



CALIFORNIA
STATE
UNIVERSITY,
FRESNO

October 21, 2025

Memorandum

TO: Phong Yang, Chair, Campus Fee Advisory Committee
Interim VP Student Affairs and Enrollment Management

FROM: Saúl Jiménez-Sandoval, Ph.D.
President

A blue ink signature of Saúl Jiménez-Sandoval, Ph.D., is written over the "FROM:" line.

SUBJECT: Approval of Changes and Addition of Course Fees

I have reviewed and approve the Proposal to Establish New Course Fees/Course Fees Increase you submitted on October 16, 2025. Per the recommendation, the following course fees are approved and effective Spring 2026:

New

- ART 80 (New \$40.00)
- ART 181 (New \$35.00)

Increase

- PLANT 40 (Increase from \$10.00 to \$25.00)
- PLANT 107 (Increase from \$10.00 to \$25.00)

October 16, 2025

MEMORANDUM

TO: Saúl Jiménez-Sandoval, Ph.D. President

FROM: Campus Fee Advisory Committee Chair, Interim VP for Student Affairs, Phong Yang 

SUBJECT: Proposal to Establish New Course Fees / Course Fees increase

The Campus Fee Advisory Committee met on September 26, 2025, to discuss requests to change existing fees for courses offered through the Department of Art, Design, and Art History as well as the Department of Plant Science. The courses' names, the fee's proposed, and the fee's amount are attached to a separate document.

Committee Members Present (9/26/25): Committee Members Present: Chair: Interim VP Phong Yang, ASI President: Camalah Saleh, ASI Executive Vice President: Maris Prado, Vice President of Finance: Dayanara Guzman, Health & Human Services Senator: Alya Hassan, Student Representative: Torrance Carpenter, Assistant Vice President: John Fugatt, Dean of Undergraduate Studies: Dr. Bernadette Muscat, Dean of Students: Terree Stevenson and Associate Dean of Student Involvement, Ex-Officio, non-voting member: Dr. Amy Allen.

Not Present: Faculty Academic Senate Representative: Dr. Amber Crowell

Guests Present: Professor Paula Durette, and Dr. Jacob Wenger and Juana Gonzalez (minutes).

The committee voted to recommend that you approve the proposed course fees, which will take effect in Spring 2026:

New

- ART 80 (New \$40.00)
- ART 181 (New \$35.00)

Increase

- PLANT 40 (Increase from \$10.00 to \$25.00)
- PLANT 107 (Increase from \$10.00 to \$25.00)

Prepared by: Juana Gonzalez, Administrative Assistant

Enclosures

Signature: *Phong Yang*

Email: pyang@mail.fresnostate.edu



Campus Fee Advisory Committee Meeting
September 26, 2025
2:00 p.m. - 3:00 p.m.

MINUTES

Attendees:

• Phong Yang, <i>Interim VP of Student Affairs and Enrollment Management, Chair (non-voting member)</i>	☒ Present
• Camalah Saleh, <i>ASI President</i>	☒ Present
• Maris Prado, <i>ASI Executive Vice President</i>	☒ Present
• Dayanara Guzman, <i>Vice President of Finance</i>	☒ Present
• Alya Hassan, <i>Health & Human Services Senator</i>	☒ Present
• Torrance Carpenter, <i>Student Representative</i>	☒ Present
• Dr. Amber Crowell, <i>Faculty, Academic Senate Representative</i>	☐ Present ☒ Not Present
• John Fugatt, <i>Assistant Vice President of Financial Services</i>	☒ Present
• Dr. Bernadette Muscat, <i>Dean of Undergraduate Studies, Academic Affairs Representative</i>	☒ Present
• Terree Stevenson, <i>Dean of Students</i>	☒ Present
• Dr. Amy Allen, <i>Associate Dean of Student Involvement (Ex-Officio, non-voting member)</i>	☒ Present

1. Roll-Call (Please see above)

Not Present: Dr. Amber Crowell, Faculty Academic Senate Representative

Also in attendance: Juana Gonzalez, Dr. Jacob Wenger, Kenneth Ternate, and Professor Paula Durette.

2. Campus Fee Advisory Committee [Website](#) (Dean Terree Stevenson)

a. Updated Website

3. Review of Submitted Fee Requests

a. [Art, Design, and Art History Department](#) (Professor Paula Durette)

i. **Art 80 (New \$40.00)**

☒ 6 Committee members voted in favor of this new fee

• Camalah Saleh, ASI President		
☒ Yes	☐ No	☐ Abstain
• Maris Prado, ASI Executive Vice President		
☒ Yes	☐ No	☐ Abstain
• Dayanara Guzman, Vice President of Finance		
☒ Yes	☐ No	☐ Abstain
• Alya Hassan, Health & Human Services RBA		
☒ Yes	☐ No	☐ Abstain
• Torrance Carpenter, Student Representative		
☒ Yes	☐ No	☐ Abstain
• John Fugatt, Assistant Vice President of Financial Services		
☒ Yes	☐ No	☐ Abstain
• Dr. Bernadette Muscat, Dean of Undergraduate Studies, Academic Affairs Representative		
☐ Yes	☐ No	☒ Abstain
• Terree Stevenson, Dean of Students		
☐ Yes	☐ No	☒ Abstain

Dean Terree Stevenson, Dean of Students motions to approve the new fee and Torrance Carpenter, Student Representative seconds the motion. Motion passes.

ii. **Art 181 (New \$35.00)**

☒ 8 Committee members voted in favor of this new fee

• Camalah Saleh, ASI President		
☒ Yes	☐ No	☐ Abstain

• Maris Prado, ASI Executive Vice President		
☒ Yes	☐ No	☐ Abstain
• Dayanara Guzman, Vice President of Finance		
☒ Yes	☐ No	☐ Abstain
• Alya Hassan, Health & Human Services RBA		
☒ Yes	☐ No	☐ Abstain
• Torrance Carpenter, Student Representative		
☒ Yes	☐ No	☐ Abstain
• John Fugatt, Assistant Vice President of Financial Services		
☒ Yes	☐ No	☐ Abstain
• Dr. Bernadette Muscat, Dean of Undergraduate Studies, Academic Affairs Representative		
☒ Yes	☐ No	☐ Abstain
• Terree Stevenson, Dean of Students		
☒ Yes	☐ No	☐ Abstain

Dean Terree Stevenson, Dean of Students motions to approve the new fee and Torrance Carpenter, Student Representative seconds the motion. Motion passes.

b. [Plant Science Department](#) (Dr. Jacob Wenger)

i. **Plant 40 (increase from \$10.00 to \$25.00)**

☒ 8 Committee members voted in favor of this fee increase

• Camalah Saleh, ASI President		
☒ Yes	☐ No	☐ Abstain
• Maris Prado, ASI Executive Vice President		
☒ Yes	☐ No	☐ Abstain
• Dayanara Guzman, Vice President of Finance		
☒ Yes	☐ No	☐ Abstain
• Alya Hassan, Health & Human Services RBA		
☒ Yes	☐ No	☐ Abstain

• Torrance Carpenter, Student Representative		
☒ Yes	☐ No	☐ Abstain
• John Fugatt, Assistant Vice President of Financial Services		
☒ Yes	☐ No	☐ Abstain
• Dr. Bernadette Muscat, Dean of Undergraduate Studies, Academic Affairs Representative		
☒ Yes	☐ No	☐ Abstain
• Terree Stevenson, Dean of Students		
☒ Yes	☐ No	☐ Abstain

John Fugatt, AVP Financial Services motions to approve fee increase and Dean Terree Stevenson, Dean of Students seconds the motion. Motion passes.

ii. Plant 107 (Increase from \$10.00 to \$25.00)

☒ 6 Committee members voted in favor of this fee increase

• Camalah Saleh, ASI President		
☒ Yes	☐ No	☐ Abstain
• Maris Prado, ASI Executive Vice President		
☒ Yes	☐ No	☐ Abstain
• Dayanara Guzman, Vice President of Finance		
☒ Yes	☐ No	☐ Abstain
• Alya Hassan, Health & Human Services RBA		
☒ Yes	☐ No	☐ Abstain
• Torrance Carpenter, Student Representative		
☒ Yes	☐ No	☐ Abstain
• John Fugatt, Assistant Vice President of Financial Services		
☒ Yes	☐ No	☐ Abstain
• Dr. Bernadette Muscat, Dean of Undergraduate Studies, Academic Affairs Representative		
☐ Yes	☐ No	☒ Abstain
• Terree Stevenson, Dean of Students		
☐ Yes	☐ No	☒ Abstain

Dean Terree Stevenson, Dean of Students motions to approve fee increase and Camalah Saleh, ASI President seconds the motion. Motion passes.

4. [Dog Days fee](#) (Ken Ternate)

i. Formal discussion about the Dog Days fee

Discussion took place with the committee and data was provided by Ken Ternate. This was an introduction to a future proposed fee for recommendations. Today there was a discussion and no voting at this time.

5. Next Meeting

a. October 17, 2025 at 2:00 p.m.

The meeting adjourned at 3:29 p.m.

Minutes taken by:

Juana Gonzalez, Administrative Assistant

COURSE FEE REQUEST FORM | AY 2025-2026

This form is to be used to request new or change course fees.

To be considered for the 25/26 academic year, fee requests must be submitted to Matthew Darling Associate Dean by Paula Durette. Please submit original paper copies to the Dean's office.

In addition to the paper copy, please forward electronic copies to:

- _____ with a copy to _____
- **SUBJECT:** Proposed Spring 26 Course Fee

Check one: New fee: ☒ Change to existing fee: ☐ Withdraw Fee: ☐

Current fee: \$ 0

New Fee: SP26 \$ 40
Effective Term

Subject – course number fee should be attached to:

ART - 80
Subject Area Catalog # Course ID
None

-or-

Other method to charge—e.g. plan, program, student group: _____

N/A

List any additional course(s) to be charged: _____

Please attach a brief impact statement addressing all of the following for the proposed new or revised fee:

1. Describe how the fee will be assessed—e.g. all students, students in a specific unit/program/major.
2. Provide a 5-year history of all fees assessed within the academic program/major of the proposed new or revised program/course fee. **If this is a new fee please provide a brief statement of course objectives.**
3. Specify how many students the proposed program/course fee will affect by student classification—i.e. undergraduate, graduate, or professional—and by student level—e.g. freshmen, juniors, etc.
Please describe the direct benefit to students in terms of enhancing or enriching the student learning experience. Provide a budget that details the expected annual revenue from the fee and the expenses that the fee will cover. If this is a current fee, please include how the current revenue is being utilized.
4. If the fee is not approved what would be the expected impact on students, and what alternative means to the proposed fee have been explored for achieving the desired outcome.

Attach additional documentation as needed.

Peoplesoft Chartfield Information: _____

Unit Budget Analyst: _____

Ext: _____

Department: Art, Design, and Art History

Telephone: 559-278-2249

Dept. Contact: Paula Durette

Email: pdurette@csufresno.edu

Dept Chair signature: Holly M Sowles

Dean Signature: Honora Chapman (Aug 25, 2025 17:57:23 EDT)

AVP Accounting: John Gatt

For Fee Withdrawal Only Department Chair and Dean Signature Required

To be completed, if approved by Fee Committee:

Date of Committee action: _____

Signature: _____

Date: _____

ART 80 COURSE FEE IMPACT STATEMENT

1. The fee will be assessed per student enrolled in ART 80. The materials purchased with the fee will be administered specifically and directly to students enrolled in the course.
2. For the animation program, there are currently only fees required for ART 37. That course engages in a substantial amount of printing and the fees are used to purchase ink and specialty paper stock that are only used for that course.

This is a new fee for ART 80, which has never had any fees. The program has acquired a 3D printer and the assignments will now include 3D printing. Students will also print digital scenes using a wide format inkjet printer. We had to suspend the inkjet printing assignments because there is no budget for supplies.

The course objectives are for students to learn 3D modeling in both a digital and physical form. Printing will require expendable materials. Below are the relevant SLOs for the course.

- Demonstrate a proficiency in creating 3D digital objects and spaces. (SLO1b)
 - Demonstrate an understanding of lighting and surface physics through visual simulation in projects. (SLO 1b & 4)
3. The fees will affect undergraduate animation students, mostly juniors. The course enrolls 24 students in one section and is offered every Fall. The materials purchased will allow students to work with specialized materials for 3D printing and 2D printing. This allows them to actualize their works into physical media. It also provides them with multiple, additional career paths that utilize the skills they learn in our program.

A class fee of **\$40** per student will cover all necessary expendable items for the course. Items will be purchased through standard university processes of purchase orders directly to vendors. Based on enrollment, orders for items will be placed the second week of classes to ensure delivery by project dates. The prices listed below do not include sales tax.

Breakdown of usage per student:

Filament	20.20/ ½ spool
Epson ink	9.60 / 1/10 cartridge @ 4
Epson luster 13"x9" paper	3.50 / 2 sheets
Epson 8"X10" photo paper	3.10 / 10 sheets
Total cost per student	36.40 (39.31 with tax)

This course fee is the most equitable and economically sound solution for our students.

4. If the fee is not approved, students can purchase the items through the vendors listed below (chosen for product availability and best price), but this is strongly not recommended. Many items are difficult for introductory students to purchase correctly, resulting in multiple purchases. Students will have to purchase packages of items at a higher cost per item and will have excess left over, as opposed to only having to pay for what they use.

Also note, it is not possible for students to remove and reinstall their own ink cartridges without damage. If a student purchased ink separately, he/she would only get one printing session per cartridge as opposed to communal cartridges purchased through class fees and managed for the class.

This would be the cost to a student if they purchased the materials on their own:

PLA Filament large spool (Makerbot)	48.00/spool
Epson bw & color ink (Office Depot)	24.09/cartridge @ 4
Epson glossy 13x9" paper (Amazon)	38.34/20 sheets
Epson 8 x 10 photo paper	22.17/50 sheets
Total	132.60

A \$40 fee would save each student over \$90.

This form is to be used to request new or change course fees.

In addition to the paper copy, please forward electronic copies to:

- Check one: New fee: ☒ Change to existing fee: ☐ Withdraw Fee: ☐

New Fee: SP26 \$ 35
Effective Term

ART	-	181
Subject Area		Catalog #
		Course ID

N/A

Please attach a brief impact statement addressing all of the following for the proposed new or revised fee:

- Attach additional documentation as needed.**

Ext:

Telephone: 559-278-2249

Email: pdurette@csufresno.edu

Dean Signature: Honora Chapman (Aug. 25, 2025 17:57:23 PDT)

AVP Accounting: _____

To be completed , if approved by Fee Committee:

Signature: _____ Date: _____

ART 181 COURSE FEE IMPACT STATEMENT

1. The fee will be assessed by students enrolled in ART 181. The materials purchased with the fee will be administered specifically to students enrolled in the course.
2. For the animation program, there are only fees required for ART 37. That course engages in a substantial amount of printing and the fees are used to purchase ink and specialty paper stock that are only used for that course.

This is a new fee for ART 181, which has not had any fees since it was created. Students have been using materials the instructor has bought with personal funds and purchased materials with their own funds.

The course objectives are for students to learn 2D animation in both traditional and digital animation. The traditional process requires materials, some of which are not easy to obtain. Traditional processes provide not only a strong foundation for historical reference but are still used in contemporary animation today. Below are the relevant SLOs for the course.

- Demonstrate a proficiency in creating complete time-based projects using traditional and contemporary approaches. (SLO1b)
 - Illustrate content ideas to a visual format via storyboards. (SLO 1b & 4)
3. The fees will affect undergraduate animation students, mostly juniors. There is one section per semester at 24 students. The materials purchased will allow students to work with specialized materials used in the animation industry. Most students are unaware of physical items used in the industry, and the fee will allow them to access and experience them for class projects. The fee will also allow students to create high-quality printouts for their projects.

A class fee of **\$35** per student will cover all necessary expendable items for the course. Items will be purchased through standard university processes of procurement. Based on enrollment, orders for items will be placed the second week of classes to ensure delivery by project dates. The prices listed below do not include sales tax.

Breakdown of usage per student:

Pegbar	4.75/ 1 bar
Animation paper	3.6 / 100 sheets
X-sheets	1.20/5 sheets
Animation pencils blue	3.10 / 3 pencils
Animation pencils red	3.10 / 3 pencils
Epson color ink (Office Depot)	9.60 / 1/10 cartridge @ 4
Epson luster 13x9" paper	3.50 / 2 sheets

Epson matt double sided card paper	3.10 / 10 sheets
Storyboard pads	1.75 / 1pad
Total cost per student	33.70 (36.40 with tax)

This course fee is the most equitable and economically sound solution for our students.

4. If the fee is not approved, students can purchase the items through the vendors listed below (chosen for product availability and best price), but this is strongly not recommended. Many items are difficult for introductory students to purchase correctly, resulting in multiple purchases. Students will have to purchase packages of items at a higher cost per item and will have excess left over, as opposed to only having to pay for what they use. When purchasing individually, they will not be able to take advantage of bulk discounts.

Also note, it is not possible for students to remove and reinstall their own ink cartridges without damage. If a student purchased ink separately, he/she would only get one printing session per cartridge as opposed to communal cartridges purchased through class fees and managed for the class.

This would be the cost to a student if they purchased the materials on their own:

Pegbar (Lightfoot Anim. Supply)	4.99/ea
Animation paper (Lightfoot)	7.00/100 sheets
X-sheets (Lightfoot)	12.95/50 sheets
Animation pencils blue & red	16.96/12pack combo
Epson color ink (Office Depot)	24.09/cartridge @ 4
Epson luster 13x9" paper (Amazon)	47.24/20 sheets
Epson matt double sided card paper (B&H Photo)	15.99/50 sheets
Storyboard pads (Dragonframe)	35.00/20pads
Total	236.49 (254.33)

A \$40 course fee would save each student over \$190.

COURSE FEE REQUEST FORM | AY 2025-26

This form is to be used to request new or change course fees.

To be considered for the ____ academic year, fee requests must be submitted to Steve Rocca, Associate Dean by _____. Please submit original paper copies to the Dean's office.

In addition to the paper copy, please forward electronic copies to:

• _____ with a copy to _____

• **SUBJECT:** Proposed FALL _____ Course Fee

Check one: New fee: ☐ Change to existing fee: ☒ Withdraw Fee: ☐

Current fee: \$ 10

New Fee: **SPRING 2026** \$ 25
Effective Term

Subject – course number fee should be attached to:

PLANT **40** **002098**
Subject Area Catalog # Course ID

-or-

Other method to charge—e.g. plan, program, student group: _____

N/A

List any additional course(s) to be charged: _____

Please attach a brief impact statement addressing all of the following for the proposed new or revised fee:

1. Describe how the fee will be assessed—e.g. all students, students in a specific unit/program/major.
2. Provide a 5-year history of all fees assessed within the academic program/major of the proposed new or revised program/course fee. **If this is a new fee please provide a brief statement of course objectives.**
3. Specify how many students the proposed program/course fee will affect by student classification—i.e. undergraduate, graduate, or professional—and by student level—e.g. freshmen, juniors, etc.
Please describe the direct benefit to students in terms of enhancing or enriching the student learning experience. Provide a budget that details the expected annual revenue from the fee and the expenses that the fee will cover. If this is a current fee, please include how the current revenue is being utilized.
4. If the fee is not approved what would be the expected impact on students, and what alternative means to the proposed fee have been explored for achieving the desired outcome.

Attach additional documentation as needed.

Peoplesoft Chartfield Information:

660003-46724-90000-27611

Unit Budget Analyst: Zachary Kaiser

Ext: 82061

Department: Plant Science

Telephone: 278-2861

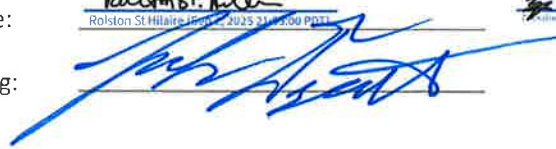
Dept. Contact: Jacob Wenger

Email: jawenger@mail.fresnostate.edu

Dept Chair signature: 
J. Jacob Wenger (Aug 29, 2025 12:49:53 PDT)

Dean Signature:


Rolston St. Hilaire (Sep 2, 2025 21:45:00 PDT)

AVP Accounting: 

For Fee Withdrawal Only Department Chair and Dean Signature Required

To be completed, if approved by Fee Committee:

Date of Committee action: _____

Signature: _____

Date: _____



CALIFORNIA
STATE
UNIVERSITY,
FRESNO

Date: 26 AUG 2025

To: Jacob Wenger, Ph.D., Chair, Department of Plant Science

From: John T. Bushoven, Ph.D., Professor, Horticultural Science

A handwritten signature in blue ink, likely belonging to John T. Bushoven, is written over the "From:" line.

RE: Course Fee Increase Request: PLANT 40 - INTRODUCTION TO ORNAMENTAL HORTICULTURE

Request to increase the **Introduction to Ornamental Horticulture** course fee from **\$10 to \$25 per student** to cover rising costs of live plant materials, greenhouse media, pots, fertilizers, and landscape supplies used in labs and projects. This course is required for all Agricultural Education majors, enrolls students across all Jordan College majors, and serves as the sole introduction to California's **\$10+ billion nursery, greenhouse, and landscape industry**. The fee increase ensures students continue to benefit from high-impact, hands-on learning experiences that prepare them for teaching careers and professional roles in the horticultural industry.

Fee Assessment

- Applies to **all students enrolled** in Introduction to Ornamental Horticulture.
- Estimated enrollment: **~50 freshmen/sophomores annually**.

2. Fee History

- Current fee: **\$10 (unchanged for 5+ years)**.
- Proposed increase: **\$25**.

3. Student Impact & Benefits

- **Hands-on training** with live plants, greenhouse tools, soils, fertilizers, and landscape materials.

**Jordan College of Agricultural
Sciences and Technology**
Department of Plant Science

Agricultural Sciences 222
2415 East San Ramon Avenue M/S AS72
Fresno, CA 93740-8033

559.278.2861

Pax 559.278.7413

www.FresnoState.edu/jcast/plantsci/

- **High-impact practices:** design-build projects, service learning, community engagement.
- Builds **career readiness** for horticulture, nursery, greenhouse, and landscape industries.
- Provides **foundational preparation** for Ag Ed majors to become effective teachers.

4. Comparative Budget (50 Students)

Category	\$10 Fee (Current)	\$25 Fee (Proposed)	Notes
Ornamental plant materials	\$200	\$500	Bedding plants, shrubs, ornamentals
Greenhouse/nursery consumables	\$150	\$375	Soil, pots, trays, fertilizer
Landscaping project supplies	\$100	\$250	Mulch, irrigation parts, tools upkeep
Student project support	\$50	\$125	Design & community engagement
Total Annual Expenditures	\$500	\$1,250	Enrollment ~50 students

5. Impact if Fee Not Approved

- Students will have **reduced access to live plants and consumables** → limited hands-on labs.
- Labs shift to **demonstration-only**, reducing student engagement.
- **Agricultural Education majors** lose essential foundational training.
- Students miss their **primary introduction to California's \$10+ billion nursery, greenhouse, and landscape industry.**

Signature: 
Zak Kaiser (Aug 29, 2025 16:24:17 PDT)

Email: zkaiser@mail.fresnostate.edu

COURSE FEE REQUEST FORM | AY 2025-26

This form is to be used to request new or change course fees.

To be considered for the ____ academic year, fee requests must be submitted to STEVE ROCCA, Associate Dean by _____. Please submit original paper copies to the Dean's office.

In addition to the paper copy, please forward electronic copies to:

- _____ with a copy to _____
- **SUBJECT:** Proposed FALL _____ Course Fee

Check one: New fee: ☐ Change to existing fee: ☒ Withdraw Fee: ☐

Current fee: \$ 10

New Fee: SPRING 2026 \$ 25
 Effective Term

Subject – course number fee should be attached to:

PLANT 107 002448
Subject Area Catalog # Course ID
-or- N/A

Other method to charge—e.g. plan, program, student group: _____

N/A

List any additional course(s) to be charged: _____

Please attach a brief impact statement addressing all of the following for the proposed new or revised fee:

1. Describe how the fee will be assessed—e.g. all students, students in a specific unit/program/major.
2. Provide a 5-year history of all fees assessed within the academic program/major of the proposed new or revised program/course fee. **If this is a new fee please provide a brief statement of course objectives.**
3. Specify how many students the proposed program/course fee will affect by student classification—i.e. undergraduate, graduate, or professional—and by student level—e.g. freshmen, juniors, etc.
Please describe the direct benefit to students in terms of enhancing or enriching the student learning experience. Provide a budget that details the expected annual revenue from the fee and the expenses that the fee will cover. If this is a current fee, please include how the current revenue is being utilized.
4. If the fee is not approved what would be the expected impact on students, and what alternative means to the proposed fee have been explored for achieving the desired outcome.

Attach additional documentation as needed.

Peoplesoft Chartfield Information: 660003-46724-34276-27606

Unit Budget Analyst: Zachary Kaiser Ext: 278-2061

Department: Plant Science Telephone: 559-278-2861

Dept. Contact: Jacob Wenger Email: jawenger@mail.fresnostate.edu

Dept Chair signature: 
Jacob Wenger (Aug 29, 2025 12:49:17 PDT)

Dean Signature:  
Rolston St Hilaire (Sep 2, 2025 11:56:34 PDT) Z. Kaiser

AVP Accounting: 

For Fee Withdrawal Only Department Chair and Dean Signature Required

To be completed , if approved by Fee Committee:

Date of Committee action: _____

Signature: _____

Date: _____



CALIFORNIA
STATE
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FRESNO

Date: 26 AUG 2025

To: Jacob Wenger, Ph.D., Chair, Department of Plant Science

From: John T. Bushoven, Ph.D., Professor, Horticultural Science

RE: Course Fee Increase Request: PLANT 107-PLANT PROPAGATION

Request to increase the **Plant Propagation course fee from \$10 to \$25 per student** to sustain and enhance high-impact, hands-on learning. Supply costs for greenhouse media, propagation trays, grafting tools, and tissue culture materials have risen significantly, and the current fee no longer covers essential consumables. This course directly prepares juniors and seniors for industry and graduate-level work through experiential labs, research, and community projects. The proposed increase ensures students continue to receive high-quality training with appropriate materials, maintaining course rigor and student success.

1. Fee Assessment

The proposed course fee will be assessed to **all students enrolled in the Plant Propagation (upper-division) course** within the Department of Plant Science. The fee will not apply to students outside of this course or program.

2. Five-Year History of Fees in Program

- Current fee: **\$10 per student** (unchanged for over five years).
- Proposed increase: **\$25 per student.**

Rationale for Increase:

Consumable costs for plant propagation (soil media, greenhouse trays, seeds, grafting supplies, tissue culture media) have risen significantly. The current \$10 fee no longer covers necessary materials for labs and projects. Increasing to \$25 ensures that students continue to receive quality, hands-on training in alignment with industry practices.

**Jordan College of Agricultural
Sciences and Technology**
Department of Plant Science

Agricultural Sciences 222
2415 East San Ramon Avenue M/S AS72
Fresno, CA 93740-8033

559.278.2861

Fax 559.278.7413

www.FresnoState.edu/cast/plantsci/

Course Objectives:

- Train students in propagation methods including seed, cutting, grafting, layering, and tissue culture.
- Provide experiential, project-based learning opportunities in greenhouse and lab settings.
- Prepare students for careers in horticulture, agriculture, and plant science industries.

3. Impact by Student Classification and Level

- **Undergraduate students (primarily juniors and seniors):** ~50 students annually.
- Graduate/Professional students: Not applicable.

Direct Benefits to Students:

- Improved access to quality propagation materials and updated greenhouse supplies.
- More robust lab and project opportunities that reflect real-world industry techniques.
- Sustained integration of high-impact practices (collaborative projects, service learning, undergraduate research).

4. Comparative Budget (50 Students)

Category	\$10 Fee (50 students)	\$25 Fee (50 students)	Notes
Propagation supplies	\$150	\$375	Rising costs for seed/rootstocks
Greenhouse consumables	\$150	\$375	Higher soil/media/tray costs
Specialized materials	\$150	\$375	Grafting tools, tissue culture
Student project support	\$75	\$187.50	Expands service-learning
Total Annual Expenditures	\$525	\$1,312.50	Enrollment estimate: 50 students

5. Impact if Fee Is Not Approved

If the fee remains at \$10 per student:

- Students will face limited access to consumables, resulting in fewer lab experiences.
- Advanced techniques (grafting, tissue culture) may not be taught consistently due to material shortages.
- Service-learning and research opportunities will be curtailed, diminishing high-impact practices.

Alternative Means Explored:

- Departmental operating budgets are insufficient for recurring supply costs.
- Grants and donor contributions have been inconsistent and cannot reliably sustain annual consumable needs.
- The fee increase is the most equitable and sustainable solution.

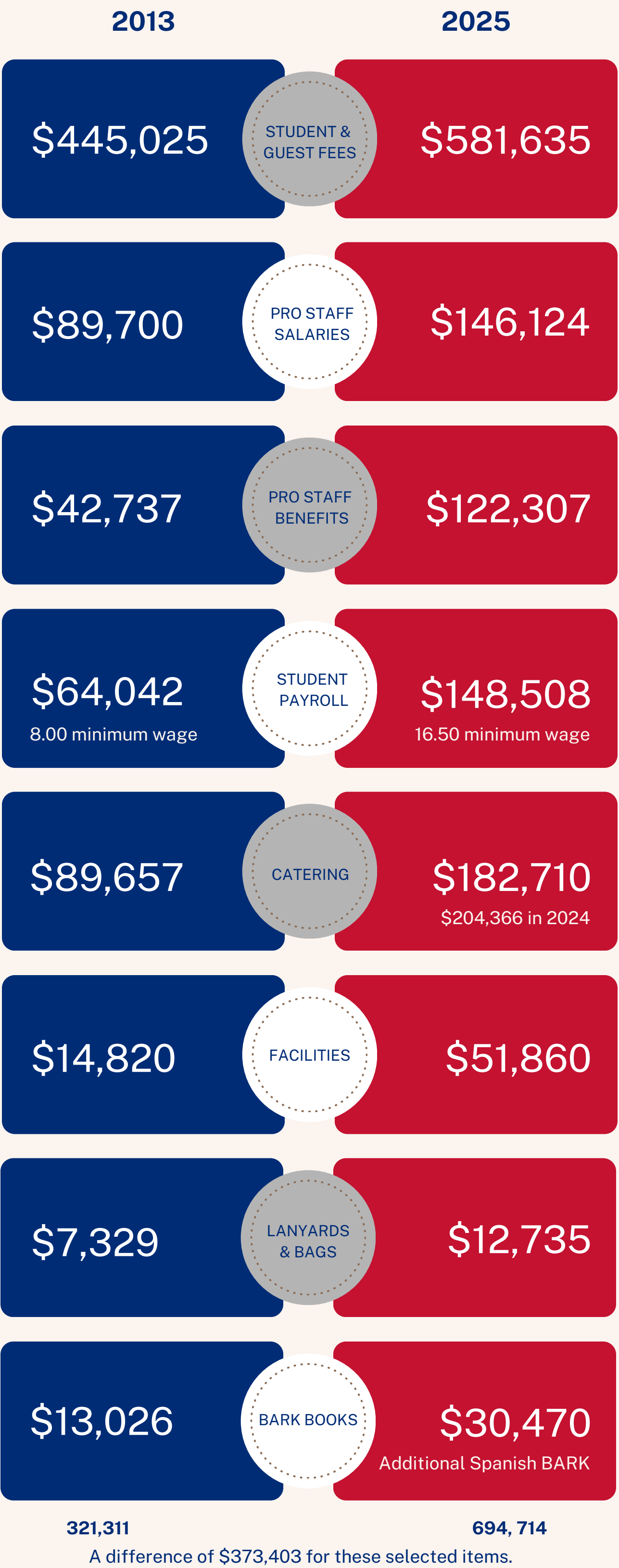
Signature:


Zak Kaiser [2025.16:24:33 PDT]

Email: zkaiser@mail.fresnostate.edu

Dog Days Budget Comparison

Comparison of budget line items from 2025 and 2013, the first year of the previous fee increase to \$70.



Campus	Budget	Transfer Fee	FTF Fee	Guest/Family Fee for Orientation	Fee Category	Last Updated
Maritime	Student Fees + Campus Operating Fund	\$385	\$385			
San Bernardino	Student Fees ONLY	\$175	\$275	\$40/guest	II & IV	8/28/25
San Diego	Student Fees	\$250	\$250	\$55 1st guest, \$25 for additional [1]		
Sacramento	Student fees	\$200	\$200	\$77/guest (limit 2 due to space)		8/28/2025
Pomona	Student fees	\$87	\$194			
SLO - Summer Orientation	Student Fees/fundraising	\$190	\$190	\$150/guest (2 max)	II	2024
San Jose	Student Fees	\$80	\$180	\$45-TR Guest/\$130 FY Guest		08/28/2025
SLO-WOW	Student Fees/fundraising	\$175	\$175		II	?
Channel Islands	Student Fees + Campus General Funds	\$50	\$175	\$35/guest		
Fullerton	Student Fees/Campus General Funds	\$150	\$150	\$75	IV	2025
Los Angeles	Student Fees + Campus Operating Fund	\$110	\$150	\$46/guest	IV	
Bakersfield	Student Fees	\$105	\$150	[2]		
Monterey Bay	Student Fees	\$140	\$140	\$40/guest	II	3/18/2018
East Bay	Student Fees	\$110	\$110	\$35 1st guest, \$15 for additional		prior to me :(
San Francisco		\$105	\$105	\$50/guest [3]		2025
Sonoma	Student Fees/Student Affairs	\$105	\$105	\$55/ guest	IV	Prior to me (?)
Chico	Student Fees/Grants/Fundraising	\$99	\$99	\$60/guest		
Dominguez Hills		\$99	\$99	\$30/guest		
Long Beach	Student Fees + Campus Operating Fund	\$95	\$95	\$25/person	V	2025
San Marcos	100% student fees	\$70	\$95	\$45/guest		
San Fran-So Cal		\$75	\$75			
Stanislaus	Student Fees/Student Affairs	\$75	\$75	\$50/guest	II	
Northridge	Student Fees	\$35	\$75	[4]	II	8/25/25
Fresno	Student Fees (not included in tuition/fees for semester)	\$70	\$70	\$25/guest		
Humboldt		\$50	\$50	[5]		
		4th lowest TR	2nd lowest freshmen			

[1] Yes, our Parent and Family Programs fee is \$55 for the first guest and \$25 for each additional guest. EOP students get a 50% discount on the first guest only, \$27.50.

[2] We do not charge a family orientation fee because two guests are included in the \$150 first time freshmen orientation fee. However, we do charge a \$25 guest fee for additional guests (3+).

[3] Currently, we charge \$70 for both first-time and transfer students at in-person programs + \$40 for each guest.

We also operate a remote/virtual program that is \$50 per student and \$10 per guest.

[4] Great question. We do not charge an additional amount for parent/family orientations at this time.

We review/assess things each year, costs included but currently we are still free of charge for our "Parent/Family Day" Program.

[5] Thanks for reaching out. We actually do not charge a separate family orientation fee, but we used to a long time ago.

Proposal for Dog Days Orientation Program Fee Increase

Prepared for: University Fee Committee
Prepared by: New Student and Family Programs
Date: September 26, 2025

Executive Summary

The Orientation Program fee has remained unchanged at **\$70** for the past **12 years**. During this time, the essential costs of staffing, facilities, technology, supplies, and program enhancements have increased substantially. Additionally, orientation attendance has increased since becoming a required program for all incoming students. To ensure the Orientation Program continues to deliver a high-quality experience for incoming students and their families, we propose a fee increase beginning in the 2026-2027 academic year.

This proposal outlines the rising costs, the rationale for the increase, and a five-year projection to ensure the program remains financially sustainable without requiring annual fee adjustments.

Current Situation

- **Current Fee:** \$70 (unchanged since 2013)
- **Years Since Last Increase:** 12 years
- **Average U.S. inflation since last increase:** ~2–3% annually
- **Cumulative Inflation Impact:** ~30–40% increase in costs since last adjustment

Cost Increases Over 12 Years

Expense Category	2013 Totals	2025 Totals	% Increase
Student Staff	\$64,042	\$148,508	+132%
Student Union Facilities	\$14,820	\$51,860	+250%
Professional Staff Salaries	\$89,700	\$146,124	+63%

Professional Staff Benefits	\$42,737	\$122,307	+186%
Bags and Lanyards	\$7,329	\$12,735	+74%
BARK New Student Handbooks	\$13,026	\$30,470	+134%
Food & Catering	\$89,657	\$182,710	+103%
Total	\$321,311	\$694,714	+116%

The program's costs have grown by over 121% while revenue has remained flat due to the stagnant \$70 fee. Unlike some of the CSU sister campuses, Fresno State does not have an enrollment deposit (16 CSUs), nor does Dog Days receive any state funding (7 CSUs) to help offset fees and staff salaries.

Proposed Fee Increase

Each of the proposed fee increases is within a reasonable range compared to peer institutions in the CSU. To ensure program sustainability for the next five years, we propose increasing the Dog Days Orientation Program fee to:

- **New Freshmen Fee (2026–2027): \$120**
 - This represents an increase of \$50 (from \$70), or **~71%**.
 - The CSU average freshman orientation cost is \$149; Fresno State would have the 11th lowest fee in the CSU.
- **New Transfer Fee (2026–2027): \$90**
 - This represents an increase of \$20 (from \$70), or **~29%**.
 - The CSU average transfer orientation cost is \$123; Fresno State would have the 8th lowest fee in the CSU.
- **New Supporter Fee (2026–2027): \$40**
 - This represents an increase of \$15 (from \$25), or **60%**.
 - The CSU average supporter fee is \$57; not all CSUs allow supporters to attend orientation.

Five-Year Projection (Assumes 3% annual inflation)

Academic Year	Projected Cost per Student	Recommended Fee	Surplus/(Deficit) per Student
2026–27	\$115	\$120	+\$5
2027–28	\$118	\$120	+\$2
2028–29	\$122	\$125	+\$3
2029–30	\$126	\$125	-\$1
2030–31	\$130	\$130	\$0

*Recommendation: Increase fee to **\$120 in 2026**, with a **\$5 adjustment every 2–3 years** to stay aligned with inflation.*

CSUs with similar student enrollment

Campus	Enrollment	Freshmen Fee	Transfer Fee	Supporter Fee
Sacramento	30,883	\$200	\$200	\$77
Pomona	27,196	\$194	\$87	\$85
Fresno	24,310	\$70	\$70	\$25
San Luis Obispo	22,842	\$190	\$190	\$150

Los Angeles	22,740	\$150	\$110	\$46
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CSU in the Central Valley

Campus	Enrollment	Freshmen Fee	Transfer Fee	Supporter Fee
Bakersfield	10,036	\$150	\$105	Does not allow guests
Fresno	24,310	\$70	\$70	\$25
Stanislaus	9,295	\$75	\$75	\$50

Benefits of Fee Increase

- Increase program quality by returning the Orientation Leader to student ratio to pre-pandemic levels of 1 to 15 versus current levels of 1 to 24.
- Cover rising costs of staffing, catering, facilities, and program materials.
- Reinstate more comprehensive student staff training.
- Invest in program improvements such as digital resources, pre-Dog Days programming, inclusive programming, and enhanced student support.
- Ensure financial stability for the next 5 years, reducing the need for frequent increases.

Recommendation

We recommend approval of the proposed fee increase from:

- **\$70 to \$120 for freshmen beginning in the 2026–27 academic year,**
- **\$70 to \$90 for transfer students beginning in the 2026–27 academic year,**
- **\$25 to \$40 for supporters and families beginning in the 2026–27 academic year,**

with a scheduled review every two years to align fees with actual cost increases.

This adjustment is necessary to sustain the Dog Days Orientation Program's quality and ensure that new students and families continue to have a welcoming, supportive, and well-resourced introduction to the university community.