



Student Fee Committee Meeting Agenda  
November 24, 2008 - 9:00 a.m.

1. Review CSU fee policy and the approved fees for CSUCI
2. Review minutes from the last meeting - March 28, 2008
3. Review fees collected and spent - January 2008 thru June 2008
4. Housing Fees and Meal Plans
5. Parking Fines
6. Vote on revised fees:
  - a. Private Music Lessons- PAMU 109 Increase fee to \$350
  - b. Private Music Lessons- PAMU 309 Increase fee to \$350

THE CALIFORNIA STATE UNIVERSITY  
OFFICE OF THE CHANCELLOR

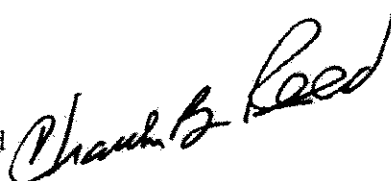
June 26, 2008

BAKERSFIELD  
CHANNEL ISLANDS  
CHICO  
DOMINGUEZ HILLS  
EAST BAY  
FRESNO  
FULLERTON  
HUMBOLDT  
LONG BEACH  
LOS ANGELES  
MARITIME ACADEMY  
MONTEREY BAY  
NORTH RIDGE  
POMONA  
SACRAMENTO  
SAN BERNARDINO  
SAN DIEGO  
SAN FRANCISCO  
SAN JOSÉ  
SAN LUIS OBISPO  
SAN MARCOS  
SONOMA  
STANISLAUS

**MEMORANDUM**

**TO:** CSU Presidents

**FROM:** Charles B. Reed  
Chancellor



**SUBJECT:** California State University Student Fee Policy and Miscellaneous Course Fee Delegation of Authority — Executive Order Number 1034

Attached is a copy of Executive Order No. 1034, which includes the California State University Student Fee Policy, as approved by the Board of Trustees at their May 14-15, 2008 meeting, and the Miscellaneous Course Fee Delegation of Authority. This executive order supersedes Executive Order 740.

The revised student fee policy re-categorizes student fees, changes the authority for some fees, outlines the process for establishing and adjusting fees, and strengthens the reporting requirements in all categories.

The miscellaneous course fee delegation of authority gives campus presidents the ability to establish miscellaneous course fees on their campus within the ranges established by this executive order. Any fees that go above approved ranges must be forwarded to the Chancellor's Office for approval.

Each campus should review all existing campus-based fees, including miscellaneous course fees, to ensure they comply with this new policy. Fees that no longer comply with this policy will need to be revised, suspended or eliminated.

Additional resources related to this fee policy can be found at:  
[www.calstate.edu/budget/](http://www.calstate.edu/budget/).

In accordance with the policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

CBR/kp

Attachments

**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
**Long Beach, California 90802-4210**

**(562) 951-4700**

**Executive Order: 1034**

**Title:** The California State University Student Fee Policy and Miscellaneous Course Fee Delegation of Authority.

**Effective Date:** June 26, 2008

**Supersedes:** Executive Order No. 740

This executive order is issued under the authority granted by Education Code Sections 89035 and 89700, Standing Orders of the Board of Trustees, Chapter II, i, and Board of Trustees' Resolution RFIN 05-08-04, a copy of which is included as **Attachment 1**.

**California State University Student Fee Policy – Attachment 2**

The revised policy re-defines fee categories, and establishes authority, responsibility, and accountability with regard to all student fees. The major change in this policy is the extension of authority to presidents to establish materials and service fees, user fees, fines and deposits that fall into Category IV and V in the revised policy. This policy continues the practice of seeking the advice of the campus fee advisory committee combined with student referenda and/or alternative consultation processes for mandatory student fees.

To balance the new presidential authority provided by this policy, additional reporting requirements have been put in place to ensure that all fees being charged to students are used for the intended purpose and meet the guidelines of the given category. This policy requires that each campus develop annual reporting processes and review with the fee advisory committee all student fees in all categories including changes in fee rates, total revenue collected, unexpended balances and expenditure plans. This detail will then be reported annually to the chancellor's office for review. Systemwide and campus-based mandatory fees will continue to be reviewed annually by the Board of Trustees and reported to outside constituencies.

The requirement to report the above detail for all fees will begin with the summer 2009 fee survey. The summer 2008 fee survey will request prior year and current year fee rates, and total revenue collected for each fee. In the 2008 fee survey, category III miscellaneous course fee rates and revenue can be reported as two items: (1) fees for classroom and laboratory supplies and services, and (2) fees for courses that include travel or field trips. Beginning in 2009, the campuses will be required to report each individual course fee and all the required data.

**Miscellaneous Course Fee Delegation of Authority – Attachment 3**

By issue of this Executive Order, the chancellor hereby delegates authority to campus presidents to establish and adjust miscellaneous course fees (Category III) within two ranges after consultation with the fee advisory committee.

**Approved Fee Ranges:**

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

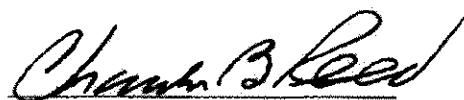
Miscellaneous course fee rates must be equal to the actual cost incurred by the university to provide materials or services to one student in one semester or quarter. Administrative fees and inflationary adjustments cannot be added to miscellaneous course fees. All revenue from miscellaneous course fees should be expended in the year in which they are collected. If significant unexpended balances exist, without a detailed and acceptable expenditure plan, the fee should be reduced, suspended or eliminated as appropriate until such time that the revenue can be spent on the purpose for which it was collected, or the fee should be refunded to students.

Requests to establish fees above the approved ranges and requests to increase existing fees to an amount above the approved ranges must be forwarded to the chancellor's office for approval. If the requested fee or fee adjustment meets the policy guidelines, a coded memorandum will be issued to authorize the campus to charge the fee.

Campuses must review all current miscellaneous course fees to ensure each one meets the requirements of this policy as described in **Attachment 3**. If existing course fees go above the approved ranges, campuses should review recent revenue and expenditure plans for that fee to ensure that the fee level is appropriate and make adjustments as necessary. All fees, including those that go above the approved ranges, which were previously approved by executive order, are grandfathered into this policy as long as they meet the policy guidelines in **Attachment 3**. Fees that do not meet the guidelines must be revised or eliminated.

CSU student fees are authorized, deposited, and refunded in accordance with applicable CSU policy, provisions of the law, and revenue bond indentures which may be outstanding.

In accordance with Section 89721(1) of the Education Code, revenue collected from student fees shall be deposited in a local trust account.



Charles B. Reed, Chancellor

Dated: June 26, 2008

**RFIN 05-08-04, May 14, 2008.**

**RESOLVED**, by the Board of Trustees of the California State University, that Attachment A of Agenda Item 4 of the May 13-14, 2008, meeting of the Committee on Finance, titled "The California State University Student Fee Policy," is approved and shall take effect immediately; and, be it further

**RESOLVED**, that the chancellor is directed to take all necessary action to implement the student fee policy in a manner consistent with existing statutes and provisions of bond indentures.

## **The California State University Student Fee Policy**

### **I. Definitions**

- A. Category I fees – Systemwide mandatory fees that must be paid to apply to, enroll in, or attend the university, or to pay the full cost of instruction required of some students by statute.
- B. Category II fees – Campus mandatory fees that must be paid to enroll in or attend the university.
- C. Category III fees – Fees associated with state-supported courses. Specifically for materials and services used in concert with the basic foundation of an academic course offering.
- D. Category IV fees – Fees, other than Category II or III fees, paid to receive materials, services, or for the use of facilities provided by the university; and fees or deposits to reimburse the university for additional costs resulting from dishonored payments, late submissions, or misuse of property or as a security or guaranty.
- E. Category V fees – Fees paid to self-support programs such as Extended Education, Parking and Housing including materials and services fees, user fees, fines, deposits.

### **II. Authority**

- A. The Board of Trustees provides policy guidance for all matters pertaining to student fees and has authority for the establishment, oversight and adjustment of Category I fees.
- B. The chancellor is delegated authority for the establishment, oversight and adjustment of Category II and Category III fees. The chancellor is not delegated authority for Category I fees.
- C. The president is delegated authority for the establishment, oversight and adjustment of Category IV and Category V fees, and for the oversight and adjustment of Category II and III fees. The president is not delegated authority to establish Category I, Category II or Category III fees, or to adjust Category I fees. The president does however, have authority to establish Category III fees within a range established by the chancellor.

### **III. Responsibility**

- A. The president is responsible for assuring that appropriate and meaningful consultation occurs prior to adjusting any fee and before requesting that the chancellor establish a new Category II or Category III fee.

1. The president shall establish a fee advisory committee comprised of student, faculty, staff, and administrative representatives to provide advice to the president. Membership of the fee advisory committee shall be established in consultation with the campus student body association and the campus faculty senate and shall include the president of the campus student body association and the chair of the campus faculty senate or their designees. The president shall appoint the chair of the fee advisory committee.
  2. The president shall appoint members to the fee advisory committee, excluding the student representatives who shall be appointed by the campus student body association. Faculty members shall be appointed consistent with normal campus processes for selecting faculty members to service on similar committees.
  3. Students appointed by the campus student body association shall constitute a majority of the voting members of the fee advisory committee.
  4. A statement of revenues and expenditures including a minimum of one year of actual costs and two years of projected revenue and expenditures for the fee revenue supported activity shall be developed by the campus chief financial officer and considered by the president prior to establishing or adjusting any fee.
  5. The president shall consult with the fee advisory committee before adjusting or requesting that the chancellor establish any Category II or III fees (subject to his/her approval in writing).
    - a. The fee advisory committee will consider proposals for the establishment and adjustment of Category II or III fees, and will then make a recommendation to the president.
    - b. The president will make a determination on Category IV and V fees after consideration of the revenue and expenditure plans associated with the fees, and will then notify the fee advisory committee of his or her decision.
- B. Appropriate and meaningful consultation with campus constituencies regarding Category II fees and the use of fee revenue is critical to assure that the delegated authority is exercised in a manner that is consistent with policies adopted by the board.
1. Appropriate and meaningful consultation includes consultation with bodies such as the campus faculty senate, the campus student body association and other constituencies affected by any proposed increase in an existing fee or establishment of a new fee.
  2. The policy presumes that a student fee referendum will be conducted

before adjusting or establishing Category II fees. However, the president may waive the referendum requirement (unless it is required by Education Code) if he/she determines that a referendum is not the best mechanism to achieve appropriate and meaningful consultation.

3. If a referendum is not conducted prior to adjusting Category II fees or requesting the chancellor to establish a new Category II fee, the president must demonstrate to the fee advisory committee the reasons why the alternative consultation methods selected will be more effective in complying with this policy.
- C. An advisory student referendum is the preferred method of measuring student support prior to adjusting a Category II fee or requesting the chancellor to establish a new Category II fee but is subject to the exception described in B-2. The referendum may be conducted by the campus or the student body association. For referenda conducted by the campus, the following shall apply:
1. The president in consultation with the student body association and the faculty senate shall develop guidelines applicable to the student fee referendum process designed to assure that the referendum is open, fair, and objective.
  2. The campus shall fund costs associated with the referendum.
  3. The fee advisory committee shall issue a voter pamphlet providing objective analysis of the proposed fee action and statements solicited by the committee for and against the proposed fee action.
  4. The fee advisory committee shall determine the specific statements that shall be included in the pamphlet.
  5. Copies of the voter pamphlet and ballot and information regarding the dates, times, and polling locations shall be available to students and published in the campus newspaper and in other public locations around campus at least thirty days prior to the referendum.
  6. The results of a referendum shall be considered favorable when a majority of students voting approve the fee action.
  7. The results of the referendum shall be advisory to the fee advisory committee and the president, unless education code requires that the referendum pass.
- D. If it is determined that a referendum is not the best mechanism for appropriate and meaningful consultation, and is not required by Education Code, an alternative consultation process may be utilized. The following shall apply:
1. The president, upon deciding that a referendum will not allow for the best measure of student opinion, will inform the fee advisory committee of



his/her intent to begin alternative consultation.

2. Alternative consultation strategies will be developed with input from the student body association and the fee advisory committee to ensure that the process is transparent, and meaningful, and will solicit the input of a representative sample of the student body.
3. A representative sample should include students in leadership positions as well as students who are not involved in campus leadership. Efforts should be made to include students from many aspects of campus life regardless of the type of fee.
4. Any written material regarding the new fee, or fee increase should follow the same guidelines as the referendum voter pamphlet (Section C above) to provide objective analysis of the fee or fee increase.
5. Results of the alternative consultation process should be summarized and put in writing and used as additional advisory material to be taken into consideration by the fee advisory committee and the president.
6. If a category II fee for a capital project (i.e. university union building, or health services building) must be raised to meet minimum debt service revenue bond requirements that were not required when the fee was established, the president can make that adjustment without a full alternative consultation process, but must present the debt service requirements and revenue projections to the fee advisory committee prior to making the adjustment.

#### **IV. Accountability**

- A. The campus president shall provide to the fee advisory committee a report of all fees in Categories II, III, IV and V. New fees, fee increases, total revenue and unexpended balances should be included. The president has the authority to decrease, suspend or eliminate fees as needed.
- B. Each campus shall report annually to the chancellor, for the most recently completed fiscal year, a complete inventory of all fees in categories II, III, IV and V, including past year and current year fee rates, the total revenue collected for each fee, and the remaining balance for each fee. The Category II fee report will be presented to the board by the chancellor to allow the board to consider the level and range of fees charged to students.

### Miscellaneous Course Fee Policy

**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 should provide materials or services that have a tangible benefit to students. Miscellaneous course fees are **not** to be charged in lieu of classroom and laboratory supplies and materials provided by enrollment funding campuses regularly receive through marginal cost of instruction per student and permanent base budget allocations.

**Fee Policy:** 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, state university fee revenue, and permanent base budget allocations.

#### Approved Fee Ranges:

<b>\$0-\$150</b>	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.
<b>\$0-\$3,000</b>	Fees for courses that require field trips or travel off campus in order to meet the educational objectives of a given course.

## **CSUCI Student Fee Committee Meeting Minutes**

**March 28, 2008**

The CSUCI Student Fee Committee met on Friday, March 28, 2008 at 8:00 a.m. The meeting was held in University Hall, California State University Channel Islands, One University Drive.

**Members Present:** Theresa Olivo, Dan Wakelee, Nitika Parmar, Damon Blue, Dallas Carter, Joanne Coville, Yovani Lopez, Adriana Franco, Cristina Nette, Sean Kelly, Christina Houston

**Members Absent:** Marcus Allen, Rachael Jordan

**Guests:** Ed Lebioda, Kris Muller, Beatriz Ruetters, Mary Devins, Sean Anderson, Damien Pena, Cindy Derrico

**Staff:** Lori Cordova

### **Review Draft of the Revised CSU Student Fee Policy**

Joanne Coville reviewed the draft of the Revised CSU Student Fee Policy (which was approved in March 2008). This revision adds a Category V fee which covers programs such as Extended Education, Parking and Housing, including materials and services fees, user fees, fines, deposits or as a security guaranty. The policy also addresses how members are appointed to the committee. Students are appointed by ASI and students should have a majority presence on the committee. This revised policy will cause no major change in the way we currently operate.

### **Review of Minutes from the November 16, 2007 (Fall) Meeting**

Minutes of the last Student Fee Committee Meeting on November 16, 2007 were presented for review. The President has approved the fees that the committee approved at this meeting. The letter was mailed out to the Chancellor's Office for approval of the new fees.

### **Financial Review of Fees Earned and Spent**

#### **Extended Education Fees**

Joanne Coville reviewed the Extended Education Fees: Revenue and Expense Report for July thru December 2007. These fees are charged only if you are taking courses thru Extended Education or Open University.

#### **Student Fees**

#### **Health Service and Facilities**

Joanne Coville explained the fund is paying for County of Ventura Services in which the contract is currently being extended. These funds will eventually be used to pay for a new location for Health Services. There are also plans to hire new staff.

**Parking**

The parking fund is not in a deficit as it appears on this report. An accounting error was discovered and has been corrected.

**Instructionally Related Activities Fee**

Mary Devins explained that there are expenses from this period that were not paid until January. IRA received over \$1 million in requests for activities and has approved \$500,000.

**Materials Services Fees**

Joanne Coville said that the subcommittee for these fees would be having a meeting soon. These fees cover upgrades to the classroom, computers and they are currently working on getting a student portal up and running.

**Student Center and ASI Fees**

Joanne Coville explained the funds are related to reserves in anticipation of the Student Union building.

**Recreation & Athletics**

Can these fees be used for sports clubs? Ed Lebioda said that this would be determined once staff is in place- which they are currently working on. They do expect that there will be fundraising activities once staff is in place.

It was asked if there was any thought given to having a library fee since we have the new library. Dan Wakelee responded that this is not a fee that any of the Universities currently have- there will not be a student fee for the library.

**Changes to Existing Fees****Island View Orientation Fee- Increase fees as follows: Approved 10-0**

Type	Current Fee	Proposed Fee
Freshmen	\$120	\$140 (materials submitted have the incorrect amount of \$130 per Damien Pena)
Freshmen guests (Family Members)	\$60	\$90
Freshmen guests overnight lodging	\$25	\$35
Transfer Orientation Fees	\$25	\$35
Transfer Guest Fees	\$25	\$35
Mid-Year Orientation Fees	\$25	\$35
Mid-Year Guest Fees	\$25	\$35

Damien Pena said that there will be five orientation sessions this summer. The fee includes parking. A process has been started to see if it is possible to provide waivers or scholarships to students who cannot afford to pay these fees. It was also mentioned that due to the cost of course catalogs, they may not be provided for free any longer. \$10 of the fee for freshmen will go toward the purchase of the campus reading celebration book. The book used to be provided by the Foundation; however, the Foundation is not able to support this program.

**Art 202, 311, 321, 421- Increase fee from \$15 to \$40 - Approved 10-0**

Fees are used to purchase consumable supplies per the attached list.

**ESRM/Biology 313- Increase fee from \$25 to \$40 - Approved 10-0**

This fee was approved pending receipt of spreadsheet listing anticipated enrollment and expenses to justify fee. Original request for this fee was to increase it to \$45. Sean Anderson agreed to lower the amount to \$40.

**New Fee Proposals (Fees were approved pending receipt of spreadsheet listing anticipated expenses and enrollment)**

**ESRM 492 – New Fee - \$0 - \$5,000 – Approved 10-0**

Fees are to cover the cost of travel. Costs to students will be determined the semester before the class begins.

**ESRM 351 – New Fee - \$40 – Approved 10-0**

Fees are used to purchase consumable supplies and equipment.

**ESRM 200, 350 and 428 – New Fee - \$25 - Approved 10-0**

Fees are used to purchase consumable supplies and equipment.

**Art 209 and 317 - New Fee - \$45 - Deferred until next meeting**

Not enough information provided.

The course fees that were approved at this meeting will not take effect until the Spring 2009 semester. Sean Anderson also asked for administrations help in determining when the fees have been approved by the President and/or Chancellor's Office.

**Adjournment**

The meeting adjourned at 9:15 a.m.



Lori Cordova



**CALIFORNIA STATE UNIVERSITY - CHANNEL ISLANDS**

**Student Fees: Revenue and Expenses (non-general fund fees)**

PERIOD OF PERFORMANCE: Jan 2008 thru June 2008

	Jan 2008 thru June 2008			Balance as of 6/30/2008
	Balance as of 12/31/2007	Revenue	Expenses	
Health Services Fee	1,072,720	46,143	187,866	930,997
Health Facilities Fee	233,650	2,366	3,756	232,259
Parking Fee	(55,905)	567,324	483,914	27,506
Instructionally Related Activities Fee	405,357	39,067	320,225	124,199
Materials, Services & Facilities Fee	469,926	27,457	147,204	350,179
Student Body Center Fee	949,495	138,096	82,165	1,005,426
Associated Student Body Fee	521,013	210,401	318,157	413,257
Lab Fees - Art 760	10,861	7,090	15,480	2,470
Lab Fees - Biology 720	13,213	2,271	17,054	(1,571)
Lab Fees - Chemistry 781	4,083	2,308	3,993	2,398
Lab Fees - Computer 770	2,778	1,097	3,014	860
Lab Fees - Math 750	22,013	4,400	21,821	4,593
Lab Fees - Music 731	6,207	(480)	6,032	(305)
Lab Fees - Physics 785	2,283	250	2,662	(129)
Lab Fees - Psychology 735	2,594	1,223	3,182	635
Lab Fees - International Program 827	2,749	81,929	69,001	15,676
Lab Fees - ESRM 767	1,467	175	698	944
Housing Fee	5,608,408	360,087	2,295,006	3,673,489
Orientation Fee	25,936	54,330	16,702	63,564
Recreation & Athletics Fee	316,326	34,208	4,505	346,029
Payment Plan Deferral Fee	36,214	9,669	23,816	22,067
<b>Grand Total</b>	<b>8,991,932</b>	<b>1,589,411</b>	<b>4,026,252</b>	<b>7,214,544</b>



**CALIFORNIA STATE UNIVERSITY - CHANNEL ISLANDS**

**Extended Education Fees: Revenue and Expenses (non-general fund fees)**

PERIOD OF PERFORMANCE: Jan 2008 thru June 2008

	Balance as of	Jan 2008 thru June 2008		Balance as of
	12/31/2007	Revenue	Expenses	6/30/2008
Open University	628,283	152,808	19,714	761,377
K-12 Professional Development	(16,287)			(16,287)
Onsite Courses	39,092			39,092
CPIM Certification	27,090	3,900	586	30,404
Special Session	269,444	113,521	84,211	298,753
Regular Extension (CEU)	(58,597)		474	(59,070)
Non-Credit	34,906	825	14,056	21,675
MA-Masters of Education Degree	67,798	26,845	57,494	37,149
MBA-Masters of Business Degree	450,250	398,250	215,510	632,990
BSIT	26,929	23,650	3,605	46,975
Masters Science, Biotech Infor	537,113	660,998	325,714	872,397
Masters Science, Comp Science	32,114	32,292	53,915	10,491
Masters Science, Math	(5,485)	18,375	25,538	(12,648)
Extended Ed Admin	(1,079,678)	13,218	202,681	(1,269,141)
Extended Ed Library Resources	(10,041)		13,376	(23,417)
International Programs	(28,227)	43	0	(28,185)
Misc Fee Income/Expenses	(395,373)	(23,487)	145,195	(564,055)
<b>Grand Total</b>	<b>519,330</b>	<b>1,421,237</b>	<b>1,162,069</b>	<b>778,499</b>

## Proposed Fees for 2009-10 Housing and Residential Education

**Overview:**

Student housing, by CSU policy, is required to be a financially self sustaining. As a result, Housing and Residential Education (HRE) must collect enough revenue to cover all expenses that are related to the operation, including all staffing, maintenance, repairs, programs, utilities, bonds, etc. as well as funds to be placed in a mandated reserve for debt coverage and major maintenance and repairs.

One goal of Housing and Residential Education is to provide a safe, vibrant living and learning environment for students. This can only be achieved with the proper resources in place. The following fees have been developed to insure effective operation of CSUCI's comprehensive student housing program and to satisfy all financial obligations.

Three key factors which inform rate development for 2009-09 are:

- In 2008-09, student housing is 100% full. This very happy news comes one year earlier than anticipated and raises the need for us to triple many rooms in Santa Cruz Village and double some rooms in Anacapa Village in 2009-10 to accommodate the anticipated demand. This increase in occupancy will increase our operational costs and require a rental rebate system for students who live in these configurations. Presently, we expect that we'll triple 100 students in Santa Cruz Village, and place 25 students in double accommodations in Anacapa.
- We are in the proposal development stage for Phase III housing, Santa Rosa Village. The market and feasibility study for this project indicates that our rates will need to increase at the rate of about 10% per year in order to meet the financial demands of developing and managing these new facilities.
- While housing revenue demands are increasing, revenue demands for resident meal plans are decreasing. This is primarily due to the increase in campus catering and Summer Conference programs. As a result, we are able to offer a slight decrease in meal plan rates for Santa Cruz Village so that the overall net increase is lower.

**Proposal:** Create financially viable room and board rates to satisfy the operating expenses, the debt service, and mandated reserve funds for student housing. We are also obligated under contract for a certain amount of meal plan revenue to make food service available at CSUCI and viable for Sodexo, our food service vendor

Village	Room Type	2007/2008			2008/2009			2009/2010		
		Room	Board	Total	Room	Board	Total	Room	Board	Total
Anacapa	single	8,100	1,200	9,300	8,600	1,100	9,700	9,550	1,000	10,550
	double/double	7,000	2,800	9,800	7,300	2,900	10,200	8,180	2,600	10,780
Santa Cruz	single/double	7,250	2,900	10,150	7,600	2,900	10,500	8,590	2,600	11,190
	single	7,500	2,900	10,400	8,000	2,900	10,900	9,040	2,600	11,640



**Rate Rebates:**

Since occupancy projections for 2009-10 exceed capacity, we will need to triple some double rooms in Santa Cruz Village and double some single rooms in Anacapa Village. To compensate for this, students who are in these accommodations will receive rate rebates on a monthly basis as long as they are in these accommodations according to the rebate schedule shown below:

Village	Room Type	Monthly Rebate
Anacapa	double	\$50
Santa Cruz	triple	\$100

**Housing and Residential Education Budget Projections:**

<b>Pro Forma</b>			
	0	1	2
	2007/2008	2008/2009	2009/2010
<b>Total Bed Supply (includes RA's)</b>	<b>803</b>	<b>803</b>	<b>803</b>
<b>Revenue</b>			
Student Residence Hall Fee	\$4,139,048	\$5,886,664	\$7,152,893
Summer Rentals	\$300,000	\$220,000	\$242,000
<b>Total Revenue</b>	<b>\$4,509,000</b>	<b>\$6,246,804</b>	<b>\$7,394,893</b>
<b>Expenses</b>			
<b>Personnel</b>			
Salaries & Benefits	\$912,000	\$964,000	\$993,000
<b>Operating Expenses</b>			
Utilities	\$820,000	\$871,000	\$897,000
Chancellor's Office OH	\$28,000	\$30,000	\$30,000
Other Expenses	\$737,000	\$783,000	\$806,000
<b>Total Expenses</b>	<b>\$2,497,000</b>	<b>\$2,648,000</b>	<b>\$2,726,000</b>
<b>Net Operating Income</b>	<b>\$1,942,048</b>	<b>\$3,458,664</b>	<b>\$4,668,893</b>
<b>Debt Service</b>			
	2007/2008	2008/2009	2009/2010
<b>Total Existing Debt Service</b>	<b>\$1,736,000</b>	<b>\$3,131,000</b>	<b>\$3,289,000</b>
<b>New Debt Service</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Debt Coverage Ratio</b>	<b>1.12</b>	<b>1.10</b>	<b>1.42</b>
<b>Capital Funds &amp; Transfers</b>			
	2007/2008	2008/2009	2009/2010
R&R Transfer	\$80,000	\$80,000	\$115,000
<b>Total Transfers</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$115,000</b>
<b>Total Cash Flow</b>			
	2007/2008	2008/2009	2009/2010
Cash Flow after Expenditures	\$126,048	\$247,664	\$1,264,893

**Q and A:**

The following questions and answers have been compiled to assist you as you consider this proposal. If you have any further questions, please feel free to contact the Housing and Residential Education office at ext. 2733 or inquire at the Fee Committee meeting.

**Why the increase in room rates at all when we're full?**

There are three reasons why we need to increase room rates:

- 1) In 2007-08 and 2008-09 we did not generate enough revenue to meet all financial obligations, most specifically, maintaining system requirements for debt coverage ratio. In addition, with the aging of Anacapa Village in particular, more expenses will be incurred in the day to day operation for maintenance, and we'll need to undertake major maintenance and repair which could include painting, refreshing grounds, flooring, furniture, and other items which need to be replaced and updated on a cyclical basis.
- 2) New expenses will be incurred to support the influx of additional students. In both Villages, additional furniture will need to be purchased to accommodate the increased occupancy, and additional staffing will be needed to support the increase in student population.
- 3) The feasibility study completed in preparation for Santa Rosa Village development reveals two important issues which need to be addressed as we consider rates for 2009-10 and beyond. One is that we do not have a sufficient "single premium" built into our current rate structure, meaning that our current rates reflect a very low differential between the cost of a shared room and the cost of a private room. The second is that our student housing rates must increase by a projected 38% between now and the opening of Phase III, tentatively scheduled for 2012-13 to achieve the rate demands for that year.

**Why is the meal plan decreasing?**

We have an agreement with our food service provider, Sodexo, to deliver a certain amount of revenue each year. This revenue guarantee is needed so that Sodexo may provide CSUCI with a comprehensive food service operation for daily residential meals and other campus food needs. We have accomplished this through catering, as well as servicing clients who use the campus facilities during the Summer months when student occupancy is very low. As the result of increased conference and catering activity on campus, we are able to lower the meal plan requirement for our students while still meeting our contractual obligation to Sodexo.

**What are the responsibilities to the University for usage fees?**

Student housing is a self support entity on campus. This means that student housing may not receive any services that are financed through general fund monies. If it does, student housing has an obligation to reimburse the University for services rendered.

With the continued growth of our resident student population, the demand for support from other University offices increases. Campus partners who are impacted most directly and significantly are Cash Services, University Police, Information Technology and Operations, Planning and Construction. We have cost recovery arrangements established with each of these offices.

**How do our rates compare with other CSUs?**

Student housing development is financed within the CSU through the sale of revenue bonds. Since CSUCI's housing facilities are very new in relation to other CSU housing facilities, our bond payments are significantly higher per bed than our sister campuses. The upside of this, of course, is that we can boast some of the very best facilities in the system! The challenge, however, is that the repayment of these bonds is the single highest expense to CI's student housing program – it is higher than all other expenses combined. While many of the other CSU housing programs have less expensive rates, this is true because other campuses have a much lower debt to bedspace ratio. In addition, the larger resident population of other campuses assists in distributing lower debt costs across a larger population of students.



For all intents and purposes we are seeking an across-the-board \$5 increase of all parking fines (Category V fees). This is the first ever request from Police and Parking Services for a fine increase and the rationale behind the request is appropriate and necessary for two primary reasons. First, the additional revenue generated will enable us to fund a larger portion of the Vista bus service to the fines and forfeitures budget away from general operating funds. Currently the total cost of the bus exceeds \$400,000 and \$100,000 is charged to fines and forfeitures. We expect to shift \$15,000 from the police budget to the fines and forfeitures budget when this increase is approved. Second, the additional revenue will cover the expenses necessary to outsource parking ticket processing. Outsourcing this task will free up significant staff time, now spent processing and collecting parking tickets, that can be used to perform more beneficial responsibilities.

Please note there are two situations that fall outside the "across-the-board" increase. This proposal includes a \$50 reduction in the fine for "Parked / Stopped in a Bus Zone" so that it is more in line with the comparables, and a \$150 increase in the fine for "Use of Lost, Stolen, Forged or Altered Permit." We have begun to see more and more cases of the later and believe a higher fine will serve as a greater deterrent to those who purchase permits directly from other students at a reduced rate.

The final issue to be addressed is the addition of two new violations on the schedule. The state legislature has recently added 2<sup>nd</sup> and 3<sup>rd</sup> offense "Parked, Blocking or Obstructing a Disabled Parking Space" violations to the California Vehicle Code. The fines for these violations must be between \$500 and \$750 for the 2<sup>nd</sup> offense and \$750 and \$1000 for the 3<sup>rd</sup> offense. The proposed fine is at the lower end of the scale because our 1<sup>st</sup> offense fine is at the lower end of its respective scale.

Schedule of proposed fines compared to other campuses is attached.



<b>COURSE</b>	<b>FEE</b>	<b>TITLE</b>
<b>PAMU 109</b>	<b>\$350</b>	<b>PRIVATE LESSONS - Guitar/Piano/Violin/Voice</b>
Justification:	<p>The Performing Arts program at CSUCI has a very limited budget. We cannot afford to offer private lessons for a \$100 fee. That is why we have lowered the cap on those classes to 3, which is a great disservice to our students, who need the lessons to complete their course of study. Only by raising the fee to \$350 can we afford to offer these classes. That is still a bargain for private lessons, which would cost double that outside the university. Other CSU campuses offer private lessons for fees ranging from \$0 to \$500 per unit, so we are not out of line with the system.</p>	

<b>PAMU 309</b>	<b>\$350</b>	<b>PRIVATE LESSONS - Guitar/Piano/Violin/Voice</b>
Justification:	<p>The Performing Arts program at CSUCI has a very limited budget. We cannot afford to offer private lessons for a \$100 fee. That is why we have lowered the cap on those classes to 3, which is a great disservice to our students, who need the lessons to complete their course of study. Only by raising the fee to \$350 can we afford to offer these classes. That is still a bargain for private lessons, which would cost double that outside the university. Other CSU campuses offer private lessons for fees ranging from \$0 to \$500 per unit, so we are not out of line with the system.</p>	

**Price of Private Lesson Music Courses**

Each student is .25 WTU for Faculty member

WTU	Salary*	Benefits	Total
0.25	\$ 449	\$ 169	\$ 618

*\*Salary based on University Average Rate for Temporary Faculty  
1unit = \$1795 Salary and \$677 Benefits*

Fall 2008 Census Course Enrollment

Course	Enrollment	Cost *(at average instructor rate - including benefits)
PAMU 109	9	\$ 5,562
PAMU 309	cancelled for lack of budget	

Private Music Lessons  
Comparison of approved

CSU Chico	Does not offer
CSU East Bay	\$225
CSU Fresno	\$20
CSU Fullerton	\$565
Humboldt State University	No charge
CSU Long Beach	\$308
CSU Los Angeles	No charge
CSU Monterey Bay	varies by lesson w/ undergrad student \$160, w/ grad. Student \$200, w/ faculty \$250
CSU Sacramento	
San Jose State University	\$120
Sonoma State University	No charge
CSU Stanislaus	\$50