

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.

Academic Affairs

Required documents for submission of proposal:

SEP 19 2017

- 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:	<input type="checkbox"/> ESTABLISH a Campus Fee	<input checked="" type="checkbox"/> ADJUST a Campus Fee
II. Name of Fee:	ESM 460 Misc. Course Fee for Extended Field Trip	
III. Current Fee:	\$ 56.00	per student enrolled in ESM 460
Proposed Fee:	\$ 65.00	per student enrolled in ESM 460
IV. Proposed Effective Date:	spring semester 2018	

Routing Order:

1. Submitted by:	Steven Martin	<i>SRM</i>	9-15-17	5637
	Dept. Representative Name	Signature	Date	Phone
2. Approved by:	R. Boone / R. Zechman	<i>RZ</i>	9-18-17	3526
	Dean / Director Name	Signature	Date	Phone
3. Approved by:	Dr. Alex Enyedi	<i>AE</i>	9-20-17	3722
	Vice President Name	Signature	Date	Phone
4. Approved By:	Sandra Wieckowski	<i>Sandra Wieckowski</i>	10/27/17	4937
	Manager, Student Financial Services	Signature	Date	Phone
5. Recommended by:	<i>Joseph M. Malarkey</i>	<i>Joseph M. Malarkey</i>	10/27/17	4221
	Chair - SFAC	Signature	Date	Phone
	<input checked="" 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	<i>Lisa A. Rossbacher</i>	10.31.17	3311
	President	Signature	Date	Phone
	<input checked="" 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.				

HUMBOLDT STATE UNIVERSITY

OCT 30 2017

Office of the President

For questions regarding fees proposal, call Sandra Wieckowski, 826-4937.

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

We were told by the Dean's office that we would not receive any additional funding for field trips this year compared to last year.

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

This is to help fund an extended (multi-day) field trip for ESM 460, Environmental Planning for Public Lands and Rural Communities. The fee revenue will be used to pay for rental vans and fuel.

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

Field trip costs are going up (rental vehicle prices and fuel), while field trip budgets are at best remaining flat. Therefore adjustments (increases) to student course fees are needed to make up the shortfall.

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

We have good data on exactly how much this trip costs based on past years. We are proposing to charge students only for the per student amount above \$50/student. Our department's field trip budget will cover the first \$50 per student. This fee will cover the remainder.

5. Time line Information:

The course is offered every spring semester. We need to adjust the course fee in time for spring 2018.

STATE OF CALIFORNIA
HUMBOLDT STATE UNIVERSITY
OFFICE OF THE CHANCELLOR
1000 UNIVERSITY AVENUE
EUREKA, CA 95923
TEL: 707/425-2000
WWW.HSU.EDU

Name of Fee: ESM 460 Misc. Course Fee for Extended Field Trip

Current Fee	Proposed fee		
	Year 1	Year 2	Year 3
56	65	65	65
Current # of participants	Estimated #of participants that will be assessed this fee		
22	22	22	22

Fiscal year	Historical Data (for fee increase proposal)	Prospective Data (2 years for fee increase; 3 years for new fee)		
	2016-17	2017-18	2018-19	2019-20

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:

University/Department (State support)	1,100	1,100	1,100	1,100
Student course fee	1,232	1,430	1,430	1,430
Total Revenue: \$	2332	2,530	2,530	2,530

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

rental vans and fuel	2,535	2,535	2,535	2,535
Total Expenditures: \$	2535	2535	2535	2535
Net (Revenue minus Expenditures)	-203	-5	-5	-5

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
HM500	D20056			