HUMBOLDT STATE UNIVERSITY

FEE REQUEST FORM - Part 1 of 3

| e Cate | gory: | ☐ Category IV (Misc. campus fees) ☐ Category V (Self support program fees) |
|---|-----------------------|--|
| accordand the estal uested be | blishment, d | provisions of the California State University (CSU) <u>Executive Order 1102</u> , the President is delegated the authori oversight and adjustment of Category IV and V fees. To facilitate this process, please provide the information |
| rt 1 - Fee rt 2 - Fee | | |
| I. | Request | t to: 🔀 ESTABLISH a Campus Fee 🔲 ADJUST a Campus Fee |
| II. | Fee Typ (Check eac | ch applicable box) Student Fee 🔀 Non-Student Fee |
| III. | Name o | f Fee: Children's Center Materials Fee for HSU Staff, Faculty & Community. |
| IV. | Current | t Fee: \$ 0 per |
| | Propose | ed Fee: \$ 50 per Semester |
| ν. | Propose | ed Effective Date: August 2018 |
| | | |
| uting | Order: | |
| 1. Sub | mitted by: | Elizabeth-Anne Wilson Sacrath January 2000 311118 7078263838 |
| | | Dept. Representative Name Signature Date Phone |
| 2. App | proved by: | Stephen St Onge 7.17.18 x 3003 |
| | | Dean / Director Name Signature Date Phone |
| 3. App | proved by: | Wayne Brumfield W. W. M. Pulled 7-19-2018 |
| | | Vice President Name Signature Date Phone |
| 4. Revi | iewed By: | Sandra Wieckowski Andre William M. Thylia 826-4937 |
| | | Manager, Student Financial Services Signature Date Phone |
| 5. App | roved By: | Lisa A. Rossbacher A Loss Verlin 7/26/18 |
| | | President Signature Date Phone |
| *************************************** | | |
| | Commonts | Fee Approved Fee Denied rom the President (if needed): |
| | Comments ii | ion the riesdent (ii needed). |
| | | |
| | A 1 1/0 | |
| | Additional co | omments from other reviewers: |
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6. Form with President's signature sent to Manager, Student Financial Services.

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

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Form updated: 05/11/16

| 1. | Clearly list all assumptions used when creating this proposal. |
|----|---|
| | The Children's Center provides affordable, convenient, high quality child development services for student, staff, faculty, and community of Humboldt State University. The program services are supported through a number of grants from Californa Department of Education, USDA, Early Head Start, as well as, parent fees and University support. The program provides services for infants (over 3 months), toddler, and preschoolers to kindergarten entrance. The program operates 7:30-5:30 daily and follows the HSU calendar. |
| 2. | Clearly state the expenditures that will be funded by this proposed revenue source. |
| | The materials fee will help cover program supplies (Acct. #660003) needed to maintain our National Association for the Education of Young Children (NAEYC) accreditation, which is a requirement of our funders. |
| 3. | L Clearly state the reason(s) why this fee or fee increase is necessary (include references to executive orders, CA law, etc.) |
| | The Children's Center is funded through several grants from the California Department of Education, as well as the Child Care Access Means Parents In School (CCAMPIS) grant. As long as we receive these funds, we are required to maintain the highest level of quality childcare, which is shown by being accredited by NAEYC. Only 4 other Centers in Humboldt County have achieved this. Most of the quality is shown throughout the Center's 5 classrooms, which includes access to materials and a safe, developmentally appropriate environment for the children. |

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

This fee is comparable with other childcares in the local area, as well as throughout the CSU childcares, charge a materials fee to full cost families. By charging per semester, this allows families to have the choice of paying the full year, as they may not attend both semesters.

Other childcares in the local area, as well as throughout the CSU childcares, charge a materials fee to full cost families.

5. Time line Information:

The rate of \$50/semester will be begin August 2018.

Name of Fee:

Children's Center Materials Fee for HSU Staff, Faculty & Community.

Current Fee Proposed fee

Year 1 Year 2 Year 3

0 100 100 100

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

0 29 30 30

| | Historical Data (for fee increase proposal) | Prospective Data (2 years for fee increase; 3 years for new fee) | | |
|-------------|---|--|---------|---------|
| Fiscal year | | 2018-19 | 2019-20 | 2020-21 |

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:

| Materials Fee | 2,900 | 3,000 |
|-------------------|-------|-------|
| | | |
| Total Revenue: \$ | 2,900 | 3,000 |

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

| | | | |
|----------------------------------|-------|-------|-------|
| Supplies/Materials | 2,900 | 3,000 | 3,000 |
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| Total Expenditures: \$ | 2900 | 3000 | 3000 |
| Net (Revenue minus Expenditures) | 0 | 0 | O |

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 |
|-------|---------|---------|-------|---------|
| TV020 | D40030 | 00000 | 00000 | 000000 |
| | | | | |