HUMBOLDT STATE UNIVERSITY

FEE REQUEST FORM - Part 1 of 3

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: ☒ ESTABLISH a Campus Fee ☐ ADJUST a Campus Fee

II. Name of Fee: Geology 550 Field Trip Fee

III. Current Fee: $ N/A per

Proposed Fee: $ 50-550 per student

IV. Proposed Effective Date: 12/1/2018

Routing Order:

1. Submitted by: Stephen Tillinghast

2. Approved by: Dan Oliver

3. Approved by: Dr. Alex Enyedi

4. Approved By: Sandra Wieckowski

5. Recommended by: Jasmin Sandova1

Recommend approval ☒ Recommend approval w/modification ☐ Recommend Denial

Comments from SFAC (if needed): Unanimous decision, everyone voted yes. Nick was proxy for Wayne.

5. Reviewed By: Lisa A. Rossbacher

Fee Approved ☒ Fee approved with modifications ☐ 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, or 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.

Form updated: 05/11/16
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.

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
## Financial Data Sheet Supporting Fee Request - Part 3 of 3

**Name of Fee:** Geology 550 Field Trip Fee

<table>
<thead>
<tr>
<th>Current Fee</th>
<th>Proposed Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
</tr>
<tr>
<td></td>
<td>50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current # of participants</th>
<th>Estimated # of participants that will be assessed this fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

### Historical Data

**Fiscal year**

<table>
<thead>
<tr>
<th>Fiscal year</th>
<th>2019-20</th>
<th>2021-22</th>
<th>2022-23</th>
</tr>
</thead>
</table>

**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:

| 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:

- **Group food (see attached for details)**
- **Lodging**
- **Camping supplies**
- **Vehicle charges ($0.80/mile)**

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group food</td>
<td>585</td>
<td>585</td>
<td>585</td>
</tr>
<tr>
<td>Lodging</td>
<td>450</td>
<td>450</td>
<td>450</td>
</tr>
<tr>
<td>Camping supplies</td>
<td>50</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Vehicle charges</td>
<td>420</td>
<td>420</td>
<td>420</td>
</tr>
<tr>
<td><strong>Total Expenditures:</strong></td>
<td><strong>1505</strong></td>
<td><strong>1505</strong></td>
<td><strong>1505</strong></td>
</tr>
<tr>
<td><strong>Net (Revenue minus Expenditures)</strong></td>
<td><strong>-5</strong></td>
<td><strong>-5</strong></td>
<td><strong>-5</strong></td>
</tr>
</tbody>
</table>

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: 05/11/16*
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.
**HUMBOLDT STATE UNIVERSITY**

**FEE REQUEST FORM - Part 1 of 3**

**Student Fee Category:**  ☑ Category III (Course fees)

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<tr>
<td>II. Name of Fee:</td>
<td>Geology 334 Field Trip Fee</td>
<td></td>
</tr>
<tr>
<td>III. Current Fee:</td>
<td>$ N/A per student</td>
<td></td>
</tr>
<tr>
<td>Proposed Fee:</td>
<td>$0-$165 per student</td>
<td></td>
</tr>
<tr>
<td>IV. Proposed Effective Date:</td>
<td>12/1/2018</td>
<td></td>
</tr>
</tbody>
</table>

**Routing Order:**

1. Submitted by: Stephen Tillinghast  
   Dept. Representative Name  
   Signature  
   Date  
   Phone

2. Approved by: Dale R. Oliver  
   Dean / Director Name  
   Signature  
   Date  
   Phone

3. Approved by: Dr. Alex Enyedi  
   Vice President Name  
   Signature  
   Date  
   Phone

4. Approved By: Sandra Wieckowski  
   Manager, Student Financial Services  
   Signature  
   Date  
   Phone

5. Recommended by:  
   Chair - SFAC  
   Signature  
   Date  
   Phone

- ☑ Recommend approval  
- ☐ Recommend approval w/modification  
- ☐ Recommend Denial

**Comments from SFAC (if needed):**

Unanimous decision: Nick was proxy for Wayne who was absent.

5. Reviewed By: Lisa A. Rossbacher  
   President  
   Signature  
   Date  
   Phone

- ☑ Fee Approved  
- ☐ Fee approved with modifications  
- ☐ Fee Denied

**Comments from the President (if needed):**

Projected expenses for Death Valley, as an example, clarify 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.

Form updated: 09/11/16