

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

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:	<u>Leadership Studies Unit Fee</u>	
IV.	Current Fee: \$ <u>299</u>	per	<u>unit</u>
	Proposed Fee: \$ <u>360</u>	per	<u>unit</u>
V.	Proposed Effective Date: <u>May 24, 2023</u>		

Routing Order:

1. Submitted by:	<u>Christopher Hopper</u> <small>Dept. Representative Name</small>	<u><i>Christopher Hopper</i></u> <small>Signature</small>	<u>4/27/23</u> <small>Date</small>	<u>826 3853</u> <small>Phone</small>
2. Approved by:	<u>Cyril Oberlander</u> <small>Dean /Director Name</small>	<u><i>Cyril Oberlander</i></u> <small>Signature</small>	<u>4/27/23</u> <small>Date</small>	<u>826-5877</u> <small>Phone</small>
3. Approved by:	<u>Jenn Capps</u> <small>Vice President Name</small>	<u><i>Jenn Capps</i></u> <small>Signature</small>	<u>4/27/23</u> <small>Date</small>	<u></u> <small>Phone</small>
4. Reviewed By:	<u>Sandra Wieckowski</u> <small>Associate Director, SFS</small>	<u><i>Sandra Wieckowski</i></u> <small>Signature</small>	<u>6/1/23</u> <small>Date</small>	<u>826-4937</u> <small>Phone</small>
5. Approved By:	<u>Dr. Tom Jackson</u> <small>President</small>	<u><i>Tom Jackson, Jr.</i></u> <small>Signature</small>	<u>June 6, 2023</u> <small>Date</small>	<u>707/826-3311</u> <small>Phone</small>

Fee Approved Fee Denied

Comments from the President (if needed):

Additional comments from other reviewers:

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

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

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

The very successful degree completion program costs have consistently increased, even with solid enrollment numbers, we saw a negative net revenue for the last two years. The proposed \$360/unit for Leadership Studies will enable maintaining a manageable net revenue negative for approximately two years, and with subsequent fee raising to approximately \$425-485, we should be able to project a net revenue slightly positive.

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

The majority of expenditures will go directly to faculty teaching and benefit costs that continue to increase, as well as, staff and student assistants that are integral to running the operations. Other expenditures will show minor increases, and assume CPI approximately 2%.

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

The FY22-23 Actuals and Q3-4 Projections show Leadership Studies will run a deficit of over \$38,900, and this is the second year of running a deficit. The majority of the cost of the program is in wages and benefits, so annual increases, and inflation, has made it necessary to raise the fees. In addition, comparatively speaking, we are one of the most affordable programs; the CSU Professional and Continuing Education degree programs typically charge \$400 or more per unit. This is the first fee increase to the program, since it began in 2014.

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

The fee proposed is not a substantial increase, and this request is an incremental adjustment to see the overall change in revenue and enrollments. The next increase will produce a net revenue positive, however, we are seeing this implementation as the best way to test the market, taking appropriate and sustainable measures, while also studying any impact on enrollments. Currently, the Leadership Studies degree completion program is the least expensive in the CSU system.

At \$360/unit, the \$1,080 for a 3 unit course aligns with financial aid students receive. For instance, many utilize employer reimbursement which averages at \$5K/year. If a student is taking 5 LDRS courses per year, that would be a total tuition cost of \$5,400. Another factor is in partnership with Financial Aid, the highest need students are eligible for Middle Class Scholarship, Cal Grant, and Pell Grant (37% receive a full Pell Grant) which covers the bulk of their course fees.

5. Time line Information:

Timeline

April 30: Finalize faculty assignments for fall 2023 LDRS courses

May 1: CEEGE builds fall LDRS courses and 2 UD GE courses

May 2: Send to Travis Brunner to build block schedules

Monday, May 22: Send rosters to Travis Brunner to assign block schedules to student accounts, by cohort, and add service indicators

Friday, May 24: FINAL DEADLINE to add course fees into course build, and test with SFS

Wednesday, May 31: last day Betsy can inform students about fee increase and update Canvas Orientation, Advising Corner, website, and other program materials.

Thursday, June 1: LDRS students begin enrolling for Fall 2023

Name of Fee: Leadership Studies Unit Fee **\$299/unit** **\$360/unit**

Current Fee Proposed fee

	Year 1	Year 2	Year 3
23/24	24/25	25/26	26/27

Current # of participants Estimated #of participants that will be assessed this fee

119	120	120	120
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Historical Data
(for fee increase proposal)

Prospective Data

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

Fiscal year	22/23	23/24	24/25	25/26
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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:

Tuition	804310	1128960	1414400	1503650
Total Revenue: \$	804310	1128960	1414400	1503650

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

Faculty Teaching Costs	293978	412635	516963	549584
Faculty Benefit Costs	4343	6096	7638	8120
Guest Lecturers	18660	26192	32814	34885
Student Assistants	25738	16296	16296	16296
CEECE Program Coordinator	136733	191923	123930	123930
Travel	21877	30708	30708	30708
Hospitality	4424	6209	6209	3898
Supplies, Services	4022	5645	5645	5645
Memberships	2654	3726	4668	4962
Advertising	1769	2484	3112	3308
LDRS % Campus & CSU Reimbursements	120647	169344	212160	225548
Extended Ed Overhead 30%	241293	338688	424320	451095
Total Expenditures: \$	876138	1209946	1384463	1457979
Net (Revenue minus Expenditures)	-71828	-80986	29937	45671

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
TL301	385	502		