Print Form

FEE REQUEST FORM - Part 1 of 3

Student Fee Category:

☐ Category II (Mandatory campus fees)

in accordance with the provisions of the California State University (CSU) Executive Order 1102, the President is responsible for assuring that appropriate and meaningful consultation occurs prior to adjusting any Category II or III fees and must consult with the campus fee advisory committee prior to establishing or adjusting these 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

••	Request to:	ESTABLISH :	a Campus Fee 🔲 ADJ	JST a Campus Fee
II.	Name of Fee:	ESM 469 Mattole Fiel	d Camp	
III.	Current Fee: \$	0	per student	
	Proposed Fee: \$	400	per student	
IV.	Proposed Effect	ive Date: Spring 2024		
·ina	Order:			
	mitted by:	Alison O'Dowd	0 - 00 - 5	9-28-23 × 34
2, 500	Title a wy t	Dept. Representative Name	Signature	Date Phone
2. Ann	proved by:	Eric Riggs or Bori	turne R. hr	4921
			Dean Signature	Date Phone
3. App	proved by:	Jenn Capps	o Electrical Contractions	Sep 29, 2023 3722
o. , , pp		Vice President Name	Signature	Date Phone
4. App	roved By:	Sandy Wieckowski	Sandra Wieckowski	Oct 4, 2023 4937
• •		Associate Director, SFS	Sandra Wieckowski (Oct 4, 2023 11:56 PDT) Signature	Date Phone
5 Pac	ommended by:	Chrssy Hollickey	an	1/29/73 _3341
J. Nec	ommended by.	Chair-SFAC	Signature	Date Phone
		Recommend approval	Recommend approval w/	modification 🔲 Recommend Der
	Comments from SFAC	(if needed)	an mandata in st	11/11/22
	Voted 10	approve to recor	(1)111(1)(1)(1)(1)(4) (4	- ////////////////////////////////////
		//		11 Trep ro
	iewed By:			
5. Rev				Date Phone
5. Rev				
5. Rev		Fee Approved	Fee approved with modificat	ions
	Comments from the Pro		Fee approved with modificat	ions Fee Denied
	Comments from the Pr		Fee approved with modificat	ions
	Comments from the Pr		Fee approved with modificat	ions Fee Denied
	Comments from the Pr		Fee approved with modificat	ions



Print Form

FEE REQUEST FORM - Part 1 of 3

Fee Category:

☐ 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 Request to: ADJUST a Campus Fee ESTABLISH a Campus Fee III. Fee Type: Non-Student Fee Student Fee (Check each applicable box) III. Name of Fee: IV. **Current Fee: \$** per Proposed Fee: \$ per **Proposed Effective Date: Routing Order:** 1. Submitted by: Phone Date Dept. Representative Name Signature 2. Approved by: Phone Date Dean / Director Name Signature 3. Approved by: Phone Date Vice President Name Signature Sandra Wieckowski 4. Reviewed By: 826-4937 Phone Signature Date Associate Director, SFS 5. Approved By: 30.23 Date Phone Fee Denied Fee Approved Comments from the President (if needed): Additional comments from other reviewers:

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

Fee Request Narrative - Part 2 of 3

Humboldt.

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

The Mattole Field Institute has been run in conjunction with the ESM department and Mattole Restoration Council for many years. In the past, students have paid for the course fees directly to the Mattole Restoration Council, but this meant that the expense was not eligible for financial aid.

Therefore, we'd like to propose a \$400 course fee to cover approximately 50% of the course cost. The ESM field trip budget will cover the remaining 50% of the course cost.

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

The student fee will cover approximately 50% cost of the field course including camp site fees, meals, transportation and guest speakers. The ESM field trip budget will cover the remaining ~50% of the course cost.

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

In past years, students paid for this field course by writing a check directly to the Mattole Restoration Council, but this meant that the expense was not eligible for financial aid. The reason to add this course fee is so it is eligible to be covered by the student's financial aid. The actual cost of the course per student is approximately \$800 (based on 2023 costs), so a fee of \$400 would cover approximately half of the course cost and keep the fee relatively low for students.

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

See response in #3.

5. Time line Information:

We would like this fee implemented in time for the course to be offered in spring 2024.



Financial Data Sheet Supporting Fee Request - Part 3 of 3

Name of Fee:	ESM 469 Mattole Field Cam	ıp 0	\$400		
		Current Fee	Proposed fe	ee	
	_		Year 1	Year 2	Year 3
		14	14	14	14
	c	urrent # of participants	Estimated #of participants	that will be assessed ti	nis fee
		14	14	14	14

	Historical Data (for fee Increase proposal)		Prospective Dat for fee Increase; 3 years for	or new fee)
Fiscal year	400	400	400	400

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:

Student Fees	5600	5600	5600	5600
Departmental Support	5600	5600	5600	5600
Total Revenue: \$	11200	11200	11200	11200

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

Camp site, meals, transportation and guest speakers	11,200		11,200	11,200	11,200
		-			
	•				

Total Expenditures: \$	11.2		11.2	11.2	11.2
Net (Revenue minus Expenditures)	11188.8		11188.8	11188.8	11188.8

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

CNRS Council of Chairs meeting

September 28, 2023 meeting, 9 AM - 10:50 AM BSS 302, and Zoom at the link below for those who need to be remote

https://humboldtstate.zoom.us/i/85711043895?pwd=dmczSIJEei9XcXZTWXZrTmdxOTQvZz09

Meeting ID: 857 1104 3895

Passcode: 834511 One tap mobile

+16699006833,,85711043895# US (San Jose)

<u>Agenda</u>

Special Guests & Discussion: ~9:15 start

- Athletics & Advising: Andrea Webb, Amanda Nelson, Julie Alderson, Daniel Gallardo and Loren Collins - discussion of travel schedules and supporting student athletes (~30 min)
- Advising: Loren Collins updates on professional advisors, faculty advising training, advising for pre-professional careers (~45 min)

Updates

- Campus-wide committee updates as appropriate (Senate, ICC, etc.) whomever has updates, feel free to bring them
- CNRS DEI Committee launch
- English stretch and block scheduling update
- Physical plan updates: on-site meeting of physical planning group next Tue; USFAC approved early moves

Next Time

 October 12, 2023 - see you then! Any agenda items - please mall cnrsdean@humboldt.edu by Weds Oct 11 COB and we'll get it on for next time

Signature:

Email: alb91@humboldt.edu