

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

I.	Request to:	<input checked="" type="checkbox"/> ESTABLISH a Campus Fee	<input type="checkbox"/> ADJUST a Campus Fee
II.	Name of Fee:	ESM 469 Mattole Field Camp	
III.	Current Fee:	\$ 0	per student
	Proposed Fee:	\$ 400	per student
IV.	Proposed Effective Date:	Spring 2024	

Routing Order:

1. Submitted by:	<u>Alison O'Dowd</u>	<u><i>Alison O'Dowd</i></u>	<u>9-28-23</u>	<u>x3438</u>
	Dept. Representative Name	Signature	Date	Phone
2. Approved by:	<u>Eric Riggs OR BORI MAZZAS</u>	<u><i>Bori Mazzas</i></u>	<u> </u>	<u>4921</u>
	Dean / Director Name	Signature	Date	Phone
3. Approved by:	<u>Jenn Capps</u>	<u><i>Jenn Capps</i></u>	<u>Sep 29, 2023</u>	<u>3722</u>
	Vice President Name	Signature	Date	Phone
4. Approved By:	<u>Sandy Wieckowski</u>	<u><i>Sandra Wieckowski</i></u>	<u>Oct 4, 2023</u>	<u>4937</u>
	Associate Director, SFS	Signature	Date	Phone
5. Recommended by:	<u>Chrissy Hollickey</u>	<u><i>Chrissy Hollickey</i></u>	<u>11/29/23</u>	<u>3341</u>
	Chair - SFAC	Signature	Date	Phone

Recommend approval
 Recommend approval w/modification
 Recommend Denial

Comments from SFAC (if needed)
voted to approve for recommendation at 11/16/23 meeting

5. Reviewed By: _____ Date _____ Phone _____

Fee Approved
 Fee approved with modifications
 Fee Denied

Comments from the President (if needed):

7. Form with President's signature sent to Associate Director, Student Financial Services.

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

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Fee Category: Category IV (Misc. campus fees) Category V (Self support program fees)

In accordance with the provisions of the California State University (CSU) Executive Order 1102, the President is delegated the authority for the establishment, oversight and adjustment of Category IV and V fees. To facilitate this process, please provide the information requested below.

Required documents for submission of proposal:

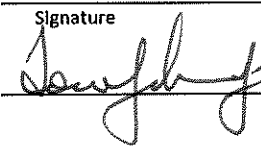
Part 1 - Fee Request Form for appropriate fee category, signed by Requestor, Dean/Director and the divisional Vice President

Part 2 - Fee Request Narrative

Part 3 - Financial Data Sheet

I.	Request to:	<input type="checkbox"/> ESTABLISH a Campus Fee	<input type="checkbox"/> ADJUST a Campus Fee
II.	Fee Type: (Check each applicable box)	<input checked="" type="checkbox"/> Student Fee	<input type="checkbox"/> Non-Student Fee
III.	Name of Fee:	_____	
IV.	Current Fee: \$	_____	per _____
	Proposed Fee: \$	_____	per _____
V.	Proposed Effective Date:	_____	

Routing Order:

1. Submitted by:	_____	_____	_____	_____
	Dept. Representative Name	Signature	Date	Phone
2. Approved by:	_____	_____	_____	_____
	Dean /Director Name	Signature	Date	Phone
3. Approved by:	_____	_____	_____	_____
	Vice President Name	Signature	Date	Phone
4. Reviewed By:	Sandra Wieckowski	_____	_____	826-4937
	Associate Director, SFS	Signature	Date	Phone
5. Approved By:	_____		11.30.23	_____
		Signature	Date	Phone

Fee Approved Fee Denied

Comments from the President (if needed):

Additional comments from other reviewers:

6. Form with President's signature sent to Associate Director, Student Financial 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 Mattole Field Institute has been run in conjunction with the ESM department and Mattole Restoration Council for many years. In the past, students have paid for the course fees directly to the Mattole Restoration Council, but this meant that the expense was not eligible for financial aid. Therefore, we'd like to propose a \$400 course fee to cover approximately 50% of the course cost. The ESM field trip budget will cover the remaining 50% of the course cost.

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

The student fee will cover approximately 50% cost of the field course including camp site fees, meals, transportation and guest speakers. The ESM field trip budget will cover the remaining ~50% of the course cost.

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

In past years, students paid for this field course by writing a check directly to the Mattole Restoration Council, but this meant that the expense was not eligible for financial aid. The reason to add this course fee is so it is eligible to be covered by the student's financial aid. The actual cost of the course per student is approximately \$800 (based on 2023 costs), so a fee of \$400 would cover approximately half of the course cost and keep the fee relatively low for students.

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

See response in #3.

5. Time line information:

We would like this fee implemented in time for the course to be offered in spring 2024.

CNRS Council of Chairs meeting

September 28, 2023 meeting, 9 AM - 10:50 AM

BSS 302, and Zoom at the link below for those who need to be remote

<https://humboldtstate.zoom.us/j/85711043895?pwd=dmczSlJEei9XcXZTWXZrTmdxOTQvZz09>

Meeting ID: 857 1104 3895

Passcode: 834511

One tap mobile

+16699006833,,85711043895# US (San Jose)

Agenda

Special Guests & Discussion: ~9:15 start

- *Athletics & Advising: Andrea Webb, Amanda Nelson, Julie Alderson, Daniel Gallardo and Loren Collins - discussion of travel schedules and supporting student athletes (~30 min)*
- *Advising: Loren Collins - updates on professional advisors, faculty advising training, advising for pre-professional careers (~45 min)*

Updates

- Campus-wide committee updates as appropriate (Senate, ICC, etc.) - whomever has updates, feel free to bring them
- CNRS DEI Committee launch
- English stretch and block scheduling update
- Physical plan updates: on-site meeting of physical planning group next Tue; USFAC approved early moves

Next Time

- October 12, 2023 - see you then! Any agenda items - please mail cnrsdean@humboldt.edu by Weds Oct 11 COB and we'll get it on for next time

Signature:

Email: alb91@humboldt.edu