




Associated Students

February 29, 2016

TO: Dr. Lisa A. Rossbacher, President
Humboldt State University

FROM: Joan Tyson, General Manager
Associated Students 

RE: Student Fee Advisory Committee Recommendations

The Student Fee Advisory Committee (SFAC) met on February 26, 2016 and made the following recommendations.

Selection of a Chair

The committee voted to elect Jason Jones as Chair of the Student Fee Advisory Committee. Jason also serves as a College of Professional Studies Representative on the Associated Students Council.

EMP 351 Miscellaneous Course Fee for Extended Field Trip

This request is to adjust a category III fee; EMP 351 Misc. Course Fee for Extended Field Trip from the amount of \$27 per semester per student to \$39 per semester per student. The proposed effective date is Fall semester 2016. The purpose of the fee is to cover the transportation costs associated with a three day field trip to the Oregon Caves National Monument and Crater Lake National Park. According to the Department, increased costs have rendered that fee insufficient.


EMP 453 Miscellaneous Course Fee for Extended Field Trip

This request is to adjust a category III fee; EMP 453 Misc. Course Fee for Extended Field Trip in the amount of \$5 per semester per student to \$43 per semester per student. The proposed effective date is Spring semester 2017. The purpose of the fee is to cover the transportation costs associated with travel to Marin Headlands National Park, California Academy of Sciences and the Monterey Bay Aquarium. According to the Department, that fee was based on outdated trip expense data and is now wholly insufficient.


According to the Student Fee Advisory Committee guidelines, your approval of the Committee's recommendations is also necessary. If you have any questions, please do not hesitate to contact me at x5410 or Vice President Blake.

Recommend Approval:

Approved:



 Peg Blake date
 Vice President Enrollment Mgt. &
 Student Affairs






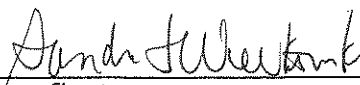
 Lisa Rossbacher date
 President

FEE REQUEST FORM

In accordance with the provisions of the Chancellor's Executive Order 1054, the President is responsible for assuring that appropriate consultation occurs prior to adjusting any fee and before requesting the chancellor to establish a new fee. To facilitate this process, please provide the information requested below.

I. Request to:	<input type="checkbox"/> ESTABLISH a Campus Fee	<input checked="" type="checkbox"/> ADJUST a Campus Fee
II. Fee Type: (Check each applicable box)	<input checked="" type="checkbox"/> Student Fee	<input type="checkbox"/> Non-Student Fee
III. Name of Fee:	EMP 351 Misc. Course Fee for Extended Field Trip	
IV. Fee Category:	<input type="checkbox"/> Category II	<input checked="" type="checkbox"/> Category III
	<input type="checkbox"/> Category IV	<input type="checkbox"/> Category V
	For fee category definitions see Executive Order 1054 at www.calstate.edu/eo/EO-1054.html	
V. Current Fee: \$ 27.00	per	student enrolled in EMP 351
Proposed Fee: \$ 39.00	per	student enrolled in EMP 351
VI. Proposed Effective Date:	Fall 2016	

- VII. REQUIRED: Attach a short narrative describing the fee, why you propose to charge the fee, and the types of expenses the revenue from the fee will be used to cover.
- VIII. Authorization, if applicable (for proposed fees only).
Examples of authorization include CSU Executive Order, California Education Code, Title 5, etc.
- IX. REQUIRED Budget: Complete the **Financial Data Sheet Supporting Student Fee Request** form on page 2 and attach it to this request.


X. Submitted by:	Steve Martin		10-6-15	5637
	Dept. Representative Name	Signature	Date	Phone
XI. Approved by:	R. Zechman		12-2-15	3546
	Dean / Director	Signature	Date	Phone
	Dr. Alex Enyedi		1/22/15	3722
	Vice President	Signature	Date	Phone
XII. Reviewed By:	Sandra Weelkowsky Carol Terry Lorentzen		2/20/16	826-5728
	Assoc. Vice President, Business Services Manager, Student Financial Ser	Signature	Date	Phone

Final review and recommendation will be made according to Executive Memorandum EM:P01-05 Student Fee Advisory Committee

Required documents for submission of proposal:

- (1) Fee Request Form signed by divisional Vice President
- (2) Descriptive narrative of fee
- (3) Financial Data Sheet

Academic Affairs

Approved by:  3.3.16
 Lisa A. Rossbacher
 President

Route all required documents to Dean/Director, Vice President, then Associate Vice President of Business Services.
 For questions regarding fees proposal, call Carol Terry Lorentzen, 826-5728.

HUMBOLDT STATE UNIVERSITY

Financial Data Sheet Supporting Student Fee Request

Name of Fee: EMP 351 Misc. Course Fee for Extended Field Trip

Current Fee	Proposed fee		
	Year 1	Year 2	Year 3
27	39	39	39

Current # of students	Estimated # of students/others that will be assessed this fee		
37	37	37	37

	Historical Data (for fee increase proposal)	Prospective Data (2 years for fee increase; 3 years for new fee)		
Fiscal year	2015-16	2016-17	2017-18	2018-19
SFAC requires one complete year of historical data for a fee increase proposal. Enter the most recent complete year. For example, if this was November of Fiscal Year 2012-2013 (July 1, 2012 to June 30, 2013), then you would enter the year 2011-2012 in column B (because the 2012-2013 data is not a complete year of data yet).		SFAC requires TWO years of prospective data for a FEE INCREASE PROPOSAL and THREE years of prospective data for a NEW FEE PROPOSAL. Enter year on new fee. For example, if this was November of Fiscal Year 2012-2013, you'd enter 2013-2014 in the first column representing the first year budget for the new fee. Then enter 2014-15 for the 2nd year, and 2015-16 for the 3rd year.		

Revenue Type				
University/Department (State support)	2,284	1,912	2,034	2,119
Student course fee	999	1,443	1,443	1,443
Total Revenue: \$	3283	3,355	3,477	3,562

Expenditure Type (List typical categories of expenditure costs for the program--salaries, benefits, travel, supplies, rental of meeting room, etc.)				
vehicles	1,713	1,750	1,800	1,850
fuel	526	550	575	600
campgrounds	304	315	325	335
Crater Lake boat tour	740	740	777	777
Total Expenditures: \$	3283	3355	3477	3562
Net (Revenue minus Expenditures)	0	0	0	0

NOTE: NEW student fees requests need to be supported by three years of prospective data. Student Fee ADJUSTMENT requests need to be supported by one year of historical data and two years of prospective data.

Please note below the chartfield string where existing fee and expenditures are recorded.

FUND	DEPT ID	PROGRAM	CLASS	PROJECT
HM500	D20056			



HUMBOLDT STATE UNIVERSITY

Environmental Science & Management
Environmental Management and Protection Major
Environmental Science Major

Date: October 5, 2014

To: Student Fee Committee

From: Steven Martin, Dept. Chair, Env. Sci. & Mgmt.

Re: Narrative for proposed course fee increase for EMP 351

Our department's field trip budget is no longer able to cover all of the transportation costs associated with this three-day trip to visit Oregon Caves National Monument and Crater Lake National Park. The costs of transportation, lodging, and boat tour for this trip have increased to \$89 per student. The Department budget will cover up to \$50 per student, and we are requesting a course fee to cover the remaining \$39 per student. We have been charging a \$27/student course fee, but increased costs have rendered that fee insufficient.

FEE REQUEST FORM

In accordance with the provisions of the Chancellor's Executive Order 1054, the President is responsible for assuring that appropriate consultation occurs prior to adjusting any fee and before requesting the chancellor to establish a new fee. To facilitate this process, please provide the information requested below.

I. Request to:	<input type="checkbox"/> ESTABLISH a Campus Fee	<input checked="" type="checkbox"/> ADJUST a Campus Fee
II. Fee Type: (Check each applicable box)	<input checked="" type="checkbox"/> Student Fee	<input type="checkbox"/> Non-Student Fee
III. Name of Fee:	EMP 453 Misc. Course Fee for Extended Field Trip	
IV. Fee Category:	<input type="checkbox"/> Category II	<input checked="" type="checkbox"/> Category III
	<input type="checkbox"/> Category IV	<input type="checkbox"/> Category V
	For fee category definitions see Executive Order 1054 at www.calstate.edu/eo/EO-1054.html	
V. Current Fee: \$ 5.00	per	student enrolled in EMP 453
Proposed Fee: \$ 43.00	per	student enrolled in EMP 453
VI. Proposed Effective Date:	Spring 2017	

- VII. REQUIRED: Attach a short narrative describing the fee, why you propose to charge the fee, and the types of expenses the revenue from the fee will be used to cover.
- VIII. Authorization, if applicable (for proposed fees only).
Examples of authorization include CSU Executive Order, California Education Code, Title 5, etc.
- IX. REQUIRED Budget: Complete the **Financial Data Sheet Supporting Student Fee Request** form on page 2 and attach it to this request.

X. Submitted by: Steve Martin	<u>SR Martin</u>	<u>10-6-15</u>	<u>5637</u>
	Dept. Representative Name	Signature	Date
XI. Approved by:	<u>Zechman</u>	<u>Zechman</u>	
	Dean / Director	Signature	Date
	<u>Dr. Alex Enyedi</u>	<u>A. Enyedi</u>	<u>11/22/16</u>
	Vice President	Signature	Date
XII. Reviewed By:	<u>Sandra Wreckowski</u>	<u>Sandra Wreckowski</u>	<u>2/26/16</u>
	Carol Terry Lorentzen	Signature	Date
	Assoc. Vice President, Business Services		826-5728

Final review and recommendation will be made according to Executive Memorandum EM:P01-05 Student Fee Advisory Committee

Required documents for submission of proposal:

- (1) Fee Request Form signed by divisional Vice President
- (2) Descriptive narrative of fee
- (3) Financial Data Sheet

Academic Affairs

Approved by: Lisa A. Rossbacher 3.3.16
 Lisa A. Rossbacher date
 President

Route all required documents to Dean/Director, Vice President, then Associate Vice President of Business Services.
 For questions regarding fees proposal, call Carol Terry Lorentzen, 826-5728.

HUMBOLDT STATE UNIVERSITY

Financial Data Sheet Supporting Student Fee Request

Name of Fee: EMP 453 Misc. Course Fee for Extended Field Trip

Current Fee	Proposed fee		
	Year 1	Year 2	Year 3
5	43	43	43

Current # of students	Estimated #of students/others that will be assessed this fee		
24	24	24	24

Historical Data
(for fee increase proposal)

Fiscal year	2015-16
SFAC requires one complete year of historical data for a fee increase proposal. Enter the most recent complete year. For example, if this was November of Fiscal Year 2012-2013 (July 1, 2012 to June 30, 2013), then you would enter the year 2011-2012 in column B (because the 2012-2013 data is not a complete year of data yet).	

Prospective Data
(2 years for fee increase; 3 years for new fee)

2016-17	2017-18	2018-19
SFAC requires TWO years of prospective data for a FEE INCREASE PROPOSAL and THREE years of prospective data for a NEW FEE PROPOSAL. Enter year on new fee. For example, if this was November of Fiscal Year 2012-2013, you'd enter 2013-2014 in the first column representing the first year budget for the new fee. Then enter 2014-15 for the 2nd year, and 2015-16 for the 3rd year.		

Revenue Type

University/Department (State support)	2,070	1,208	1,258	1,308
Student course fee	120	1,032	1,032	1,032
Total Revenue: \$	2190	2,240	2,290	2,340

Expenditure Type (List typical categories of expenditure costs for the program—salaries, benefits, travel, supplies, rental of meeting room, etc.)

vehicles	1,385	1,410	1,435	1,460
fuel	465	475	485	495
campgrounds and lodging	215	225	235	245
parking	125	130	135	140
Total Expenditures: \$	2190	2240	2290	2340
Net (Revenue minus Expenditures)	0	0	0	0

NOTE: NEW student fees requests need to be supported by three years of prospective data. Student Fee ADJUSTMENT requests need to be supported by one year of historical data and two years of prospective data.

Please note below the chartfield string where existing fee and expenditures are recorded.

FUND	DEPT ID	PROGRAM	CLASS	PROJECT
HM500	D20056			



HUMBOLDT STATE UNIVERSITY

Environmental Science & Management
Environmental Management and Protection Major
Environmental Science Major

Date: October 5, 2015

To: Student Fee Committee

From: Steven Martin, Dept. Chair, Env. Sci. & Mgmt.

Re: Narrative for proposed course fee increase for EMP 453

Our department's field trip budget is no longer able to cover all of the transportation costs associated with this three-day trip to visit Marin Headlands National Park, California Academy of Sciences, and Monterey Bay Aquarium. The costs of transportation and lodging for this trip have increased to \$93 per student. The Department budget will cover up to \$50 per student, and we are requesting a course fee to cover the remaining \$43 per student. We have been charging just \$5 per student, but that fee was based on outdated trip expense data and is now wholly insufficient.