**Humboldt State University**

**Fee Request Form - Part 1 of 3**

**Fee Category:**
- [ ] Category IV (Misc. campus fees)
- [x] 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

<table>
<thead>
<tr>
<th>I. Request to:</th>
<th>☐ Establish a Campus Fee</th>
<th>[x] Adjust a Campus Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>II. Fee Type:</td>
<td></td>
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<tr>
<td>(Check each applicable box)</td>
<td>☐ Student Fee</td>
<td>☐ Non-Student Fee</td>
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<tr>
<td>III. Name of Fee:</td>
<td>Housing Rate Increase</td>
<td></td>
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<td>IV. Current Fee:</td>
<td>$ See attached per</td>
<td></td>
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<tr>
<td>Proposed Fee:</td>
<td>$ See attached per</td>
<td></td>
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<td>V. Proposed Effective Date:</td>
<td></td>
<td></td>
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</tbody>
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**Routing Order:**

1. Submitted by: Todd Larsen
   - Dept. Representative Name
   - Signature
   - Date
   - Phone

2. Approved by: Stephen St. Onge
   - Dean/Director Name
   - Signature
   - Date
   - Phone

3. Approved by: Wayne Brumfield
   - Vice President Name
   - Signature
   - Date
   - Phone

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

5. Approved By: Lisa A. Rossbacher
   - Signature
   - Date
   - Phone

- [x] 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.
19/20 Housing Rate Increase Request packet

Todd Larsen <tal374@humboldt.edu>
To: Kate Stroup <kate.stroup@humboldt.edu>, Marguerite Powers <Marguerite.Powers@humboldt.edu>
Cc: Wayne Brumfield <Wayne.Brumfield@humboldt.edu>, Kay.Libolt@humboldt.edu

Fri, Sep 28, 2018 at 9:35 AM

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 28, 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

Todd Larsen | Associate Director of Business Operations

HUMBOLDT STATE UNIVERSITY

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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.
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.