



California State University, Long Beach

Date: January 22, 2013
To: Douglas W. Robinson, Chair
Student Fee Advisory Committee
From: Nancy Eckhous
University Bursar
Subject: Request to Modify the Existing KPE Fee II for KIN 104A, Bowling

The Kinesiology Department in the College of Health and Human Services is requesting approval to increase the existing KPE Fee II from \$25 to \$33 effective Fall 2013. The increase is needed to cover the increased costs of renting the bowling alley for KIN 104A, Bowling. The rental cost is documented on the attached invoice and supports the charge of \$33 per student.

Under EO 1054, this request meets the definition of a Category III fee: Fees associated with state-supported courses, specifically for materials and services used in concert with the basic foundation of an academic course offering. Responsibility and authority are as follows:

1. Fee Advisory Committee:

The fee advisory committee will consider proposals and make a recommendation to the president.

2. President:

The president is delegated authority for the oversight and adjustment of Category III fees. The president is responsible for assuring that appropriate and meaningful consultation occurs prior to adjusting any fee or requesting a new Category III fee. The president may establish fees within a range established by the chancellor.

The attached pages of this packet include the CHHS submittal request and supporting documentation of the cost per student. The costs appear reasonable and well supported. I recommend approval by the Student Fee Advisory Committee.

Please do not hesitate to let me know any questions or concerns you may have. Thank you.

Nancy Eckhous
University Bursar

Attachments

Cc: Sharon Taylor, AVP Financial Management



Category III - Modify or Cancel An Existing Fee Within Approved Ranges

General Information

Department / College Kinesiology/College of Health and Human Services (Dept ID: 00264)

Division AA

Course Catalog Number(s) KIN 104A

Course Name(s) Bowling

Fee Name KPE FEE II

Purpose of the Fee Cover expenses for bowling alley rental

Detailed Fee Description KIN 104A student fee is to cover the expenses associated with offering the course.

Reason for Changing Increase student fee from \$25.00 to \$33.00 to cover additional expense increase to rent the bowling alley of \$8 per student.

Effective Date Fall 2013

Contact Information

Name Doug Butler

Contact Phone: 52333, **Email:** lbutler2@csulb.edu

Request Status

Date Requested 12/19/12

Last Modified 12/19/12

Request ID 243

Account Number 501110

Fund Code CF015

Status In Review (Bursar)

CALIFORNIA STATE UNIVERSITY
LONG BEACH
RECEIVED

JAN 14 2012

OFFICE OF THE VICE PRESIDENT
DIVISION OF STUDENT SERVICES

Calculation of Fee Level

Personnel Services Cost

Last Year Min (Year 1) Max (Year 2)

Salaries and Wages

Temporary Help Cost

Student Assistants Cost

Staff Benefits Cost

Other Personnel Services Cost

Supplies and Services:

**Tangible Consumable
Materials**

Services

Insurance

Rentals

Other Supplies and Services

Other Costs

Any Other Costs 8025 10593 10593

Description Rental of Bowling Alley

Total Costs (A) \$ 8025 \$ 10593 \$ 10593

Number of Students/Year (B) 321 321 321

Calculated Cost per Student (C) = A / B \$ 25 \$ 33 \$ 33

Current Fee per Student (D) \$ 25

Increase/Decrease in Fee (E) = C - D From \$ 8 To \$ 8

Recommended Fee \$ 33

Authorization to Submit Request

Division VP/Appropriate Admin. Donald Para	Signature: 	Date: 1/11/13
Division AVP/College Dean Kenneth Millar	Signature: 	Date: 12/19/12
Department Chair/Manager Sharon Guthrie	Signature: 	Date: 12/20/12
ASM Doug Butler	Signature: 	Date: 12/18/12

Please contact us at sfac@csulb.edu if you have any additional questions.



UNIVERSITY STUDENT UNION
 Calif. State Univ., Long Beach
 1212 Bellflower Blvd. #229
 Long Beach, CA 90815-4199
 5629854994
 Billing Questions (562) 985-4994

SALESPERSON MISC	DATE OF INVOICE 10/31/2012
SHIP TO: KINESIOLOGY & PHYSICAL EDU. ATTN: DANA OSBORNE MS-4901	

TO:

KINESIOLOGY & PHYSICAL EDU.
 ATTN: DANA OSBORNE
 MS-4901

CUSTOMER ID	SHIPPING METHOD	PAYMENT TERMS	PURCHASE ORDER ID	TAX EXEMPTION ID
99-KINE		NET 30 DAYS		
QUANTITY	DESCRIPTION	DISCOUNT	UNIT PRICE	AMOUNT
	FOR: FALL 2012 BOWLING CLASSES			
	122 STUDENTS @ @ \$33.00 EACH			
/M	NONTXBLE SLES - BOWLING CLASS			3,660.00
NET INVOICE:				3,660.00
SALES TAX:				0.00
BALANCE DUE				3,660.00

Thank You

- Spring 2012

PLEASE RETURN REMITTANCE STUB WITH PAYMENT



99-KINE KINESIOLOGY & PHYSICAL
 10/31/2012 0026192-IN

Invoice Total: 3,660.00
 Balance Forward: 0.00
 Balance Due: 3,660.00

Amount Enclosed: _____

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Category III - Modify or Cancel An Existing Fee Within Approved Ranges Review and Approval Process

REQUEST INFORMATION

Department/College: Kinesiology/College of Health and Human Services
Fee Name: KPE FEE II
Chartfields (Fund Code - Acct Num - DeptID): CF015-501110-00264

BURSAR'S REVIEW

- Financial information reviewed and validated
- Financial information reviewed and the following exceptions are cited:

Date: / / Bursar: _____

AVP/FINANCIAL MANAGER'S REVIEW

- Financial information reviewed and validated
- Financial information reviewed and the following exceptions are cited:

Date: / / AVP/Financial Manager: _____

STUDENT FEE ADVISORY COMMITTEE'S REVIEW

Based upon the information presented, the Student Fee Advisory Committee:

- Recommends the **APPROVAL** of the request - forward to campus president for final approval
- Recommends the **DENIAL** of the request - return to requesting department (via Bursar's Office)

Comments:

Date: / / Chair, Student Fee Advisory Committee: _____

PRESIDENT'S DECISION

Based upon the recommendations made by the Student Fee Advisory Committee, I:

- APPROVE** the Student Fee Advisory Committee's recommendation
- DENY** the Student Fee Advisory Committee's recommendation

Comments:

Date: / / Campus President: _____