

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 checked="" type="checkbox"/> Non-Student Fee
III.	Name of Fee:	Weekly Summer Permit	
IV.	Current Fee: \$	10.50	per week
	Proposed Fee: \$	17.50	per week
V.	Proposed Effective Date:	5/27/2019	

Routing Order:

1. Submitted by:	Krista Paddock <small>Dept. Representative Name</small>	<i>K Paddock</i> <small>Signature</small>	1/29/19 <small>Date</small>	4111 <small>Phone</small>
2. Approved by:	Jeanne Rynne <small>Dean / Director Name</small>	<i>Jeanne Rynne</i> <small>Signature</small>	1/30/19 <small>Date</small>	5902 <small>Phone</small>
3. Approved by:	Douglas V. Dawes <small>Vice President Name</small>	<i>Douglas V. Dawes</i> <small>Signature</small>	2/15/19 <small>Date</small>	3351 <small>Phone</small>
4. Reviewed By:	Sandra Wieckowski <small>Manager, Student Financial Services</small>	<i>Sandra Wieckowski</i> <small>Signature</small>	2/21/19 <small>Date</small>	826-4937 <small>Phone</small>
5. Approved By:	Lisa A. Rossbacher <small>President</small>	<i>Lisa A Rossbacher</i> <small>Signature</small>	4.3.19 <small>Date</small>	x3311 <small>Phone</small>

Fee Approved Fee Denied

Comments from the President (if needed):

Additional comments from other reviewers:

The funds generated for the weekly summer permit are included with all parking permits and support the general operations of Parking and Commuter Services.

The rate for the summer weekly permit was based on a full semester permit divided by the number of weeks per semester.

This increase should have very little impact on matriculated students. Sandra

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.

This proposal does not impact a student fee.

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

This additional revenue will go to fund TS003, where all permit fee revenue goes. This fund supports the operating expenditures of Parking and Commuter Services.

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

The weekly summer weekly permit has been at \$10.50/week for many years. This is equivalent to 3 days of parking at the daily rate of \$3.50. The majority of these permits are purchased by summer conference attendees who are typically on campus for a full week. We are proposing to increase the summer weekly permit fee to \$17.50/week. This equates to 5 days of parking at the daily rate.

This fee increase does not impact students during Summer Semester, as they have the option to purchase a summer semester permit at an already discounted rate that is currently less than purchasing a weekly permit for each week of class.

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

The proposed rate is the cost of five days parking on campus. It simply removes the discount that has been given in the past.

5. Time line Information:

Proposed implementation is for summer of 2019.

Name of Fee: summer weekly parking permit

Current Fee	Proposed fee		
	Year 1	Year 2	Year 3
10.5	17.5	17.5	17.5

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

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

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:

1 Week Permit - Summer (500 est.)	5,270	8,750	8,750	8,750
Total Revenue: \$	5270	8,750	8,750	8,750

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

Total Expenditures: \$				
Net (Revenue minus Expenditures)	5270	8750	8750	8750

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
TS003	D40056			



Michelle Collins <mic194@humboldt.edu>

FW: clarification for President on summer weekly permit fee increase

1 message

Krista M Paddock <krista.chalker@humboldt.edu>

Wed, Apr 3, 2019 at 3:35 PM

To: michelle.collins@humboldt.edu

Hi Michelle,

See below.

Thanks so much!

Krista Paddock

Parking Services Coordinator

HUMBOLDT STATE UNIVERSITY

Parking & Commuter Services

Arcata, CA 95521

Phone: (707) 826-4111

Fax: (707) 826-5888

www.humboldt.edu/parking

Krista to get back to me.

Sandy W. & her worked on this. I left Krista a msg. 3-12-19

↑ #1 - on the next page (marked w/ the pink post-it note) says this does not involve a student fee...

From: Douglas V Dawes <Douglas.Dawes@humboldt.edu>

Sent: Wednesday, March 27, 2019 9:27 AM

To: Jeanne E Rynne <Jeanne.Rynne@humboldt.edu>

Cc: Michelle Anderson <Michelle.Anderson@humboldt.edu>; Krista Paddock <krista.paddock@humboldt.edu>; Lisa Rossbacher <lar400@humboldt.edu>

Subject: Re: clarification for President on summer weekly permit fee increase

I spoke with the President yesterday and she approved. I did indicate that if there were any unintended consequences to students and faculty that we would work through those concerns.

Please proceed with that caveat.

Thanks,

Doug

On Fri, Mar 22, 2019 at 11:24 AM Jeanne E Rynne <Jeanne.Rynne@humboldt.edu> wrote:

Hi Doug,

Michelle from the President's office notified Krista last week that she had not received a response to the President's questions about our proposal. I recall that you discussed it with me and I thought I sent you a follow-up email addressing her concerns with the understanding that you were going to forward it to her. Perhaps this happened and the President has not communicated that with Michelle?

Can you confirm that we did respond to the President?

Thanks,

Jeanne

JEANNE RYNNE | Associate Vice President, Facilities Management

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Cell: 707 798-0898

E-Mail: Jeanne.Rynne@humboldt.edu

Douglas V. Dawes | Vice President for Administration and Finance

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