Miscellaneous Course Fee Policy (EO 1102)

Policy Statement: Miscellaneous course fees are defined as fees collected for materials, services or use of facilities used in concert with the basic complement of supplies needed for state-supported instruction. Miscellaneous course fees can only be charged for the actual cost of providing exceptional instructional materials, services or use of an off-campus facility. Students must have the option of attaining the materials or services required through alternative means; however, in cases where such alternative means are unavailable, students cannot opt out of utilizing the required material or service and must pay the miscellaneous course fee. The following rules apply when determining if miscellaneous course fees can be charged for exceptional materials or services in the classroom:

1. Miscellaneous course fees can only be charged for the actual cost of the material, service or use of facility being provided.
2. A miscellaneous course fee **cannot** be charged for the basic complement of classroom supplies and materials required for instruction. These include but are not limited to: chalk, erasers, paper clips, pointers, classroom instructional equipment such as projectors (slide, overhead, computer, etc.) and associated supplies (bulbs, transparencies, software, etc.), or any other supplies deemed necessary to equip the instructional space for courses.
3. A miscellaneous course fee **cannot** be charged for the basic complement of laboratory supplies and instructional equipment necessary for classroom lab requirements identified in the course description. These include but are not limited to equipment, test tubes, work stations, computers or any supplies necessary to equip laboratory space to complement classroom course instruction.
4. Administrative charges and inflationary factors **cannot** be added to miscellaneous course fees. Only the actual cost of the material, service or use of a facility can be charged.
5. A miscellaneous course fee **cannot** be charged to fund the basic cost of instruction. Instructional costs are funded through marginal cost dollars, tuition fee revenue, and permanent base budget allocations.

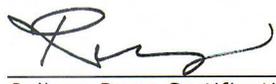
Approved Fee Ranges:

\$0-\$150	Fees that supplement the basic complement of classroom and laboratory instruction by providing materials and services that would otherwise be unavailable to students, and which allow students to meet the educational objectives of a given course.
\$0-\$3,000	Fees for courses that require field trips or travel off-campus in order to meet the educational objectives of a given course.

I have read the Miscellaneous Course Fee Policy, Attachment III of Executive Order 1102, and certify that the expenditures for this fee comply with this policy. The campus defines basic equipment and materials as those items which are essential to teach the course with an acceptable pedagogical content. Exceptional equipment and materials are those used to provide an enhanced educational experience beyond what can be provided through the basic complement of equipment and materials. Exceptional materials include those items of equipment and material that students can be reasonably expected to provide their own but which are provided to the students as a service because the University can procure them at a substantially lower cost.

Dany Doueir
 Dany Doueir (Dec 12, 2025 10:47:53 PST)
 Department Chair Certification

12/12/2025
 Date


 College Dean Certification

 Date