

**Fee Category:**     Category IV (Misc. campus fees)                       Category V (Self support program fees)

In accordance with the provisions of the California State University (CSU) [Executive Order 1102](#), the President is delegated the authority for the establishment, oversight and adjustment of Category IV and V fees. To facilitate this process, please provide the information requested below.

Required documents for submission of proposal:

- Part 1 - Fee Request Form for appropriate fee category, signed by Requestor, Dean/Director and the divisional Vice President
- Part 2 - Fee Request Narrative
- Part 3 - Financial Data Sheet

<b>I. Request to:</b>	<input type="checkbox"/> ESTABLISH a Campus Fee	<input checked="" type="checkbox"/> ADJUST a Campus Fee
<b>II. Fee Type:</b> (Check each applicable box)	<input checked="" type="checkbox"/> Student Fee	<input type="checkbox"/> Non-Student Fee
<b>III. Name of Fee:</b>	Locker Rental Fee	
<b>IV. Current Fee:</b> \$	5	per semester
<b>Proposed Fee:</b> \$	10	per semester
<b>V. Proposed Effective Date:</b>	Fall 2018	

**Routing Order:**

1. Submitted by:	Dr. Chris Hopper <small>Dept. Representative Name</small>	 <small>Signature</small>	4/5/18 <small>Date</small>	3853 <small>Phone</small>
2. Approved by:	Dr. Manohar Singh <small>Dean / Director Name</small>	 <small>Signature</small>	4/6/18 <small>Date</small>	394 <small>Phone</small>
3. Approved by:	Dr. Alex Enyedi <small>Vice President Name</small>	 <small>Signature</small>	4/18/18 <small>Date</small>	3722 <small>Phone</small>
4. Reviewed By:	Sandra Wieckowski <small>Manager, Student Financial Services</small>	 <small>Signature</small>	4/28/18 <small>Date</small>	826-4937 <small>Phone</small>
5. Approved By:	Lisa A. Rossbacher <small>President</small>	 <small>Signature</small>	4.28.18 <small>Date</small>	x3311 <small>Phone</small>

Fee Approved       Fee Denied

Comments from the President (if needed):

Additional comments from other reviewers:

**HUMBOLDT STATE UNIVERSITY**

**APR 23 2018**

**Office of the President**

6. Form with President's signature sent to Manager, Student Financial Services.

For questions regarding fees proposal, call Sandra Wieckowski, 826-4937.

1. Clearly list all assumptions used when creating this proposal.

The Lock and Locker Fee is essential to maintaining the locker room as well as administering lockers to faculty, staff & students. The fee has not been revisited since 2002, if not prior.

2. Clearly state the expenditures that will be funded by this proposed revenue source.

This revenue source will pay for the locker room student assistant(s) salary, miscellaneous department needs in locker room maintenance, and miscellaneous facility needs.

3. Clearly state the reason(s) why this fee or fee increase is necessary (include references to executive orders, CA law, etc.)

The locker fee has been set at \$5.00 since the KRA department took over management of the locker rooms and prior. Lockers have since incurred damage that needs to be fixed and increased use has necessitated more work by the locker room student assistant, which means increased hours of them working to assign lockers, help students with issues, and clean out lockers at the end of every semester. Replacement of locks is also a need.

4. Clearly articulate why the level of fee proposed is the appropriate amount to charge.

A fee of \$5.00 a semester (about 4 cents/day) is no longer sufficient to keep the locker room operating appropriately. The proposed \$10 per semester fee is relatively reasonable (about 8 cents/day) for how long the students get to use the lockers and the showers, and will allow the KRA department to keep up with damages and serving the needs of students.

5. Time line Information:

Proposed time line would preferably be Fall 2018, or Spring 2019.

Name of Fee: Locker Rental Fee      \$5 for 3 semesters      \$10 for 3 semesters

Current Fee	Proposed fee		
	Year 1	Year 2	Year 3
5	10	10	

Current # of participants	Estimated #of participants that will be assessed this fee		
1,950	1,950	1,950	

Fiscal year	Historical Data (for fee increase proposal)	Prospective Data (2 years for fee increase; 3 years for new fee)	
	2017-18	2018-19	2019-20

Fee Adjustment Proposal: Enter ONE complete year of historical actual revenue and expenditure data and TWO years of prospective data.  
 New Fee Proposal: Enter THREE years of prospective revenue and expenditure data.

**Fee Revenue Type:**

Lock and Locker Fee	9,750	19,500	19,500
<b>Total Revenue: \$</b>	<b>9750</b>	<b>19,500</b>	<b>19,500</b>

**Expenditure Type:** (List typical categories of expenditure costs that the fee proposed will cover - salaries, travel, supplies, rental of meeting room, etc.)

Lock & Locker Coord (\$13/hr x 15 hr/wk*30*2)	7,750	11,700	11,700
Lock & Locker Stud. Asst. (\$11.5/hr x 10 hr/wk*2)	3,600	6,900	6,900
Lock & Locker supplies (replacement locks, b...)	150	900	900
<b>Total Expenditures: \$</b>	<b>11500</b>	<b>19500</b>	<b>19500</b>
<b>Net (Revenue minus Expenditures)</b>	<b>-1750</b>	<b>0</b>	<b>0</b>

Please note below the chartfield string where the existing revenue fee and actual expenditures are recorded for this program.

FUND	DEPT ID	PROGRAM	CLASS	PROJECT
HM500	D20064	RS567	0	0