FEE REQUEST FORM - Part 1 of 3

Student Fee Category: 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: [ ] ESTABLISH a Campus Fee [ ] ADJUST a Campus Fee

II. Name of Fee: ESM 469 Mattole Field Camp

III. Current Fee: $0 per student

IV. Proposed Fee: $400 per student

IV. Proposed Effective Date: Spring 2024

Routing Order:

1. Submitted by: Alison O'Dowd
   Dept. Representative Name: Signature: 9-28-23 Date: x 3438 Phone: 4921

2. Approved by: Eric Riggs
   Dean /Director Name: Acting Dean /Signature: Date: Sep 29, 2023 Phone: 3722

3. Approved by: Jenn Capps
   Vice President Name: Signature: Date: Oct 4, 2023 Phone: 4937

4. Approved By: Sandy Wieckowski
   Associate Director, SFS: Signature: Date: 11/16/23 Phone: 3341

5. Recommended by: Chair - SFAC
   Signature: Date: 11/16/23 Phone: 4937

Comments from SFAC (if needed):

Voted to approve for recommendation at 11/16/23

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.
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:  ☐ ESTABLISH a Campus Fee  ☐ ADJUST a Campus Fee

II. Fee Type:
   (Check each applicable box)  ☑ Student Fee  ☐ 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  __________________________ Signature  __________________________ Date  826-4937
   Phone

5. Approved By:
   Associate Director,
   SFS  __________________________ 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.
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.
**Name of Fee:** ESM 469 Mattole Field Camp  
**Current Fee:** 0  
**Proposed fee:** $400

<table>
<thead>
<tr>
<th>Year</th>
<th>14</th>
<th>14</th>
<th>14</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current # of participants</td>
<td>14</td>
<td>14</td>
<td>14</td>
<td>14</td>
</tr>
</tbody>
</table>

**Historical Data**  
*(for fee increase proposal)*  
**Fiscal year:** 400

<table>
<thead>
<tr>
<th>Year</th>
<th>400</th>
<th>400</th>
<th>400</th>
</tr>
</thead>
</table>
| **Prospective Data**  
*(2 years for fee increase; 3 years for new fee)* | 5600 | 5600 | 5600 |

**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:**  
| Student Fees | 5600 | 5600 | 5600 |
| Departmental Support | 5600 | 5600 | 5600 |
| **Total Revenue:** $ | 11200 | 11200 | 11200 |

**Expenditure Type:**  
(List typical categories of expenditure costs that the fee proposed will cover - salaries, travel, supplies, rental of meeting room, etc.)  
| Camp site, meals, transportation and guest speakers | 11,200 | 11,200 | 11,200 |

| **Total Expenditures:** $ | 11.2 | 11.2 | 11.2 |
| **Net (Revenue minus Expenditures)** | 11188.8 | 11188.8 | 11188.8 |

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

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT ID</th>
<th>PROGRAM</th>
<th>CLASS</th>
<th>PROJECT</th>
</tr>
</thead>
</table>

*Form updated: 2/15/2023*
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=dmczSlJFeFl9XcXZTWXZrTmdxQTQyZz09

Meeting ID: 857 1104 3895
Passcode: 834511
One tap mobile
+16699008833,85711043895# 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