

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:	Geology 334 Field Trip Fee	
III. Current Fee:	\$ N/A	per _____
- Proposed Fee:	\$ 50-\$165	per student _____
IV. Proposed Effective Date:	12/1/2018	

Routing Order:

1. Submitted by:	Stephen Tillinghast	<i>[Signature]</i>		
	Dept. Representative Name	Signature	Date	Phone
2. Approved by:	Dale R. Oliver	<i>[Signature]</i>	9/17/18	x4921
	Dean / Director Name	Signature	Date	Phone
3. Approved by:	Dr. Alex Enyedi	<i>[Signature]</i>	9/18/18	3722
	Vice President Name	Signature	Date	Phone
4. Approved By:	Sandra Wieckowski	<i>[Signature]</i>	10/29/18	4937
	Manager, Student Financial Services	Signature	Date	Phone
5. Recommended by:	Jazmin Sandoval	<i>[Signature]</i>	10/30/18	
	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) Unanimous decision, Nick was proxy for Wayne who was absent			
5. Reviewed By:	Lisa A. Rossbacher	<i>[Signature]</i>	10.31.18	X 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): Projected expenses for Death Valley, as an example, clarifies the requested range for this fee.			
7. Form with President's signature sent to Manager, 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.

Per policy, the College will support the first \$50 per student cost for the field trip.

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

This fee will pay for group food, campground expenses, basic camping supplies (propane, ice, cleaning supplies, etc), and some of the transportation cost. The balance of transportation cost is typically covered by the College (the \$50/student referenced above)

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

Geol 334 is a long established class that has a new instructor. It is a required class for the Geology BS. Our department has a strong field emphasis that often requires multi-day, off-campus field trips that may be hundreds of miles away. CNRS is required to support the first \$50 per student cost for such trips, but there is no support for expenses above \$50 per student. This fee will be used to cover the travel expenses that exceed \$50 per student. In order to maintain our emphasis of strong field centered activities, we must charge a fee. Our students and Alumni often point to their field experience as being an important part of their education at Humboldt.

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

We attempt to keep the cost of field trips as low as possible by staying in campgrounds, or low cost bunk style housing, and preparing group meals. Since the fee requested is a range, we can customize the fee to the trip planned for the current semester by estimating the total cost for a particular location. The instructor may elect to do a shorter trip, or a trip to a closer location that would be less expensive. This is why we request the fee be a range rather than a set amount.

5. Time line Information:

This class will be offered in the Spring of 2019



We propose establishing a field trip fee range of \$0 to \$165 for Geol 334, Structural Geology. This fee is needed to maintain the field component of this class. Costs for transportation and food continue to rise but state support has not increased. In light of this the Geology Department has two choices. 1) we can establish a fee to help cover these increased costs or 2) we can restrict the number and/or distance of the field trips. The Geology program is strongly field based; students want the field experience; and prospective employers expect field and instrumentation experience from our graduates. Therefore, we have opted to pursue the option to establish a field trip fee for this course

The fee for each semester will vary depending on the location(s) chosen to visit. The attached prospective fee estimates are based on the maximum distance that might be traveled. The fee will be set based on the planned field trip location chosen by the instructor each semester and will be kept as low as possible. Note that per CSU policies, student fee money will not be used to cover travel expenses for faculty or staff.

projected expenses are calculated as follows:

Trip to Death Valley NP for 6 days, 24 students:

1400 miles round trip, plus 500 miles while in Park multiplied by four (4) vehicles = 7600 miles. 7600 miles @ \$.35/mile (fuel cost) = \$2660

Group food - \$13 dollars/day for 6 days for 24 students = \$2160

Group campsite @ Furnace Creek campground is \$60/night for 4 nights (2 nights spent on road at free campground) = \$240

Miscellaneous camping supplies (cooler ice, propane fuel, paper towels, sponges, etc) = \$100

Grand total = \$5160 or \$215 per student. Assuming \$50 per student is covered by the college that leaves a fee of \$165 per student.

This estimate represents the most expensive trip that this class would take in any given semester. The instructor may elect to take a similar trip that is either closer to campus or to a more inexpensive location. The fee would then be calculated the same way so that the set fee would only be for field trip costs in excess of the \$50 provided by the college.