

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

Routing Order:

1. Submitted by:	Stephen Tillinghast	Signature	Date	Phone
	Dept. Representative Name			
2. Approved by:	Dale Oliver	Dale H. Oliver	9/17/18	x 4921
	Dean / Director Name	Signature	Date	Phone
3. Approved by:	Dr. Alex Enyedi	[Signature]	9/18/18	3722
	Vice President Name	Signature	Date	Phone
4. Approved By:	Sandra Wieckowski	Sandra Wieckowski	10/29/18	4937
	Manager, Student Financial Services	Signature	Date	Phone
5. Recommended by:	Jazmin Sandoval	Jazmin Sandoval	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, everyone voted yes. Nick was proxy for Wayne				
5. Reviewed By:	Lisa A. Rossbacher	Lisa A. Rossbacher	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): Clear statement about how the specific fee will be adjusted to match the costs of a trip, and will vary depending on location, distance, & other factors - up to \$50.				
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 550 is a graduate level class that has a new instructor. This graduate level class is open to undergraduates and is often used to fulfill part of the elective requirements for a degree in Geology. Our dept has a strong field emphasis that often require multi-day, off-campus field trips that may be hundreds of miles away. CNRS is required to support the first \$50/student cost for such trips but there is no support for expenses above \$50. This fee will be used to cover the travel expenses beyond \$50/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.

Alex Bryson

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

We attempt to keep the fee as low as possible. We stay in campgrounds, or low cost bunk style housing, and prepare group meals to keep costs as low as possible. 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. Therefore, the estimated expenses on the next page represent the cost of the most expensive trip we imagine running for the class. 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

Name of Fee: Geology 550 Field Trip Fee

Current Fee	Proposed fee		
	Year 1	Year 2	Year 3
	50	50	50

Current # of participants	Estimated # of participants that will be assessed this fee		
	15	15	15

Fiscal year	Historical Data (for fee increase proposal)	Prospective Data (2 years for fee increase; 3 years for new fee)		
		2019-20	2021-22	2022-23

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:

	Year 1	Year 2	Year 3
College support - \$50/student	750	750	750
MSF Fee set to appropriate amount in range	750	750	750
Total Revenue: \$	1,500	1,500	1,500

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

	Year 1	Year 2	Year 3
group food (see attached for details)	585	585	585
lodging	450	450	450
camping supplies	50	50	50
vehicle charges (\$.80/mile)	420	420	420
Total Expenditures: \$	1505	1505	1505
Net (Revenue minus Expenditures)	-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

We propose establishing a field trip fee range of \$0 to \$50 for Geol 550, Fluvial Processes. The requested fee is necessary 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 increasing costs, the Geology Department has two choices. 1) we can establish a fee to help cover these increased costs or 2) 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 Clear Lake, CA for 3 days, 15 students:

400 miles round trip, plus 100 miles while in field multiplied by three (3) vehicles = 1200 miles. 1200 miles @ \$.35/mile (fuel cost) = \$420

Group food - \$13 dollars/day for 3 days for 15 students = \$585

Research station - \$10/night per person. 3 nights for 15 students = \$450

Miscellaneous camping supplies (cooler ice, propane fuel, paper towels, etc.) = \$50

Grand total = \$1505 or \$100 per student. Assuming \$50 per student is covered by the college, which leaves a fee of \$50 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 for the term would only be for field trip costs in excess of the \$50 provided by the college.

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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:	\$ 0-\$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:	<i>Dale R. Oliver</i>	<i>[Signature]</i>	9/17/18	x1921
	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:	<i>Jazmin Sandoval</i>	<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): <i>Unanimous decision. Nick was proxy for Wayne who was absent</i>			
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): <i>Projected expenses for Death Valley, as an example, clarifies the requested range for this fee.</i>			
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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