



Item: AF: A-1

AUDIT AND FINANCE COMMITTEE

Tuesday, February 19, 2013

**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 provides to the Board of Trustees authority to set 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. The Inspector General recently completed a review of the fees and found the University to be compliant.

IMPLEMENTATION PLAN/DATE

Beginning with Summer 2013 Term.

FISCAL IMPLICATIONS

None. Revenues and expenditures will balance.

Supporting Documentation: Materials and Supplies/Equipment Fees Request for 2013-14

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Materials and Supplies/Equipment Fees Request for 2013-14

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) also allows that each university board of trustees is authorized to establish the equipment fees. 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 2013-14. 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 that 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 Officer in each College and are subject to audit by the Office of the Inspector General.

<u>Dorothy F. Schmidt College of Arts and Letters</u>		<u>Current</u> <u>Lab Fee</u>	<u>Proposed</u> <u>Lab Fee</u>
GRA 3193	Visual Design Lab 2	New	\$15.00
GRA 4194	Visual Design Lab 3	New	\$15.00
GRA 2208	Typographic Design Lab 1	New	\$15.00
GRA 4183	Typographic Design Lab 3	New	\$50.00
GRA 4521	Interactive Design Lab 1	New	\$50.00
GRA 4522	Interactive Design Lab 2	New	\$50.00
GRA 3435	Technology Intensive Design	New	\$50.00

Notes and Explanations

Art and Graphics courses:

Proposed lab fees represent the cost per student based on enrollment of 32 students per course. Fees of \$15.00 per student represent the cost of paper, toner and mat board.

Fees of \$50.00 per student include the materials cited above, plus the cost of digital access to the website lynda.com, which provides tutorial software to assist students to create print media and web design projects. Subscription to the lynda.com covers students at a substantial discount based on class subscription.