



**INFORMATION TECHNOLOGY**

**OFFICE OF THE VICE PRESIDENT  
JAMES L. WELCH HALL (WH) B-435**

**PHONE: (310) 243-3655**

**MEMORANDUM**

Date: March 21, 2023

To: Thomas A. Parham, President

From: Chris Manriquez, Co-Chair, Student Fee Advisory Committee CAM  
Obioha Ogbonna, Co-Chair, Student Fee Advisory Committee OVO

Subject: Student Fee Advisory Committee Recommendations for Academic Year 2023-24 Fees

The Student Fee Advisory Committee (SFAC) assembled in February 2023 and March 2023 to consider proposals for 2023-24 student fees. The committee consisted of ASI President-appointed student committee members and faculty and staff selected by you from a list of divisional Vice Presidents nominees. The voting members are:

**Faculty & Staff** - Chris Manriquez (MPP), Susan Sanders (MPP), Yvette Nava (Staff), Dafu Goodman (Staff), Dr. Kathleen Janert, Joshua Jeffers, Dr. Bobbie Porter (Non-Voting)

**Students** – Obioha Ogbonna, Edgar Mejia-Alezano, Ezinne Nwadiogu, Pranay Julu, Joanna Ramos, Myrta Rivera, Robert Cunningham, Ernesto Yanes-Arnold

Of the members above, 11 were present at the vote.

Staff to the committee consisted of Nick Norimoto, University Budget Director, and Tony Jake, Associate Vice President, Administration and Finance, with support from Andrea Alvarez, Administrative Support, Administration and Finance.

Proposals and inquiries were received for new student fees and increases to existing fees; and were reviewed and analyzed by the Budget Office. Category II and III fee proposals were presented to the SFAC for consideration and recommendation. Each committee member was provided reference materials and information, and copies of the fee requests were placed in a Dropbox created for committee members. All proposals were presented to the committee by faculty and staff on February 24, 2023. An additional meeting was held on March 10, 2023 to further clarify the fee proposals.

Executive Order 1102 states the President has authority for the oversight and adjustment of Category II and III fees. Category III fees can be established or adjusted by the President within the range established by the Chancellor. Currently the ranges for which the President has authority are as follows: Course fees up to \$150, and for field trips or travel off-campus up to \$3,000.

A summary of the proposals, the committee recommendation, and staff review of the proposals are attached. Category IV and V fees are included in this memo. However, they were not presented to SFAC for recommendation since CSU policy (EO-1102) states SFAC shall consider proposals for Category II and III fees. A Budget Office analysis is provided for Category IV and V fees for your consideration.

### Student Fee Advisory Committee – Voting Recommendations

The Student Fee Advisory Committee reviewed and voted on the following Category III and IV Fees listed below:

#### **Music 445/446/447/448 Course Fee: New fee request of \$40 (Category III)**

The new fee request will cover the cost of regular upkeep of new instruments including yearly repair and cleaning.

Voting results: 9 in favor; 1 opposed; 1 unable to vote

*Presidential Decision:*

Approve     Reject

Modify Recommendation: \_\_\_\_\_

#### **Art 165 Course Fee: New fee request of \$50 (Category III)**

The new fee request will cover the cost of guest speakers and art materials including digital storage, hardware, and lumber.

Voting results: 11 in favor; 0 opposed; 0 abstain

*Presidential Decision:*

Approve     Reject

Modify Recommendation: \_\_\_\_\_

#### **Health Science 495 Study Abroad Course Fee: Increase request of up to \$3,289 pending cost (Cat III)**

The fee increase will cover travel expenses for the 2-week Thailand study abroad component. Expenses include airfare to Thailand, hotel, study at Mahidol University, local transportation, cultural experiences, etc.

Voting results: 11 in favor; 0 opposed; 0 abstain

*Presidential Decision:*

Approve     Reject

Modify Recommendation: \_\_\_\_\_

**Instrumental Rental Fee: Increase request of \$15 in 2023-24 and \$20 in 2024-25 (Category IV)**

The fee increase will cover an increased portion of instrument maintenance and repair for all optional rental instruments from the Department of Music.

Voting results: 9 in favor; 1 opposed; 1 unable to vote

*Presidential Decision:*

Approve     Reject

Modify Recommendation: \_\_\_\_\_

**New Student Orientation School Leadership : New fee request of \$150 (Category IV)**

The new fee request will cover the cost faculty stipends, location fees, hospitality, materials, and partial consultant fees to run the 2-day Summer Institute for new graduate students in the School Leadership Program.

Voting results: 5 in favor; 5 opposed; 1 opposed as written

The committee is concerned with the high fee rate; the revenue being used for food; pro bono work turning into paid work for faculty; the value of the cost for a program-based fee.

*Presidential Decision:*

Approve     Reject

Modify Recommendation: \_\_\_\_\_

**College of Education Fees : Remove Program Admission Application Processing Fee and Letter of Support Fee; Reduce Credential Request Fee to \$30 (Category IV)**

The reduction of the Credential Request Fee and removal of both the Program Admission Application Processing Fee and Letter of Support Fee will eliminate some administrative barriers. There will be no immediate impact on services and the program will use existing funds and resources.

Voting results: 11 in favor; 0 opposed; 0 abstain

*Presidential Decision:*

Approve     Reject

Modify Recommendation: \_\_\_\_\_

President's Final Decision:

By my signature below I confirm all of my decisions as indicated for each fee proposal above.



\_\_\_\_\_  
Thomas A. Parham, President

03/27/23

\_\_\_\_\_  
Date

Copy:           SFAC Members  
                  Cabinet members  
                  Nick Norimoto, University Budget Director, Budget Planning & Admin  
                  Tony Jake, Associate Vice President, Business and Finance  
                  Andrea Alvarez, Administrative Support, Administration and Finance

Signature:   
\_\_\_\_\_  
Christopher Manriquez (Mar 21, 2023 14:23 PDT)

Email: [cmanriquez@csudh.edu](mailto:cmanriquez@csudh.edu)

Signature:   
\_\_\_\_\_  
Obioha Ogbonna (Mar 22, 2023 12:09 PDT)

Email: [oogbonna1@csudh.edu](mailto:oogbonna1@csudh.edu)