



Item: AF: A-1

AUDIT AND FINANCE COMMITTEE

Tuesday, February 18, 2014

**SUBJECT: REQUEST FOR APPROVAL OF MATERIALS AND SUPPLIES/EQUIPMENT FEES
(FEES FOR NEW OR EXISTING COURSES).**

PROPOSED COMMITTEE ACTION

Review and recommend approval of the requested new material and supply/equipment fees for courses listed in the documentation.

BACKGROUND INFORMATION

Florida Statutes provide authority to the Board of Trustees to establish Materials and Supplies/Equipment Fees, which help to offset the cost of materials and supplies and equipment that are "consumed in the course of the student's instructional activities," and cost of the "use and damage of facilities and equipment." These fees apply only to students who enroll in the specific course for which fees have been approved by the Board of Trustees. Fees are noted in the schedule of classes to inform students prior to their registration. Fees noted as "new" refer to both new courses added to the curriculum for the first time or fees added to existing courses that did not previously have a fee.

Florida Atlantic University employs a rigorous process initiated by the Provost's Office to review annually each request for conformity with the intent of the statute. Funds are segregated in specially-designated accounts that can be used only for the purposes outlined by statute. Florida Statutes authorizes the purchase of equipment in addition to the material and supply fees for courses approved by the Board of Trustees. This change authorizes the purchase of equipment for these courses that have been approved.

These funds are subject to audit by the Office of the Inspector General. Within the past twelve months, the Inspector General completed a review of the fees and found the University to be compliant.

IMPLEMENTATION PLAN/DATE

Beginning with Summer 2014 Term.

FISCAL IMPLICATIONS

None. Revenues and expenditures will balance.

Supporting Documentation: Materials and Supplies/Equipment Fees Request for 2014-15

Presented by:

Dr. Gary Perry, Interim Provost

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Materials and Supplies/Equipment Fee Request for 2014-15

Background

Florida Statute 1009.24 (14)(i) allows that “Each university board of trustees is authorized to establish the following fees: ...Materials and supplies fees to offset the cost of materials or supplies that are consumed in the course of the student’s instructional activities, excluding the cost of equipment replacement, repairs, and maintenance.” Florida Statute 1009.24 (14)(p) allows that “Each university board of trustees is authorized to establish the following fees: ...fees relating to the use and damage of facilities and equipment.” The following is submitted to establish material and supply/equipment fees for select courses.

Process

Annually, in the month of December, the Office of the Provost issues a call to each academic unit, through the Office of the Dean, to submit requests for materials and supplies fee changes for the following year, in this case 2014-15. These requests ask the academic unit to list the required supplies and materials, their cost, and the expected enrollment in the course in order to calculate a per student share of those costs. Upon return to the Office of the Provost, the requests are reviewed carefully to ensure they comply with the intent of the statute, i.e., only consumable supplies are included in the cost basis. Funds from this fee are segregated in dedicated auxiliary accounts. These accounts are monitored by the Budget Office and are subject to audit by the Office of the Inspector General.

		<u>Current</u>	<u>Proposed</u>
		<u>Lab Fee</u>	<u>Lab Fee</u>
<u>Dorothy F. Schmidt College of Arts and Letters</u>			
ART 1203C	Three-Dimensional Design	\$ 30.00	\$ 35.00
ART 2400C	Printmaking Etching	\$ 35.00	\$ 45.00
ART 2401C	Printmaking – Beginning Etching	\$ 35.00	\$ 50.00
ART 2600	Introduction to Digital Art	New	\$ 30.00
ART 2701C	Sculpture 1	\$ 30.00	\$ 50.00
ART 3402C	Printmaking 3	New	\$ 65.00
ART 3710C	Sculpture 2	\$ 30.00	\$ 50.00
ART 4403C	Advanced Printmaking	\$ 35.00	\$ 65.00
ART 4405	Topics – Printmaking	\$ 35.00	\$ 55.00
ART 5790C	Advanced Ceramics	\$ 15.00	\$ 35.00
ART 6793C	Clay and Glazes	\$ 15.00	\$ 35.00
ART 6931C	Design Seminar	New	\$ 20.00
ART 6932C	Special Topics: Graphic Design	New	\$ 20.00
GRA 3102	Principals of Visual Communications	New	\$ 15.00
GRA 3174	Poster Design	New	\$ 15.00
GRA 4522	Interactive Design Lab 2	New	\$ 50.00
PGY 2401C	Photography 1	\$ 15.00	\$ 50.00
PGY 2800C	Digital Photography I	\$ 30.00	\$ 50.00
PGY 3821C	Applied Digital Photography	\$ 30.00	\$ 50.00
PGY 4410C	Photography 2	\$ 15.00	\$ 75.00
PGY 4420C	Advanced Photography	\$ 30.00	\$ 75.00
PGY 4440C	Topics in Photography (Digital Techniques)	\$ 30.00	\$ 75.00
PGY 4822C	Digital Photography 2	\$ 30.00	\$ 75.00
<u>College of Engineering and Computer Science</u>			
<u>Computer and Electrical Engineering and</u>			
<u>Computer Science</u>			
CGN 4804 C	Civil Engineering Design 2	New	\$ 35.00
ENV 3001C	Environmental Science	\$ 15.00	\$ 35.00
EOC 2801	Fabrication	\$ 20.00	\$ 25.00
EML 4730L	Mechanical Engineering Lab	New	\$ 20.00

		<u>Current Lab Fee</u>	<u>Proposed Lab Fee</u>
EOC 4804L	OE Systems Control & Design	New	\$ 35.00
EGM 4045	Electro-Mechanical Devices	New	\$ 30.00
<u>Christine E. Lynn College of Nursing</u>			
NUR 3119L	Foundations of Nursing Practice	\$115.00	\$175.00
NUR 3262L	Chronic Care in Nursing Situation with Adults And Aging Populations	New	\$ 5.00
NUR 4764L	Complex Care in Nursing Situation with Adults And Aging Populations	New	\$ 10.00

Notes and Explanations

Art and Graphics courses: Proposed lab fees and increases represent a recalculation of the cost of material in these courses at market rates. It is estimated that 868 students will enroll in these 23 different courses in 2014-15 and fees will generate \$40,890 in revenues to be applied to these material and supply costs. This is an average of \$1778 per course.

Civil Engineering course: Proposed lab fee to cover cost of materials for 15 posters which are created and graded per year. It is estimated that 60 students will enroll in this course in 2014-15 and fees will generate \$2,100 to be applied to this material and supply cost.

Environmental Science course: Proposed lab fee increase represents the recalculation of the cost of material in this course at market rates. It is estimated that 80 students will enroll in this course in 2014-15 and fees will generate \$2,800 to be applied to this material and supply cost.

Engineering and Computer Science courses: Proposed lab fees and increases represent a recalculation of the cost of material in these courses at market rates. It is estimated that 148 students will enroll in these courses in 2014-15 and fees will generate \$3,880 in revenues to be applied to these material and supply costs.

Nursing Practice course: In addition to the patient case management and electronic health records software, the proposed lab fee increase is to provide each with a supply kit to include all materials necessary to successfully complete this course. Currently students are asked to supply these materials individually which has led to some compliance issues. It is estimated that 80 students will enroll in this course in 2014-15 and fees will generate \$14,000 to be applied to this material and supply cost.

Equipment Fee

As allowed for under Florida Statute 1009.24 (14)(p), the following is submitted to establish an equipment fee for music majors to be assessed on a per semester basis.

Dorothy F. Schmidt College of Arts and Letters

Music Majors

**Proposed
Equipment Fee**
\$ 75.00

Notes and Explanations

This fee will be used for maintaining and the purchase of replacement equipment for the Music Department. The equipment would include pianos, musical education methods instruments, performance equipment for instrumental ensembles and other performance support equipment. It is estimated that 240 students will be music majors in 2014-15 and fees will generate \$36,000 to cover the cost of maintaining and purchasing related equipment.