

### Fwd: [For Approval] Category II Student Fee Increases

1 message

Christin E Holliday <ceh118@humboldt.edu>

Fri, Mar 8, 2024 at 6:39 PM

To: Amber Blakeslee <alb91@humboldt.edu>, Andrew Kime <awk71@humboldt.edu>, Jessica Etter <jle74@humboldt.edu>

Here are these.

Chrissy Holliday, PhD

Vice President for Enrollment Management and Student Success

1 Harpst Street

Arcata, CA 95521

P: (707) 826-3361

ceh118@humboldt.edu

----- Forwarded message ------

From: Tom R Jackson <Tom.Jackson@humboldt.edu>

Date: Sat, Feb 17, 2024, 1:25 AM

Subject: Re: [For Approval] Category II Student Fee Increases

To: Carla L Ho'a <clh179@humboldt.edu>

Cc: Tom Jackson <Tom.Jackson@humboldt.edu>, Christin Holliday <ceh118@humboldt.edu>, Mark Johnson <maj114@humboldt.edu>, Paula

Petersen <pjp112@humboldt.edu>

Approved.

Dr. Tom Jackson, Jr., President Cal Poly Humboldt

On Fri. Feb 16, 2024, 8:57 AM Carla L Ho'a <clh179@humboldt.edu> wrote:

Good morning, President Jackson -

The Student Fee Advisory Committee (SFAC) has submitted two Category II fee increases for approval. These fee increases, if approved, would go into effect next academic year.

The increases have already been built into the approved fee structure for each fee and therefore do not require the more in-depth student engagement and referendum process often required to adjust this category of fees. That being said, both of these increases were recommended for approval unanimously by SFAC, and student representatives all supported without reservation.

I have reviewed these fee requests and recommend their approval. If you approve these new fees, please let me and VP Holliday (copied) know.

A summary of each fee increase is below, and the detailed proposals are included via links:

Student Health Fee inflationary increase by the Milliman Medical Index (MMI) to \$367 per term beginning in fall 2024, an increase of \$19 from the fall 2023 rate of \$348. Since 2018, the Student Health Fee has a built-in approval to increase annually by MMI, an inflationary index tied to medical costs, pending justification of need. Student Health and Wellbeing Services is currently operating at a significant structural deficit that necessitates the inflationary increase to help maintain high demand physical and mental health services to students. Of note, Fall 2023 was the first time the MMI has been applied since the inflationary increase option was approved in 2018.

Campus Union Fee increase has two components: 1) implementation of Year 2 of an approved two-year, phased-in fee increase that was paused during the pandemic in 2020, and 2) inflationary increases since 2020 tied the Higher Education Price Index (HEPI). The combination of the Year 2 increase, plus inflation, increases the fee to \$350 per transpeginning in fall 2024, an increase of \$104 from the fall 2023 fee rate of \$246. Since 2019, the Campus Union Fee has a built-in approval to increase annually by HEPI, an inflationary index tied to higher education, pending justification of need. The Campus Union Fee, also known as the Student Body Center Fee, supports the construction, maintenance and operations of the Student Activities Center (SAC) and the Student Recreation Center facilities, and related programs and services. In addition to the submitted increase proposal, a financial analysis was prepared outlining the finalized fee rate following the release of the December 2023 HEPI report and analyzing the financial position of both operations. As was the case when the two year fee increase was initially approved in 2019, the fee had not been increased since 2005 and the increase was/is critical to sustain operations and maintain enhanced programming and activities for students on campus.

Thank you, Carla

Carla L. Hoʻā
Interim CFO | Vice President for Finance and Administration

Division of Administrative Affairs (707) 826-3351



June 14, 2023

**TO:** Student Fee Advisory Committee (SFAC)

**FROM:** Wendy Sotomayor, Executive Director, Gutswurrak Student Activities Center

**SUBJECT:** Request for Implementation of Phase Two of Student Campus Union Fee Increase

### **BACKGROUND:**

The Student Campus Union (Student Body Center) fee, which is included as part of Cal Poly Humboldt students' tuition, currently totals \$246 per year (\$123 fall semester, \$123 spring semester). These funds are held by the university, and their first obligation is to support bond principal and interest payments of approx \$433K annually for the two bonds committed to funding the Kate Buchanan Room expansion project in the Gutswurrak Student Activities Center building and Student Recreation Center facility. Additionally, the funds are obligated by bond commitments to ensure these facilities are well maintained and open for student use, as well as keep 25% of the operating budget in reserves for future debt service and economic uncertainty. After these obligations are met, the University Budget Office calculates the amount that will be returned to Gutswurrak Student Activities Center HC100 (55.86% of return of fees) and Student Recreation Center/Center Activities HC101 (44.14%) or return of fees) for its operations and programs. The Gutswurrak Student Activities Center and Student Recreation Center/Center Activities are self-support entities that are required to reimburse campus for services through the cost allocation model, pay for utilities and building costs, as well as support operations and services in the Gutswurrak Student Activities Center and Student Recreation Center buildings.

As the Student Campus Union fee had last been adjusted in 1987 at \$89 per academic school year and an additional \$96 fee was approved to support the Student Recreation Center in 2005, eighteen percent of the student body turned out to vote in April 2019 to approve an additional fee increase. This Student Fee Referendum received a positive vote to increase student campus union fees from \$185 to \$306 annually. The Student Fee Advisory Committee recommended that the fee increase be phased in over two years in order to lessen the financial impact for students. The fee and the phased-in approach was approved by then President Rossbacher. Fees were to be implemented in a tiered fashion: \$30 per semester the first year, \$30 the second, with an increase based on the HEPI (Higher Education Price Index) thereafter. The Student Campus Union fee was to then total \$305 annually per student plus inflation.

In 2019-2020 AY, the fee was increased by \$30 per semester to \$245 annually at which time the University made the decision not to implement any of the planned Category II Fee increases in 2020-2021 AY in an effort to keep fees flat for students as the campus navigated the COVID-19 pandemic. As a result, the student centers received approximately \$1.67M less in campus union fees combined over the years of 2020-2021, 2021-2022, 2022-23 and projected for the upcoming 2023-2024.

### **REQUEST FOR CONSIDERATION:**

The vision of the student union is to provide a space and services that are covered by the annual student union fee and students not to be additionally charged for use of space or attendance at events. In order to sustain this current operating model, Gutswurrak Student Activities Center and Student Recreation Center/Center Activities will need significant additional financial resources, which we are hoping to achieve through a combination of increased enrollment and increase in the annual Student Campus Union fee amount. The Centers are therefore requesting that the Student Campus Union fee increase approved by students in spring 2019 go forth with implementation of phase two, an additional \$30 per semester in 2024-2025 AY, with HEPI applied the years after.

Gutswurrak Student Activities Center has reserves to continue funding the current operating model for the next two years (2023-2024 and 2024-2025) as we project an operating deficit of \$300K in 2023-2024 AY. After this time, the Gutswurrak Student Activities Center will be reliant on a significant increase in enrollment, as well as additional student union fees, to sustain ongoing operations.

### **SUMMARY OF STUDENT CAMPUS UNION FEES:**

2018-2019	\$185 annual fee; \$93 fall semester/\$92 spring semester
2019-2020	\$246 annual fee; \$123 per semester (phase one of \$30 increase per semester was implemented in 2019-2020)
2020-2021	\$246 annual fee; \$123 per semester (phase two of \$30 increase per semester on hold)/otherwise would have been \$306 annually
2021-2022	\$246 annual fee; \$123 per semester (phase two of \$30 increase per semester on hold)/otherwise would have been \$312 annually including 1.9% HEPI
2022-2023	\$246 annual fee; \$123 per semester (phase two of \$30 increase per semester on hold)/otherwise would have been \$320 including 2.7% HEPI
2023-2024	\$246 annual fee; \$123 per semester (phase two of \$30 increase per semester on hold)/otherwise would have been \$337 including 5.2% HEPI

### **Request for consideration:**

2024-2025 Requesting \$337 plus 2023 HEPI annual fee *(not yet available)*; \$168 plus 2023 HEPI per semester (implementation of phase two of \$30 increase per semester with additional HEPI increase for the prior 4 years)

Higher Education Price Index (HEPI) rates:

- 2019 FY 3.0%
- 2020 FY 1.9%
- 2021 FY 2.7%
- 2022 FY 5.2%.
- 2023 FY rate anticipated for release early Dec 2023.

### **ATTACHMENTS:**

- Summary of Student Campus Student Union Fees 2019-2024
  Student Campus Union Fee Referendum Letter of Approval 2019
  Fee Request Form 2019

### **Student Campus Union Fees**

Summary of fees 2018-2024

Student Campus Union Fees as implented 2018-2024								
	FALL SEMESTER			SPRING SEMESTER			ANNUAL	
AY 2018-2019	<b>Fee</b> \$93	# of students 7774	Total Fees (less waivers) \$718,193	<b>Fee</b> \$92	# of students 7039	Total Fees (less waivers) \$642,781	<b>Fee</b> \$185	Total Student Union Fees \$1,360,974
2019-2020	\$123	6983	\$852,225	\$123	6345	\$774,039	\$246	\$1,626,264
2020-2021	\$123	6431	\$784,896	\$123	5673	\$692,350	\$246	\$1,477,246
2021-2022	\$123	5739	\$700,473	\$123	5305	\$646,203	\$246	\$1,346,675
2022-2023	\$123	5858	\$707,259	\$123	5342	\$647,342	\$246	\$1,354,601
2023-2024	\$123	6000*	\$728,000	\$123	5500*	\$666,500	\$246	\$1,394,500
TOTAL			\$4,491,046			\$4,069,214		\$8,560,261

Student Campus Union Fees as approved 2018-2024									
FALL SEMESTER						SPRING SEMESTER			NUAL
AY	Fee	HEPI	# of students	Total Fees (less waivers)	Fee	# of students	Total Fees (less waivers)	Fee	Total Student Union Fees
2018-2019	\$93	N/A	7774	\$718,193	\$92	7039	\$642,781	\$185	\$1,360,974
2019-2020	\$123	N/A	6983	\$852,225	\$123	6345	\$774,039	\$246	\$1,626,264
2020-2021	\$153	N/A	6431	\$977,826	\$153	5673	\$862,540	\$306	\$1,840,366
2021-2022	\$156	including 1.9% HEPI	5739	\$889,983	\$156	5305	\$821,268	\$312	\$1,711,250
2022-2023	\$160	including 2.7% HEPI	5858	\$924,128	\$160	5342	\$845,087	\$320	\$1,769,215
2023-2024	\$169	including 5.2% HEPI	6000*	\$1,004,000	\$169	5500*	\$916,750	\$337	\$1,920,750
TOTAL				\$5,366,355			\$4,862,465		\$10,228,819

<sup>\*</sup> projected enrollment

Potential difference in fees collected							
Difference in implemented vs. approved student union fees \$AC portion (44.14%)  2018-2019 \$0 \$0 \$0 \$0							
2019-2020	\$0	\$0	\$0				
2020-2021	-\$363,120	-\$202,839	-\$160,281				
2021-2022	-\$364,575	-\$203,652	-\$160,923				
2022-2023	-\$414,614	-\$231,603	-\$183,011				
2023-2024	-\$526,250	-\$293,963	-\$232,287				
TOTAL	-\$1,668,559	-\$932,057	-\$736,502				

19 April 2019

Jazmin Sandoval Chair, Student Fee Advisory Committee and President, Associated Students, Inc.

Dear Jazmin:

Thank you for providing the results of the Student Campus Union (Student Body Center) Fee Referendum. Congratulations on the impressive turnout you had for this vote. With a majority of both students who voted in the referendum and the members of the Student Fee Advisory Committee (SFAC) supporting the fee increase, I approve the increase with the following modification.

Following the recommendation of the SFAC, I approve raising this fee over two academic years, as outlined below. This phased implementation recognizes the already-approved phased increase in the Student Health Center and Health Facility Fee and the importance of minimizing year-to-year impact of fee increases to students who are already managing fiscal challenges.

Academic year	Total fee	Fall/Spring semester
2018-19	\$185	\$93/\$92
2019-20	\$246	\$123/\$123
2020-21	\$306	\$153/\$153

After the recommended increase is fully implemented in 2020-21, the fee will be eligible for consideration for adjustment by the Higher Education Price Index (HEPI) beginning in 2021-22. To increase the fee by HEPI, the University Budget Office, in collaboration with University Center, will provide an analysis and justification to the SFAC as early as possible in the spring semester; SFAC will then forward its recommendation to the President for approval.

I understand that Sandy Wieckowski, Jenessa Lund, and Kay Libolt will be consulting in the near future about addressing potential changes in the policy and description of responsibilities of the Student Fee Advisory Committee.

Sincerely yours,

Lisa A. Rossbacher, Ph.D.

President

Cc: Amber Blakeslee, University Budget Office
Wayne Brumfield, interim Vice President for Student Affairs
Doug Dawes, Vice President for Administration and Finance
Dave Nakamura, University Center
Sandy Wieckowski, Student Financial Services

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**Print Form** 

# FEE REQUEST FORM - Part 1 of 3

Student Fee Category:	□ Category II (Mandatory campus fees)	Category III (Course fees)

In accordance with the provisions of the California State University (CSU) <u>Executive Order 1102</u>, 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
- Part 2 Fee Request Narrative
- Part 3 Financial Data Sheet

I.	Request to:	☐ ESTABLISH a Ca	mpus Fe	e 🔀 ADJUST a Campus Fee		
II.	Name of Fee:	Student Body Center Fee (Campus Union Fee)				
III.	Current Fee: \$	185 (\$93/\$92)	per	Year (Fall/Spring)		
	Proposed Fee: S	306 (\$153/\$153)	per	Year (Fall/Spring)		
IV.	<b>Proposed Effect</b>	ive Date: Fall 2019				

## **Routing Order:**

1. Submitted by:	Dave Nakamura			
	Dept. Representative Name	Signature	Date	Phone
2. Approved by:	Dave Nakamura			
	Dean / Director Name	Signature	Date	Phone
3. Approved by:	Doug Dawes			
	Vice President Name	Signature	Date	Phone
4. Approved By:	Sandra Wieckowski			
	Manager, Student Financial Services	Signature	Date	Phone
5. Recommended by:	Jazmin Sandoval			
	Chair - SFAC	Signature	Date	Phone
5. Reviewed By:	Lisa A. Rossbacher			
	President	Signature	Date	Phone
	Fee Approved	Fee approved with modifications	Fee Den	ied
Comments from the	President (if needed):			
7. Form with President's s	ignature sent to Manager, Student Fi	nancial 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 University Center is proposing a fee adjustment for the Student Union Fee. The Union Fee has not increased since 1987, and the Student Recreation Center Fee has not increased since its inception in 2001. Since those times the cost of providing programs, paying wages, and maintaining equipment and facilities has risen dramatically. According to the Higher Education Price Index (HEPI), cumulative inflation since 2001 is 53%, and a whopping 107% since 1987. In addition, both of these fees are amongst the lowest, if not THE lowest, in the CSU system. The average union fee in the system is \$466, the current UC fee is 40% of this average.

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

The proposed revenue will support current student programs, access to facilities and other program support that the UC currently performs for the campus. Center Activities and CenterArts are the primary areas that will be negatively affected by limited funding going into the future. These programs provide important recreation, student leadership, performances and event management for the campus. Many HSU programs are supported directly or indirectly by UC Operations, this is especially true for Clubs & Activities, and Associated Students. Many academic departments, campus functions and more also receive support from UC Operations.

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

The primary reasons are ever increasing operational costs that include:

Significant increases in the minimum wage - The UC employs over 200 hourly employees over the course of an academic year in its general operations. The upcoming wage increase to \$15 an hour by 2022 will result in a rise of 25% in student hourly wages alone. Wage / Benefit Increases - The rise in the minimum wage also creates upward pressure on salary wages. In addition, the costs for employee benefits such as retirement and health insurance continues to escalate.

Equipment Renewal - There is a significant amount of equipment that will need replacement over the coming years. One example is exercise equipment in the Student Recreation Center, a large percentage of which was put into service more than ten years ago and is past its expected life span.

Deferred Maintenance - The UC is financially responsible for maintenance of the UC building itself. The current estimate is that there is over \$9 million in facility renewal and deferred maintenance projects that could be done over the next ten years. Some of the larger projects are critical systems such as elevators for access, fire alarm and suppression for safety, and HVAC controls for energy efficiency. There are also many smaller renewal projects that could support program efficiency such as the Clubs and AS office areas.

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

During the current fiscal year the University Center reduced open hours in the Student Recreation Center and UC maintained spaces. The UC has also begun to charge campus departments and student organizations for weekend use of facilities. Upon approval of a fee adjustment: the University Center would be able to address the current budget shortfall and address previous reductions in service and potentially eliminate the fee-for-use policy. The UC would also be able to maintain current programmatic offerings (CenterArts, Center Activities), continue to provide consistent student employment opportunities; support student events and student life activities; address University challenges in recruitment of student, staff and faculty by providing cultural and outdoor recreation opportunities; address deferred maintenance at University Center facilities and provide flexibility to support student with future projects and programs.

### 5. Time line Information:

September 22, 2018 - UC Board of Directors recommends that UC Finance Committee consider adjustment to the Student Union Fee. October 4, 2018 - Finance Committee recommends adjustment to UC Board of Directors

October 11, 2018 - UC Board of Directors approval Finance Committee recommendation of Fee Adjustment (See attached memo) November 30, 2018 - Initial Introduction of adjustment to the Student Union Fee to Student Fee Advisory Committee December 5, 2018 - Receive approval from From SFAC to hold student referendum to adjust Student Union Fee

4th week in January - Receive approval from SFAC regarding: Ballot Question, Election Publicity, Statements in favor-against 1st week of March - Hold special election on adjustment to the Student Union Fee

2nd-3rd week of March - Student Fee Advisory Committee meets to forward recommendation to University President 4th week of March - University President reviews Student Fee Advisory Committee Recommendation.

### **HUMBOLDT STATE UNIVERSITY**

Name of Fee: Student Body Center Fee (Campus Union Fee)

Current Fee	Proposed fee		
	Year 1	Year 2	Year 3
185	306	309	
Current # of participants	Estimated #of participar	its that will be assessed t	his fee

7,800	7,566	7,490	
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	Historical Data	
	(for fee increase	
	proposal)	(2 years t
Fiscal year	2017-18	2019-20

Prospective Data					
(2 years for fee increase; 3 years for new fee)					
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:

Return of Student Fees	1,005,778	1,752,363	1,760,774	
Facilities & Program Operations, HSU Support	2,177,838	2,100,087	2,140,578	
Total Revenue: \$	3183616	3,852,450	3,901,352	

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

Salaries, Wages, Benefits, Payroll Taxes	2,159,151	2,164,281	2,294,918	
Rent, Utilities, Depreciation, Repair, Maint.	246,111	227,085	222,316	
Custodial, Equipment Replacement, Vehicle	175,573	211,892	218,277	
Computer, Supplies and Services	219,103	209,050	213,522	
Banking, Credit Card, Insurance	61,775	66,847	68,852	
Meetings, Trainings, Staff Development	16,670	17,407	17,929	
Services provided by HSU	26,633	24,520	25,331	
Professional Services	23,493	18,540	19,096	
Advertising/Promotion/Printing/Comm.	90,295	89,507	92,192	
Artist & Instructor Expenses	751,619	725,120	746,874	
Concession and Merchandise Purchase	3,731	5,100	5,253	
Dues and Sibscriptions	3,769	5,150	5,305	
Other & Misc	26,168	25,106	25,859	
Total Expenditures: \$	3804091	3789605	3955724	
Net (Revenue minus Expenditures)	-620475	62845	-54372	

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

### Student Health Fee - 2024-25 MMI Increase Request

### **Background**

In 2018, the Student Health Fee increase included approval to annually increase the Student Health Fee by the Milliman Medical Index (MMI), an inflationary index applicable to medical costs, with an approved justification of need. As stated in President Rossbacher's fee approval memo, "To increase the fee by the MMI, the University Budget Office, in consultation with Student Health and Wellbeing Services and the Vice President for Student Affairs, will provide an analysis and justification to the Student Fee Advisory Committee as early as possible in the spring semester; SFAC will then forward its recommendation to the President for approval."

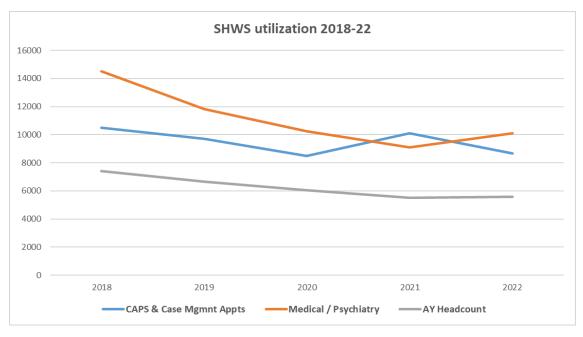
### Student Health Fee Rate, Budget History and Justification of Need

In an effort to keep student fees as affordable as possible, particularly during the height of COVID-19, MMI increases have only been applied once to the Student Health Fee since 2019-20, as reflected in the table below. The 2023 MMI inflationary increase is 5.6%. Applying MMI to the current Student Health Fee will increase the fee rate by \$15 per term, from \$348 to \$367.

Student Health Fee	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25 Proposed
Term Fee Rate	\$333	\$333	\$333	\$333	\$348	\$367

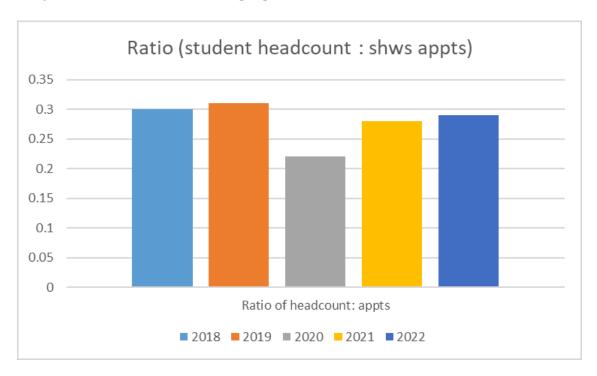
In combination with significant recent cost inflation, particularly in relation to medical supplies and the increased costs of attracting and retaining medical and mental health providers, Student Health and Wellbeing Services has been operating with a significant structural budget deficit over the past several years. One-time federal relief funding during the pandemic provided key support to maintain services to students over the past few years, however, this one-time funding has been spent. At the same time, student health needs are growing at Humboldt and across the nation. The campus must find ways to meet student service needs in our community, which already struggles with limited medical and mental health providers.

The following graph provides insight into utilization of our campus medical and Counseling and Psychological Services (CAPS) services over the past five years, with over 18,000 appointments



## Student Health Fee - 2024-25 MMI Increase Request

combined in each of the past three years. In addition, it's worth noting that the severity of health issues (particularly in terms of mental health) and time involved with patient care has increased considerably over the same time period. The chart below highlights the ratio of student headcount to appointments, showing utilization has returned close to pre-pandemic levels.



With more modest enrollment growth than initially anticipated in 2023-24, some progress has been made to reduce the structural deficit, but a significant structural budget deficit still remains and service demand remains high as well. There is a need to increase the fee by MMI again in order to maintain critical medical and mental health services for our students. Student Health and Wellbeing Services has sufficient reserves (estimated at ~\$1 million) to bridge the remaining deficit for one more year while longer term sustainability plans continue to be developed.

Student Health & Wellbeing Services Budget	2019-20	2020-21	2021-22	2022-23	2023-24	Estimated 2024-25*
Surplus / (Deficit)	(522,070)	(1,221,078)	(943,034)	(1,221,949)	(1,084,420)	(919,420)
Deficit w MMI						(699,420)

<sup>\*</sup>Numbers subject to change with Spring 2024 budget planning