

## 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:** B.A. Leadership Studies Per Unit Fee

**Current Fee:** \$ 360.00 Per Unit

**Proposed Fee:** see attached Per

**Proposed Effective Date:** 08/01/2026

**Routing Order:** Please fill out the following information and submit to [awk71@humboldt.edu](mailto:awk71@humboldt.edu) for appropriate routing

1. Submitted by:	Sei Hee Hwang	<i>Sei Hee Hwang</i>	01/06/2026	x3732
	Dept. Representative Name	Signature	Date	Phone
2. Approved by:	Sei Hee Hwang	<i>Sei Hee Hwang</i>	01/06/2026	x3732
	Dean/Director Name	Signature	Date	Phone
3. Approved by:	Shawna Young	<i>Shawna Young</i>	01/06/2026	
	Vice President Name	Signature	Date	Phone
4. Reviewed By:	Carla Wharton	<i>Carla Lohr</i>	01/07/2026	707-826-4036
	Budget Director	Signature	Date	Phone
5. Recommended By:	Chrissy Holliday	<i>Chrissy Holliday</i>	01/09/2026	707-826-3361
	SFAC Chair	Signature	Date	Phone

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

Comments from SFAC (if needed):

SFAC received as info; no vote on Cat 5; no concerns given the competitive analysis and long time since increase

6. Approved By:	Michael Fisher	<i>Michael Fisher</i>	01/09/2026	707-826-3351
	Vice President of Admin Affairs	Signature	Date	Phone
7. Approved By:	Michael Spagna	<i>Michael E. Spagna</i>	01/09/2026	707-826-3311
	University President	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.

see attached

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

see attached

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

see attached

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

see attached

5. Timeline Information:

see attached

B.A. Leadership Studies Per Unit Fee

Current Rate \$ 360.00 Per Unit

Proposed Rate see attached Per

	Year 1	Year 2	Year 3
Current number of participants	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	\$ 0.00	\$ 0.00	\$ 0.00
Net (Revenue minus Expenditures)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**Fee Proposal Request Form  
B.A. in Leadership Studies  
College of Extended Education  
November 25, 2025**

1. B.A. in Leadership Studies (LDRS) is a self-support program, and all instructional, administrative, and operational costs must be covered entirely by student fees, with no subsidy from state appropriations. As a self-support program, CEE must ensure the college remains aligned with the increased operating costs while continuing to provide high-quality degree programs. Operating costs include faculty and staff compensation, technology licensing, instructional materials, and administrative overhead. Faculty in LDRS are paid under CSU's Special Programs Salary Schedule, and from 2022 to 2024, instructional costs under this schedule increased by 11%, along with increases in staffing and administrative costs (see Salary Schedule Class Code 2322). We assume operational costs will continue to increase annually while strong enrollment stays constant.

2. Instructional and non-instructional services, staff, student staff, administrators, marketing, recruitment, travel, professional development, supplies and materials, technology, memberships, instructional materials, textbooks, graduation, events, hospitality, equipment, external space rental for meetings, and university cost allocation.

3. The B.A. in Leadership Studies has not increased fees since the start of the program in 2015 to Spring 2024. The lack of fee increases for almost 10 years has ranked the degree program 20th out of 20 self-support units that offer bachelor's degrees, and the fee increase is necessary to meet the following needs (see CSU PaCE Fees Comparison 10/21/25):

**No State General Fund Support:** As mentioned in #1, as a Category V self-support unit, all instructional, administrative, and operational costs must be covered entirely by student fees, with no subsidy from state appropriations. With significant increases in operating costs over the past two years, student fee increases are vital to the sustainability of CEE and this program.

**Moderate Cost Increases:** Operating costs such as technology licensing, instructional materials, and administrative overhead are assumed to increase annually. In 2024, HEPI indicates that operating costs increased by 3.4%, and for 2025, institutions should plan for roughly 3.5-4% cost inflation in general operating costs. Institutions with cost categories such as self-support should build in a contingency buffer, as individual component behaviour can deviate from the overall index.

**Technology and Infrastructure Needs:** As a self-support unit, all recruiting and enrollment management efforts are housed at CEE. In alignment with campus efforts, software such as Slate will be implemented in the near future to support enrollment and recruiting.

**Faculty and Staff Compensation Aligned with CSU Standards:** From 2022 to 2024, the CSU Special Programs Salary Schedule increased by 11% and more recently, staff compensation for CEE has increased by approximately 8% with the new Step Salary Increase for CSUE employees.

**Cost-Share with Campus Partners:** Increased revenue from this program will allow CEE to share more funds with partner academic departments and colleges, helping to generate revenue during a time of budget constraints.

**Student Support Services Maintained at Current Quality:** The program will continue providing academic advising, technical assistance, student support needs, and career guidance at current service levels, requiring consistent funding support.

4. An annual increase of 10% through academic year 2029-30 is requested. Please see #3 above. Even with the requested fee increases, the LDRS program per-unit fee will remain at the lower end of the average unit fee for self-support programs within the CSU for the next few years (see CSU PaCE Fees Comparison 10/21/25).

5.

November 2025: Submit Fee Proposal Request Form

January 2026: Inform current students and advertise to new students of the new fee of \$396/unit starting Fall 2026

August 2026: Implement new fee

January 2027: Inform current students and advertise to new students of the new fee of \$436/unit starting Fall 2027

August 2027: Implement new fee

January 2028: Inform current students and advertise to new students of the new fee of \$479/unit starting Fall 2028

August 2028: Implement new fee

January 2029: Inform current students and advertise to new students of the new fee of \$527/unit starting Fall 2029

August 2029: Implement new fee

Finacial Data Sheet Supporting Fee Request - Part 3 - B.A. Leadership Studies							
	AY 24-25	Year 1 (26/27)	Year 2 (27/28)	Year 3 (28/29)	Year 4 (29/30)		Anticipated Increases
# of students	115	120	120	120	120		
Current Fee	\$360	\$396	\$436	\$479	\$527		10% increase/year
<b>Revenue Type</b>							
Student Fees	\$598,757	\$689,040	\$757,944	\$833,738	\$917,112		
<b>Expenses:</b>							
Salaries	\$205,414	\$217,739	\$228,626	\$240,057	\$252,060		6% increase/year
Benefits	\$3,155	\$3,344	\$3,545	\$3,758	\$3,983		6% increase/year
Travel	\$17,836	\$19,620	\$21,582	\$23,740	\$26,114		10% increase/year
MSC Op. Expenses	\$11,281	\$12,409	\$13,650	\$15,015	\$16,517		10% increase/year
CEE Gross Overhead (.60)	\$356,038	\$413,424	\$454,766	\$500,243	\$550,267		
CPS Overhead	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300		
<i>Mandatory 5% Reserve</i>	\$37	\$910	\$1,574	\$2,331	\$3,194		
CPS Net Revenue Share (.40)	\$278.54	\$6,917.58	\$11,960.61	\$17,717.84	\$24,271.23		
CEE Net Revenue Share (.40)	\$278.54	\$6,917.58	\$11,960.61	\$17,717.84	\$24,271.23		
LDRS Net Revenue Share (.10)	\$69.63	\$1,729.40	\$2,990.15	\$4,429.46	\$6,067.81		
Provost Office Net Revenue Share (.10)	\$70	\$1,729	\$2,990	\$4,429	\$6,068		
Total Expenditures	\$598,757	\$689,040	\$757,944	\$833,738	\$917,112		
Net (Revenue minus Expenditures) same as Mandatory 5% Reserve	\$37	\$910	\$1,574	\$2,331	\$3,194		

### CSU PaCE Fee Comparison (10/21/25)

Campus	Undergrad Degree Programs	Special Sessions	Contract Credit	Open U - Undergrad
<a href="#"><u>Humboldt</u></a>	<b>\$360/unit (Rank: 20/20)</b>	<b>\$300 &amp; \$400/unit (Rank: 10/11)</b>	<b>\$85/unit (Rank: 7/9)</b>	<b>\$312/unit (Rank: 18/21)</b>
<a href="#"><u>Bakersfield</u></a>	\$370/unit	\$473/unit	-	\$360/unit
<a href="#"><u>Channel Islands</u></a>	\$450-\$550/unit	\$305-\$1000/unit	-	\$305/unit
<a href="#"><u>Chico</u></a>	\$450/unit	\$427/unit	\$85/unit	\$402-\$427/unit
<a href="#"><u>Dominguez Hills</u></a>	\$475-\$500/unit	\$285-\$433/unit	-	\$327/unit
<a href="#"><u>East Bay</u></a>	\$433/unit	\$137.50/unit	\$137.50 / unit	\$392/unit
<a href="#"><u>Fresno</u></a>	\$400/unit	\$305/unit	\$100/unit	\$310/unit
<a href="#"><u>Fullerton</u></a>	\$475-\$500/unit	\$675/unit	-	\$366/unit
<a href="#"><u>LA</u></a>	\$425/unit	\$300/unit	-	\$320/unit
<a href="#"><u>Long Beach</u></a>	\$425-\$600/unit	-	-	\$351/unit
<a href="#"><u>Maritime</u></a>	-	-	-	-
<a href="#"><u>Monterey Bay</u></a>	\$550/unit	-	-	\$300/unit
<a href="#"><u>Northridge</u></a>	\$754-\$1086/unit	\$814-\$926/unit	-	\$370/unit
<a href="#"><u>Pomona</u></a>	-	-	-	\$340/unit
<a href="#"><u>Sacramento</u></a>	\$489/unit	\$320-\$425/unit		\$320/unit
<a href="#"><u>San Bernadino</u></a>	\$420 -\$475/unit	varies by course	\$450/unit	\$340/unit
<a href="#"><u>San Diego</u></a>	\$498 - \$629/unit	-		\$336/unit
<a href="#"><u>San Francisco</u></a>	\$415 - \$495/unit	varies by course	-	\$449/unit

<a href="#">San Jose</a>	\$500/unit	-	\$90/unit	\$303-\$406/unit
<a href="#">San Marcos</a>	\$360 - \$710/unit	varies by course	-	\$350/unit
<a href="#">SLO</a>	Tuition of \$30,240 - \$35,14/year	varies by course	\$165.00/unit	\$318/unit
<a href="#">Sonoma</a>	-	varies by course	\$80/unit	\$385/unit
<a href="#">Stanislaus</a>	\$395/unit	varies by course	\$50/unit	\$435/unit



**SALARY SCHEDULE**  
**"INSTRUCTIONAL FACULTY, SPECIAL PROGRAMS"**  
**CLASS CODE 2322**

**Effective July 1, 2024**

**Semester Unit Rate**

Students Enrolled	Assistant	Instructor	Assistant Professor	Associate Professor	Professor
1	0	165	165	165	165
2	0	330	330	330	330
3	0	494	494	494	494
4	0	659	659	659	659
5	0	824	824	824	824
6	0	989	989	989	989
7	0	1154	1154	1154	1154
8	0	1318	1318	1318	1318
9	0	1483	1483	1483	1483
10	0	1648	1648	1648	1648
11	0	1813	1813	1813	1813
12	0	1978	1978	1978	1978
13	0	2143	2143	2143	2143
14	0	2279	2307	2307	2307
15	0	2279	2472	2472	2472
16	0	2279	2497	2637	2637
17	0	2279	2497	2802	2802
18	0	2279	2497	2967	2967
19	0	2279	2497	3131	3131
20	0	2279	2497	3146	3296
21	0	2279	2497	3146	3461
22	0	2279	2497	3146	3626
23	0	2279	2497	3146	3791
24	0	2279	2497	3146	3955
25 or more	0	2279	2497	3146	3977

**MAXIMUM RATE.** The maximum rate is the usual salary to be paid to a faculty member when course enrollment reaches the established campus level. When enrollment falls short of this level, a faculty member is paid in accordance with the schedules for low enrollment courses.