

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

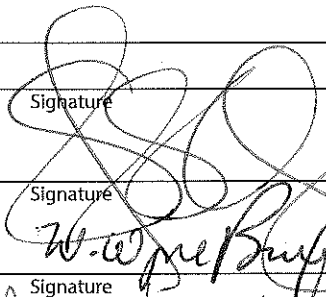
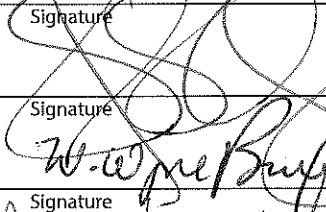
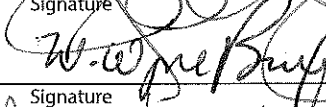
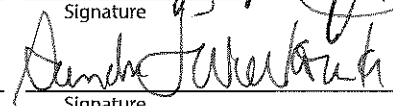
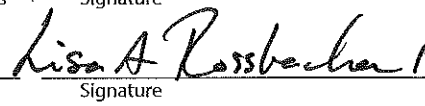
In accordance with the provisions of the California State University (CSU) Executive Order 1102, the President is delegated the authority for the establishment, oversight and adjustment of Category IV and V fees. To facilitate this process, please provide the information requested below.

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

Routing Order:

1. Submitted by:	Todd Larsen		Date	Phone
	Dept. Representative Name	Signature		
2. Approved by:	Stephen St. Onge		8.13.18	x 3003
	Dean / Director Name	Signature	Date	Phone
3. Approved by:	Wayne Brumfield		10-20-18	
	Vice President Name	Signature	Date	Phone
4. Reviewed By:	Sandra Wieckowski		11-31-18	826-4937
	Manager, Student Financial Services	Signature	Date	Phone
5. Approved By:	Lisa A. Rossbacher		10-31-18	x 3311
	President	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 Manager, Student Financial Services.

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

1. Clearly list all assumptions used when creating this proposal.

Housing is budgeting via a five year plan to build reserves for planned construction of a new 450 bed residence hall, combined with a dining hall and a new student health center. Estimated need for down payment is \$13M. Forecasting in the 5 year plan gets us close to our total reserve requirements in 2022/23 where 56% of our total reserves can be used for Capital Development for New Projects. The rest of the reserves are set aside for economic uncertainty, major maintenance/capital renovation, and future debt service.

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

This 3% rate increase is the minimum we need to hit our target for the 2022/23 academic year, assuming 3% per year until then.

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

Housing has to fund the major share of the down payment for the new proposed residence hall/dining hall/health center project. Mandated payroll and benefit cost increases cost over \$300K annually, which include CSU Union GSI and minimum wage increases.

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

To keep the fee request down to 3%, we have reduced our planned Capital Repairs/Improvements from a \$2M target down to \$1.5M for the next 5 years. We have also updated our Housing Reserve Plan to help favor the funding for Capital Development for New Projects so we can hit our down payment goal in 2022/23 instead of having to wait longer.

Our Housing buildings have over \$65M in deferred maintenance and are showing their age visibly which hurts recruitment for new Freshman and Transfers.

5. Time line Information:

Rates will be effective for the 2019/20 academic/fiscal year at the 3% increase, with 3% increases proposed through 2023/2024 in order to reach our down payment goals for CSU bond financing for the new Housing/Dining/Health facility.

Name of Fee:

Housing Rate Increase

Fiscal Year

2018-19

2019-20

2020-21

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.

Number of Participants*

1,998

1,998

1,998

Historical Data
(for Fee Increase Proposal)

Fee Revenue Type:	# of Participants	Current Fee	Current Revenue*
Residence Halls Single	107	\$ 7,976.00	\$ 827,829.04
Residence Halls Double	804	\$ 6,444.00	\$ 5,025,546.72
Residence Halls Triple	186	\$ 4,794.00	\$ 864,933.48
Campus Apartments Single	7	\$ 7,976.00	\$ 54,157.04
Campus Apartments Double	198	\$ 6,444.00	\$ 1,237,634.64
Creekside Apartments Single	10	\$ 8,338.00	\$ 80,878.60
Creekside Apartments Double	120	\$ 6,738.00	\$ 784,303.20
Creekside Suites Single	21	\$ 7,976.00	\$ 162,471.12
Creekside Suites Double	92	\$ 6,444.00	\$ 575,062.56
College Creek Single	307	\$ 8,432.00	\$ 2,510,965.28
College Creek Double	84	\$ 6,804.00	\$ 554,389.92
College Creek Bed Double	62	\$ 6,532.00	\$ 394,037.28
Conferences, Dining Rent, Workshops & Summer Rent	n/a	n/a	\$ 1,67,908.00
Other - Damages, Late Payments, Service Fees, Investments	n/a	n/a	\$ 627,700.00
Total Revenue			\$ 15,467,816.88

Prospective Data
(2 years for fee increase; 3 years for new fee)

# of Participants	Year 1 Proposal	1st Year Revenue*
107	\$ 8,216.00	\$ 852,738.64
804	\$ 6,638.00	\$ 5,176,843.44
186	\$ 4,938.00	\$ 890,913.96
7	\$ 8,216.00	\$ 55,786.64
198	\$ 6,638.00	\$ 1,274,894.28
10	\$ 8,588.00	\$ 83,303.60
120	\$ 6,940.00	\$ 807,816.00
21	\$ 8,216.00	\$ 167,359.92
92	\$ 6,638.00	\$ 592,375.12
307	\$ 8,688.00	\$ 2,586,603.94
84	\$ 7,008.00	\$ 571,011.84
62	\$ 6,750.00	\$ 405,945.00
n/a	n/a	\$ 1,785,464.00
n/a	n/a	\$ 636,445.00
Total		\$ 15,887,501.38

# of Participants	Year 2 Proposal	2nd Year Revenue*
107	\$ 8,462.00	\$ 878,270.98
804	\$ 6,838.00	\$ 5,332,819.44
186	\$ 5,086.00	\$ 917,616.12
7	\$ 8,462.00	\$ 57,556.98
198	\$ 6,838.00	\$ 1,313,306.28
10	\$ 8,846.00	\$ 85,806.20
120	\$ 7,148.00	\$ 832,027.20
21	\$ 8,462.00	\$ 172,370.94
92	\$ 6,838.00	\$ 610,223.12
307	\$ 8,948.00	\$ 2,664,624.92
84	\$ 7,218.00	\$ 588,122.64
62	\$ 6,954.00	\$ 418,213.56
n/a	n/a	\$ 1,800,314.00
n/a	n/a	\$ 655,429.00
Total		\$ 16,326,801.38

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

Expenditure Type	2018-19	2019-20	2020-21
Salaries & Benefits	\$ 5,113,146.00	\$ 5,317,671.84	\$ 5,330,378.71
Operating Expenses and Equipment	\$ 4,596,465.00	\$ 4,674,604.91	\$ 4,754,073.19
Order System Costs	\$ 57,673.00	\$ 57,921.36	\$ 57,921.36
Debt Service	\$ 3,402,464.00	\$ 3,407,139.00	\$ 3,407,139.00
Capital Repairs/Improvements	\$ 1,127,835.00	\$ 1,500,000.00	\$ 1,500,000.00
Total Expenditures	\$ 14,997,583.00	\$ 14,957,337.11	\$ 15,249,512.26
Net (Revenue minus Expenditures	\$ 1,170,233.88	\$ 930,164.27	\$ 1,077,289.12

Humboldt State University - Housing 5 Year Forecast

	ACTUAL 2013/14	ACTUAL 2014/15	ACTUAL 2015/16	ACTUAL 2016/17	ACTUAL 2017/18	BUDGET 2018/19	PROJECTION 2019/20	PROJECTION 2020/21	PROJECTION 2021/22	PROJECTION 2022/23	PROJECTION 2023/24
INCOME:											
(Percent Increase Residence Hall Fees From Previous Year)		2.04%	5.21%	3.99%	0.00%	5.00%	3.00%	3.00%	3.00%	3.00%	3.00%
(Percent Increase Conf. Dining, Workshops & Summer Rent Fees From Previous Year)		9.35%	3.08%	1.17%	-0.16%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Fees from Residence Halls	11,407,287	11,639,682	12,256,199	12,660,911	12,822,182	13,471,386	13,600,709	13,944,629	14,360,667	14,779,186	15,203,561
Conferences, Dining Rent, Workshops & Summer Rent	1,440,619	1,673,369	1,623,901	1,808,490	1,895,679	1,692,730	1,709,678	1,726,774	1,744,042	1,761,482	1,779,097
Other - Damages, Late Payments, Service Fees, Investments	470,355	545,484	544,104	689,427	665,688	627,700	636,413	655,368	674,951	695,092	715,836
A. TOTAL INCOME	13,318,221	13,760,514	14,414,204	15,154,828	15,293,447	15,467,816	15,896,799	16,326,801	16,779,660	17,245,760	17,725,494
(Overall Increase in Total Income)	6.98%	3.32%	4.76%	5.14%	0.91%	1.14%	2.71%	2.77%	2.77%	2.78%	2.78%
EXISTING PROGRAM OPERATIONS:											
Salaries and Benefits	3,816,560	3,709,205	3,707,882	3,971,431	4,751,157	5,113,146	5,317,672	5,530,379	5,751,594	5,981,658	6,220,924
Operating Expenses and Equipment	3,592,132	3,536,262	3,455,832	3,746,282	3,863,465	4,566,465	4,674,605	4,754,073	4,834,892	4,917,096	5,000,676
Other System Costs	286,333	290,980	190,236	213,393	20,499	57,673	57,921	57,921	57,921	49,729	49,729
B. TOTAL PROGRAM OPERATIONS	7,695,025	7,536,457	7,354,050	7,925,106	8,635,121	9,737,284	10,050,198	10,342,373	10,644,408	10,948,473	11,271,329
Net Operating Income	5,623,196	6,224,057	7,050,154	7,229,722	6,658,327	5,700,532	5,836,601	5,984,427	6,135,253	6,297,287	6,454,165
CAMPUS DEBT EXPENSES											
Existing Debt Service (JGC + Creekvlew)	855,373	855,499	860,062	796,700	481,875	481,875	481,875	481,875	481,875	481,875	481,875
Existing Debt Service - College Creek	3,170,885	3,171,694	3,171,694	2,817,543	2,917,559	2,920,599	2,925,264	2,925,264	2,925,264	2,925,264	2,925,264
NET FUND BALANCE (A-B-C)	1,610,954	2,286,001	3,395,818	3,615,479	3,259,392	2,298,058	2,429,482	2,577,288	2,728,114	3,372,023	3,528,901
Transfers to Reserves											
Debt Service Coverage Ratio	1.47	1.62	1.80	2.06	1.96	1.69	1.73	1.77	1.82	2.17	2.22
Five Year Average - Debt Service Ratio	1.765	1.66	1.42	1.46	1.78	1.83	1.66	1.84	1.80	1.84	1.84
Cumulative Cash	7,864,141	9,409,653	12,133,406	15,136,130	17,598,877	18,656,315	19,868,942	20,994,230	22,162,344	24,034,367	26,063,268
Annual Hk 2007/200 Repair/Equip Improvement	712,830	916,704	612,735	866,646	1,279,630	1,727,835	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Remaining Fund Balance	6,991,311	8,492,849	11,520,651	14,277,484	16,257,247	17,427,480	18,356,942	19,434,230	20,626,344	22,538,367	24,563,268
Change from prior year	972,395	1,541,538	3,027,802	2,756,833	1,979,762	1,170,233	929,652	1,077,288	1,228,114	1,872,023	2,028,901
Targeted Budgeted Reserves @ 8% Total Gross Revenues	1,065,458	1,100,841	1,153,136	1,212,366	1,223,478	1,297,426	1,270,844	1,306,144	1,342,373	1,379,561	1,418,040



Kay Libolt <jkl7001@humboldt.edu>

19/20 Housing Rate Increase Request packet

Todd Larsen <tal374@humboldt.edu> Fri, Sep 28, 2018 at 9:35 AM
To: Kate Stroup <kate.stroup@humboldt.edu>, Marguerite Powers <Marguerite.Powers@humboldt.edu>
Cc: Wayne Brumfield <Wayne.Brumfield@humboldt.edu>, Kay.Libolt@humboldt.edu

Thanks, Kate, for the update. Joy and Michelle had no recollection of the packet. We submitted it on August 10 to Sandy, who forwarded it to VP Brumfield.

Fall Preview is Oct 26, so we need to print up all our rates for 2019/20 in our Living Here Brochure prior to that. We're working on the draft now to get to MarCom but waiting on the rate finalization.

Peggy Metzger needs all rates from Housing & Dining to post for Cost of Attendance for the CO and FAFSA by October 20.

Hopefully we can hear on the rate approval by the week of October 8 to get our materials printed for Fall Preview.

Thanks—and happy Friday J

RECEIVED
OCT 18 REC'D
VICE PRESIDENT FOR
STUDENT AFFAIRS

Todd Larsen | Associate Director of Business Operations

HUMBOLDT STATE UNIVERSITY

HOUSING & RESIDENCE LIFE | 355 Granite Ave · Arcata, CA 95521
Office: 1.707.826.5310 | Fax: 1.707.826.5316 | housing.humboldt.edu




Our Mission: The Department of Housing enhances the academic mission of the University by providing residents with high quality facilities, programs and services that support and promote learning, personal growth, service, environmental consciousness and social justice advocacy.

From: Kate Stroup <kate.stroup@humboldt.edu>
Sent: Friday, September 28, 2018 9:27 AM
To: Todd Larsen <tal374@humboldt.edu>; Marguerite Powers <Marguerite.Powers@humboldt.edu>
Cc: Wayne Brumfield <Wayne.Brumfield@humboldt.edu>; Kay.Libolt@humboldt.edu
Subject: 19/20 Housing Rate Increase Request packet

**Humboldt State University
Housing & Residence Life**

Memo

To: Sandy Wieckowski
From: Todd Larsen 
cc: Stephen St. Onge, Amber Blakeslee
Date: October 2, 2015
Re: Housing & Residence Life 2019/20 Rate Increase Request

Attached is Housing & Residence Life's 2019/20 rate increase request.

Amber and I have reviewed the updated 5 year plan and our need for our Housing Reserve Fund goal for our on campus new Housing project. We are recommending a 3% rate increase to help us reach our down payment goal for the project in year 2022/23.

Please let us know if you have any questions. We look forward to getting this approved so we can prepare our rate sheets for the Financial Aid cost of attendance deadline in September.

Thank you.

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