

Fee Proposal Request Form

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 Proposal 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

Fee Category: Category VI (Misc. Campus Fees)

Request To: Adjust a current fee

Name of Fee: Sport Club Insurance Fee

Current Fee: \$ 25.00 Per Year

Proposed Fee: \$ 36.00 Per Year

Proposed Effective Date: 07/01/2025

Routing Order:

- | | | | | | |
|--------------------|---|---|------------|--|-----------------------|
| 1. Submitted by: | Bridget Nichols
Dept. Representative Name | <i>Bridget Nichols</i>
Signature
<small>Digitally signed by Bridget Nichols
Date: 2024.10.21 16:56:03 -07'00'</small> | | | 707-826-3362
Phone |
| 2. Approved by: | Bridget Nichols
Dean/Director Name | <i>Bridget Nichols</i>
Signature
<small>Digitally signed by Bridget Nichols
Date: 2024.10.21 16:56:14 -07'00'</small> | | | 707-826-3362
Phone |
| 3. Approved by: | Nick Pettit
Vice President Name | <i>Nick Pettit</i>
Signature | 10/29/24 | | 707-826-3668
Phone |
| 4. Reviewed By: | Sarah Long
Budget Director | <i>Sarah Long</i>
Signature | 11/25/2024 | | 707-826-4036
Phone |
| 5. Recommended By: | Chrissy Holliday
SFAC Chair | <i>Chrissy Holliday</i>
Signature | 11/25/2024 | | 707-826-3361
Phone |

Recommended Approval
 Recommended Approval w/ Modification
 Recommended Denial

Comments from SFAC (if needed):

- | | | | | | |
|-----------------|--|--|------------|--|-----------------------|
| 6. Approved By: | Michael Fisher
Vice President of Admin Affairs | <i>Michael Fisher</i>
Signature
<small>Michael Fisher (Nov 25, 2024 15:37 PST)</small> | 11/25/2024 | | 707-826-3351
Phone |
| 7. Approved By: | Michael Spagna
Vice President of Admin Affairs | <i>Michael Spagna</i>
Signature | 11/25/2024 | | 707-826-3311
Phone |

Recommended Approval
 Recommended Approval w/ Modification
 Recommended Denial

Comments from the President (if needed):

8. Form with President's signature sent to the Manager of Student Accounts

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

It is assumed that the annual insurance premium expense to sport clubs will be similar to, if not more than, the amount charged in FY23/24 and FY24/25, which was a significant increase from the historical rate. This fee is only charged to students who opt into sport club participation.

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

This will solely go to the payment of the Rec Sport Club insurance premium that is charged for sport club participation. This is a restricted fee and is required to only pay the insurance premium.

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

Historically, the insurance premium has been around \$10,000-\$11,000/year. Students that participate in sports clubs, pay \$25/fiscal year to participate in the sport clubs. Participation numbers at that rate have been sufficient to cover the annual insurance premium, however the insurance rates increased to \$16,000 - \$17,000/year. It is not anticipated that the premium will decrease. Our participation numbers, while increasing over the years, is not enough to cover the increase in the premium. Reserves have been used to cover the increase, however, there is not sufficient reserves to continue to cover the difference, and the current rate is not sustainable.

CSU Student Activity Policy requires that sport clubs are covered by insurance and the policy states that in no case may a campus utilize state appropriations to pay for sport club insurance.

Executive Order 0865 "Misc. Course Fee for Sport Club Courses at Humboldt State" is about to be retired in this fiscal year. EO 0865 allowed for \$37-42/semester fee be charged, which is more than we currently charge.

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

Participation numbers for sport clubs has been around 440-460 students/year. Insurance premiums are based on participation numbers. So assuming participation and the premiums will remain relatively consistent, \$36 for each sport club participant would be a break even amount to cover the premiums.

5. Timeline Information:

We are hoping to implement the increase in the fee in Fall of 2025 so the sport club insurance fee will be the same for all participants through the course of the fiscal year.

Business Unit = **HMCMP - Cal Poly Humboldt**, Fiscal Year = **2021,2023**, Period = **0,12**

Fiscal Summary by Year

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Acct Fdescr	HMCMP		
	Actuals		
	2021	2022	2023
501110 - MISCELLANEOUS FEES	(6,850.00)	(10,625.00)	(11,375.00)
580851 - EQUIPMENT RENTAL	(954.00)		
601201 - MANAGEMENT + SUPERVISORY	28,003.20	51,746.64	51,907.68
601300 - SUPPORT STAFF	54,360.83	60,332.67	58,913.75
601301 - OVERTIME			110.30
601303 - STUDENT ASSISTANT	20,128.80	60,187.60	33,667.85
601893 - STUDENT WAGES REIMBURSEMENT			40,773.84
602001 - WORKSTUDY ON CAMPUS	241.18	1,341.83	514.00
603001 - OASDI	3,542.80	6,792.15	6,821.31
603003 - DENTAL INSURANCE	736.27	1,235.52	1,235.52
603004 - HEALTH AND WELFARE	12,498.45	21,421.50	23,531.94
603005 - RETIREMENT	16,545.63	33,618.12	35,299.80
603011 - LIFE INSURANCE	41.21	66.72	66.72
603012 - MEDICARE	1,224.92	1,625.48	1,600.17
603013 - VISION CARE	97.98	139.80	138.60
603014 - LONG TERM DISABILITY	27.59	47.84	50.52
603810 - BENEFITS-OTHER			0.00
604090 - OTHER COMMUNICATIONS	0.00	0.00	0.00
606001 - TRAVEL IN STATE	0.00	436.38	
606002 - TRAVEL OUT OF STATE	1,391.67	0.00	3,483.77
616002 - IT HARDWARE	0.00	1,844.50	7,158.36
616003 - IT SOFTWARE	1,545.00	1,545.00	8,505.00
619001 - EQUIPMENT	2,498.48	1,584.48	585.50
660001 - POSTAGE & FREIGHT		121.84	
660002 - PRINTING	174.60	0.00	372.48
660003 - SUPPLIES AND SERVICES	23,398.82	4,494.24	9,956.76
660009 - TRAINING AND PROF DEVELOPMENT	786.50	726.00	3,319.50
660010 - INSURANCE PREMIUMS	1,585.00	22,291.00	16,213.00
660041 - OFF-CAMPUS SPACE RENTAL	5,440.00	3,122.13	2,490.75
660042 - EMPL RECRUITMENT & RELOCATION	195.25	(15.00)	18.25
660090 - EXPENSES-OTHER	149.00	200.00	
660801 - COPIER SERVICES	0.00	0.00	0.00
660805 - HOSPITALITY EXPENSE	68.32		
660807 - MEMBERSHIPS	0.00	65.16	69.00
660928 - ADMINISTRATIVE & OTHER FEES	1,059.00		
660932 - OE-UNALLOCATED O.E.+E.	0.00	0.00	0.00
Grand Total	167,936.50	264,346.60	295,429.37

Rows 1 - 37 (All Rows)

Total insurance premiums FY23-24 for rec sports D40064 is \$16,213.

Total insurance premiums FY23-24 for rec sports D40064 sports club insurance RS030 is \$5,773.

Period is between 0 and 12
and Dept Fdescr is equal to D40064 - RECREATIONAL SPORTS
and Fund Fdescr is equal to HM500 - OPERATING FUND
and Bus Unit Fdescr is equal to HMCMP - Cal Poly Humboldt
and Fiscal Year is between 2021 and 2023

Business Unit = HMCMP - Cal Poly Humboldt, Fiscal Year = 2021,2023, Period = 0,12

Fiscal Summary by Year

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Acct Fdescr	HMCMP		
	Actuals		
	2021	2022	2023
501110 - MISCELLANEOUS FEES	(6,850.00)	(10,625.00)	(11,375.00)
660010 - INSURANCE PREMIUMS	1,585.00	1,585.00	5,773.00
660932 - OE-UNALLOCATED O.E.+E.	0.00	0.00	0.00
Grand Total	(5,265.00)	(9,040.00)	(5,602.00)

Period is between 0 and 12

and

Dept Fdescr is equal to **D40064 - RECREATIONAL SPORTS**
and Fund Fdescr is equal to **HM500 - OPERATING FUND**
and Bus Unit Fdescr is equal to **HMCMP - Cal Poly Humboldt**
and Fiscal Year is between **2021** and **2023**
and Prog Fdescr is equal to **RS030 - SPORTS CLUB INSURANCE**