

Fee Proposal Request Form

The Student Fee Advisory Committee (SFAC) is an administrative committee composed of students, staff, faculty, and an administrative representative with the responsibility to advise the president regarding the establishment and adjustment of campus mandatory and course-based fees in accordance with the provisions of the Chancellor's Executive Order 1102.

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 V (Self Support Program Fees)

Request To: Adjust a current fee


Name of Fee: CFA Parking Rates

Current Fee: see attached Per

Proposed Fee: see attached Per



Proposed Effective Date: 06/15/2025

Routing Order: Please fill out the following information and submit to awk71@humboldt.edu for appropriate routing

1. Submitted by:	Krista Paddock		06/09/2025	4111
	Dept. Representative Name	Signature	Date	Phone
2. Approved by:	Cris Koczera		06/09/2025	6123853017
	Dean/Director Name	Signature	Date	Phone
3. Approved by:	Michael Fisher	 <small>Michael Fisher (Jun 10, 2025 08:37 PDT)</small>	06/10/2025	707.826.4444
	Vice President Name	Signature	Date	Phone
4. Reviewed By:	Carla Wharton	 <small>Carla Wharton (Jun 11, 2025 14:39 PDT)</small>	06/11/2025	707-826-4036
	Budget Director	Signature	Date	Phone
5. Recommended By:	Chrissy Holliday		06/19/2025	707-826-3361
	SFAC Chair	Signature	Date	Phone

☐ Recommended Approval
 ☐ Recommended Approval w/ Modification
 ☐ Recommended Denial

Comments from SFAC (if needed):

6. Approved By:	Michael Fisher	 <small>Michael Fisher (Jun 10, 2025 08:37 PDT)</small>	06/10/2025	707-826-3351
	Vice President of Admin Affairs	Signature	Date	Phone
7. Approved By:	Michael Spagna		06/19/2025	707-826-3311
	Vice President of Admin Affairs	Signature	Date	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.

CFA parking rates have not been increased in several years.

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

General operations of Transportation & Parking Services

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

provision 32.22 of the CSU-CFA Collective Bargaining Agreement

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

provision 32.22 of the CSU-CFA Collective Bargaining Agreement

5. Timeline Information:

Effective June 15, 2025

CFA Parking Rates

Current Rate see attached Per

Proposed Rate see attached Per



Optional Budget Attachment

Current number of participants

Year 1

Year 2

Year 3

Estimated number of participants that will be assessed this fee

Historical Data

(for fee increase proposal)

Prospective Data

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

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:

Total Revenue	\$ 0.00

\$ 0.00	\$ 0.00	\$ 0.00

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

Total Expenditures:	\$ 0.00
Net (Revenue minus Expenditures)	\$ 0.00

\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00

Please note to the right the chartfield string where the existing revenue fee and actual expenditures are recorded for this program

TS003

D40046

Fund

Dept

Program

Class

Project

Type of Parking Permit	Current Fee	New Fee
Academic Year Permit	\$118.68	\$124.61
Single Term Permit	\$59.34	\$62.31
Academic Year Motorcycle Permit	\$29.68	\$31.16
Single Term Motorcycle Permit	\$14.84	\$15.58
Academic Year Evening Permit	\$44.00	\$46.20
Single Term Evening Permit	\$22.00	\$23.10
Payroll Deduct Academic Permit (10 Month)	\$9.89	\$10.38
Payroll Deduct Annual Permit (12 Month)	\$13.19	\$13.85



Carla Wharton <cs348@humboldt.edu>

Re: Action Required: New EV Charging Fee and Faculty Parking Fee Increase

Krista M Paddock <krista.chalker@humboldt.edu>

Wed, Jun 11, 2025 at 2:25 PM

To: Christina E Koczera <christina.jones@humboldt.edu>

Cc: Carla Wharton <cs348@humboldt.edu>, Gabriel Munoz <gam405@humboldt.edu>


Hi Carla,

You are correct, the dept ID is D40056. That was a mistake on my part. I will follow up with you on the rest when im back in the office next week.

Best,

Krista Paddock

Coordinator – Transportation & Parking Services

Office: 707-826-4111 | Email: krista.paddock@humboldt.eduwww.humboldt.edu/parkingOn Wed, Jun 11, 2025, 4:03 PM Christina E Koczera <christina.jones@humboldt.edu> wrote:

Hello Carla,

Yes if we do not get this through by June 15th we have lost our ability to raise the fees. As for the chartfield I would need to connect with Krista on that but is out this week. I would appreciate if we could use the chartfield you feel is best and then work it out later on our backend. As for the historical data missing we spoke to the current fee and the new fee based on the negotiations between campus and CFA. I fail to see the relevance in going and digging up historical data. It is irrelevant given this fee increase was agreed upon by the union. If that is required by policy happy to do that work and take that time but not sure where on the form that is required or what policy drives that need.

As for the EV charging information gathering when Krista gets back I will be sure to have her share her notes on that with you.

Thanks so much
Cris

On Tue, Jun 10, 2025 at 8:09 PM Carla Wharton <cs348@humboldt.edu> wrote:

Hi Cris,

I hope you're doing well. I'm following up again regarding the EV Charging request (see email thread below). You had mentioned you'd provide additional information to include with the request, but I haven't received anything yet despite a few follow-ups over the past month.

Additionally, I now have a new Fee Proposal Request form that appears to be missing the historical fee data and has an incorrect department listed in the chartfield string section. Based on the attached Excel report from the data warehouse, I believe the correct department might be D40056.

I'd prefer not to proceed with signing the form until we can ensure all the information is complete and accurate. I also understand there are time constraints, so I'm happy to work together to get this resolved quickly. Please let me know how you'd like to move forward or if there's anything I can do to assist.

Director of Budget & Financial Planning
University Budget Office
(707) 826-5702

humboldt.edu

The logo for Cal Poly Humboldt, featuring the text "Cal Poly" in a small green font above the word "Humboldt." in a large, bold, dark green serif font.

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

From: Carla Wharton <cs348@humboldt.edu>

To: Christina Koczera <cej32@humboldt.edu>, Andrew Kime <awk71@humboldt.edu>, Gabriel Munoz <gam405@humboldt.edu>

Cc:

Bcc:

Date: Tue, 27 May 2025 20:01:16 -0700

Subject: Fwd: Reminder: Waiting for you to sign EV Charging Fee

Hi Cris,

I haven't signed the agreement yet, I'm still waiting for the additional documentation we discussed.

Is there anything we can do to help gather the documentation you said you would provide to support the budget analysis on this EV charging fee request?

Is there someone in Parking that worked on the analysis that you would like me to reach out to directly?

[notes from our 5/8/25 meeting](#)

Carla Wharton

Director of Budget & Financial Planning
University Budget Office
(707) 826-5702

humboldt.edu

The logo for Cal Poly Humboldt, featuring the text "Cal Poly" in a small green font above the word "Humboldt." in a large, bold, dark green serif font.

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

From: **Andrew Kime via Adobe Acrobat Sign** <adobesign@adobesign.com>

Date: Tue, May 27, 2025 at 7:35 PM

Subject: Reminder: Waiting for you to sign EV Charging Fee

To: Carla Wharton <cs348@humboldt.edu>



Powered by
Adobe
Acrobat Sign

Please sign **EV Charging Fee**

As you prepare to sign this agreement, please note that the document asks for the following document to be attached:

- Budget Office Attachment

[Click here to review and sign EV Charging Fee.](#)

After you sign **EV Charging Fee**, all parties will be notified.

Andrew Kime has requested that this reminder be sent. This reminder will be re-sent every week until completed. [Click here](#) if you wish to stop receiving reminders about this agreement.

To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.