

Student Fee Advisory Committee

Meeting Minutes December 5, 2023

In attendance: Chrissy Holliday, Sandy Wiecowski, Jess Etter, Jenn Capps, Nate Heron, Andres Olmos, Tony Ureste, Andrew Kime, Kendra Higgins, Sam Parker, Amber Blakeslee, Jaime Lancaster

Reminder: All documents available in Shared Drive: SFAC

- I. Welcome, Call to Order & Quorum Determination - [Called to order @ 8:02am. Quorum confirmed.](#)
- II. Public Comment - [No public comment.](#)
- III. Fee request process updates (Sandy & Andrew) -
 - [New process for fees dictated by policy #02 discussed by Sandy.](#)
[Humboldt Fee Approval Process December 2023](#)
 - [Sandy shared the screen to review with the group. There is a desire for the housing and dining to be a little more than information items. If there is a recommendation on how to handle that, please share. Discussed updating wording that keeps us in line with the CSU systemwide. Sandy will make a revision to her form for IV & V wording. It was discussed that Type II fees are only discussed in November based on the timeline and time for review, advertising material, Xmas holiday, etc. to avoid a strain on the committee. Discussed even earlier planning, submitting forms even earlier, up to a year in advance. That offers even more transparency to students. Maybe the next cycle that would be a good plan.](#)
- IV. [Review Annual Fee Report](#) :
 - [Amber is leading the discussion. Reviewed document with group. Discussed category fees more in depth. Question carry over balances and why are they not spending it and](#)

maybe the fee should be reduced. Read the comments as to why there are carry over balances. Committee is here to make sure everything is accounted for. There is not supposed to be a surplus but to cover operating expenses. Fees collected can only be used for what they were collected for.

V. Review Overview of Category II Fees :

- Amber put the report in the chat and is sharing screen and reviewing. We have the 6th highest fees in the system. We have made an exerted effort to minimize fees. IRA fee we have the highest rate. Discussed how we rank with other fees compared to other campuses. Discussed fees that have built in inflationary increases. Discussed IRA fees and how they are distributed. Discussed Health Services fees and how they are distributed.. Also provide state support (\$1,942,829) from the University's Operating Fund. Discussed Health Facilities Fee further and 4 year fee increase. (Questions)? None

VI. Audit follow-up discussion

- This topic will be driving our subcommittee formation. Amber put in in the chat and encouraged everyone to read the report and the matrix. Green highlights were prioritized by the committee. Subgroup might want to pick up where we left off from last year. Nate is interested in starting a subcommittee. Amber recommended Sebastian as well because he worked on it last year. Will ask for more volunteers. Amber will work with the audit subcommittee.

VII. Next Steps and Action Items

1. Action Item - Everyone should spend a little time in this report (Humboldt Fee Approval Process December 2023) and bring back any questions at the next meeting or email them in advance.
2. Action Item - In January we will have some inflationary fee increases come forward. Review annual fee report & bring any questions that come up.

Jaime Lancaster motion to adjourn, Amber Blakelsee seconds. Meeting adjourned @ 8:57am.

Future agenda items:

- Subcommittee formation
- Housing and Dining rate increases
- Student Union fees
- Category II Fee Inflationary Increases
- Summer Category II Fees