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Cal Poly  
**Humboldt.**

June 14, 2023

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

**FROM:** Wendy Sotomayor, Executive Director, Gutswurak 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 Gutswurak 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 Gutswurak 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 Gutswurak 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 Gutswurak 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.



**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 implmented 2018-2024 |               |               |                           |                 |               |                           |        |                          |
|---|---------------|---------------|---------------------------|-----------------|---------------|---------------------------|--------|--------------------------|
| AY  | FALL SEMESTER |               |                           | SPRING SEMESTER |               |                           | ANNUAL |                          |
|   | Fee           | # of students | Total Fees (less waivers) | Fee             | # of students | Total Fees (less waivers) | Fee    | Total Student Union Fees |
| 2018-2019   | \$93          | 7774          | \$718,193                 | \$92            | 7039          | \$642,781                 | \$185  | \$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              |

| Potential difference in fees collected |   |                      |   |
|--|---|----------------------|---|
| AY                                     | Difference in implemented vs. approved student union fees | SAC portion (55.86%) | Student Recreation Center/ Center Activities portion (44.14%) |
| 2018-2019                              | \$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  |

| Student Campus Union Fees as approved 2018-2024 |               |                     |               |                           |                 |               |                           |        |                          |
|---|---------------|---------------------|---------------|---------------------------|-----------------|---------------|---------------------------|--------|--------------------------|
| AY  | FALL SEMESTER |                     |               |                           | SPRING SEMESTER |               |                           | ANNUAL |                          |
|   | 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             |

\* projected enrollment



# HUMBOLDT STATE UNIVERSITY

## Office of the President

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,

A handwritten signature in black ink, appearing to read 'L. Rossbacher'.

Lisa A. Rossbacher, Ph.D.  
President





**Student Fee Category:** ☒ Category II (Mandatory campus fees) ☐ Category III (Course 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

Part 2 - Fee Request Narrative

Part 3 - Financial Data Sheet

|                                     |   |   |
|-------------------------------------|---|---|
| <b>I. Request to:</b>               | <input type="checkbox"/> ESTABLISH a Campus Fee | <input checked="" type="checkbox"/> ADJUST a Campus Fee |
| <b>II. Name of Fee:</b>             | Student Body Center Fee (Campus Union Fee)      |   |
| <b>III. Current Fee:</b>            | \$ 185 (\$93/\$92)                              | per Year (Fall/Spring)                                  |
| <b>Proposed Fee:</b>                | \$ 306 (\$153/\$153)                            | per Year (Fall/Spring)                                  |
| <b>IV. Proposed Effective Date:</b> | Fall 2019                                       |   |

**Routing Order:**

|   |  |           |      |       |
|---|--|-----------|------|-------|
| 1. Submitted by:  | Dave Nakamura  | Signature | Date | Phone |
|   | Dept. Representative Name  |           |      |       |
| 2. Approved by:   | Dave Nakamura  | Signature | Date | Phone |
|   | Dean / Director Name   |           |      |       |
| 3. Approved by:   | Doug Dawes   | Signature | Date | Phone |
|   | Vice President Name  |           |      |       |
| 4. Approved By:   | Sandra Wieckowski  | Signature | Date | Phone |
|   | Manager, Student Financial Services  |           |      |       |
| 5. Recommended by:  | Jazmin Sandoval  | Signature | Date | Phone |
|   | Chair - SFAC   |           |      |       |
|   | <input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend approval w/modification <input type="checkbox"/> Recommend Denial |           |      |       |
|   | Comments from SFAC (if needed)   |           |      |       |
| 5. Reviewed By:   | Lisa A. Rossbacher   | Signature | Date | Phone |
|   | President  |           |      |       |
|   | <input type="checkbox"/> Fee Approved <input type="checkbox"/> Fee approved with modifications <input type="checkbox"/> Fee Denied               |           |      |       |
|   | Comments from the President (if needed):   |           |      |       |
| 7. 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.

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

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 participants that will be assessed this fee

|       |       |       |  |
|-------|-------|-------|--|
| 7,800 | 7,566 | 7,490 |  |
|-------|-------|-------|--|

**Historical Data**

(for fee increase proposal)

**Prospective Data**

(2 years for fee increase; 3 years for new fee)

| Fiscal year | 2017-18 | 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        |  |
| <b>Total Revenue: \$</b>                     | <b>3183616</b> | <b>3,852,450</b> | <b>3,901,352</b> |  |

**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                         | 2         |           |           |  |



