

Student Fee Advisory Committee

Minutes March 21st, 2024

Reminder: All documents available in Shared Drive: SFAC

In attendance: Jess Etter, Chrissy Holliday, Amber Blakeslee, Jenn Capps, Tony Ureste, Andrew Kime, Andre Olmos, Sam Parker, Kendra Higgins, Nate Heron, Sebastian Taylor,

- I. Welcome, Call to Order & Quorum Determination - Call to order 8:03am, Quorum - yes
- II. Public Comment - no comments.
- III. [Summer Category II Fee Rates](#)
 - a) Further discussion of formal approval documentation routed, status of website update, and information routed to the registrar.
 - Website is updated with all of the information, including Category II fees. Email coming out shortly from the Office of the Registrar with a link to the site and a fee breakdown.
- IV. Subgroup Update
 - Met the week before last. Follow up meeting next week. Need to finalize the reserve structure and accountability in reporting for MSF & IRA fees. Drafted language around those 2 fees, Will reach out to MSF folx to come to next week's meeting. The following week will be IRA meetings. 4 different programs MSF supports (athletics, IRA committee, SWIFT, Jack Pass). Do we want to have folx from all 4 of the areas?
 - Kendra will reach out to President Parker to see if he can think of any other names/participants.
 - Seb & Amber- Amber and he will work on a meeting time. Discuss case study models.
 - CSU just sent out revised language they are working on finalizing. Will infuse new language. No less than 5% is new language vs 3-6 months. AS is separate. Current AS reserve guidelines are already exceeding 5% but this is an opportunity to look at AS guidelines too and maybe come in alignment.
 - Discussed timeline for signatures after fees are approved. New forms have been created to quicken the process.
 - Will discuss process improvements at the next meeting. Discussed required approvals. Discussed updates and improvements. Let's look at the signature piece and possibility of improving it.
 - Working with Alfredo in HR to get the form automatically routed.
 - Discussed the cycle of group. Are we on track? Can formalin the time of year some things happen like Category II fees.

V. Next Steps and Action Items

Adjourned at 8:23am

Future agenda items:

1. Discuss process improvements, improving signature pieces.