

Fee	Amount		Manager	Comments from Last Review
Music	\$ 20.00	Fee charged to all applied music courses (courses with music lessons)	Susan Tusing	Fee budget was overspent by \$300. The fees went to piano tuning, the fee does not cover the entire costs but helps offset the cost. It also went to pay for the background check for the student teacher for the Music Prep school as well as an upgrade for the software for the electronic keyboards. No changes will be made to the Music Fee. Fee expenditure approved.
Art	\$ 40.00	Fee charged to all studio art courses.	Susan Tusing	Fee budget was overspent by \$75. This fee covers the studio art courses including supplies, charcoals, and waste disposal. Last year they underspent. They are making a more conscious effort to buy supplies necessary to support the program. No changes will be made to the Art fee. Fee expenditures approved.
Teacher Education Practicum/Internship fee	\$ 25.00	fee charged to all practicum and internship courses.	Ruth Caillouet	This fee was instated to help offset the cost of the Mentor Teacher stipends. The total cost of the stipends is approximately \$40,000 and this fee helps to cover a portion (less than half) of that cost. The Department ran into a snag this semester as the mentor teachers were paid out of departmental funds and not out of this Student Fees account. This caused a major unexpected problem within the Department's budget. Teacher Education now has three people in line to double check the accounting strings to ensure that the money comes out of the correct account. The department also ran into a snag within the Bursar's office such that they did not collect the fee from students in the fall. Collection of the fee in the fall will also help to cover the cost of the stipends. No changes will be made to the TE fee. Fee use approved.
Natural Science Lab and Research fees	\$ 35.00	Fee charged to all laboratory and research courses.	Michelle Furlong	This is a fee attached to lab classes. It covers supplies, equipment and waste disposal for all laboratory classes. This fee is not charged to online labs. The fee account had a \$5000 surplus which was planned as a buffer so that the fee account was not overspent as it was last year. The budgeting and safeguards put in place this year worked to ensure better budgeting and spending within this account. The fee is not expected to need to be increased due to the new science building. No changes will be made to this fee. Fee audit was approved.

College of Business Program	\$ 41.00	Fee charged to undergraduate business courses.	Louis Jourdan	The College of Business overspent by \$1340 due to an unexpected increase in the cost of the accreditation certificate for the Business school. They also purchased furniture for a common area which will be used by all students in the program. They will begin collecting this fee for the first time in the summer of 2015. No changes were proposed for this fee. Fee audit approved.
MBA Dolce Center	\$ 750.00	Fee charged to MBA students enrolled at the Dolce Center	Louis Jourdan	This fee account is unusually large for two reasons. The first reason is that \$8000 of the money in this account came from the closing of another account. This greatly increased the balance in this account. The second reason comes from the fact that the rent cycle for the facility is paid on an unusual schedule and thus the account must build up a substantial balance in order to pay the facility change. The bill tends to come in the summer (during the next fiscal year) and thus the money to cover the charges must roll over from the current year into the next year in order to pay the facility rent changes. They plan to increase marketing expenses to increase enrollment in the program to help offset the costs of the facility rental and other associated costs. Fee audit approved.
MBA East Metro	\$ 450.00	Fee charged to MBA students enrolled at the East Metro	Louis Jourdan	Fee was removed before FY14 since East Metro no longer exists.
Dental Hygeine Lab	\$ 35.00	Fee charged to courses associated with dental hygeine classes.		The fee was used to buy supplies and some new technology and software for the Dental Clinic. They had a balance of \$131. The fee was deemed appropriate. No changes to the fee were proposed. Fee audit approved
HFMG Labs	\$ 35.00	Fee charged to HFMG students enrolled at the Labs	Melanie Poudevigne	They overspent by \$1494 due to the fact that the Bursar did not charge all of the students registered for HFMG classes as was expected. Melanie plans to remind the Bursar to charge all HFMG students so that the collected fees are more in line with what is expected. HFMG also had an unexpected printer expense which added to their overage but should not influence spending next year. No changes will be made to the HFMG fee for next year. Fee audit was approved.

College of Health Nursing program	\$ 284.00	Fee charged to College students enrolled at the of Health Nursing program	Betty Lane	The vote on the Nursing Program Fee was initially tabled due to a lack of information and lack of a representative from nursing at the meeting. The committee asked additional questions over email. The Betty Lane replied to those questions (attached to the review materials) and the committee approved the fee audit over email. The committee recommends that the College of Health make certain they have a representative for Nursing and Dental Hygiene at future meetings.
Computing System Fees	\$ 50.00	Fee charged to CSIT students enrolled in courses requiring computing systems	Byron Jeff	They overspent by \$7286 mostly due to an overspending on a computer purchase (\$4500) because the quoted price for the computer system was not double checked against the collected fees amount. Two controls have been put in place to stop this from occurring again: 1.) actual revenue amount will be verified before purchases are made (new form created and assigned off on by Department Chair) 2.) plan to underspend the budget by 3% as a safeguard. The question was asked that given the purchase of the new computers, could the fee be adjusted: answer No, we still have a need for additional gaming software and given the 5 year rotation of equipment, replacement equipment needs to be purchased. No Changes will be made to the CS fee for next year. Fee audit approved.
Fayette Off-Campus Fee	\$ 20.00	Fee charged to Fayette students enrolled at Fayette Campus	Leslie Moore	The fee was used to increase bandwidth on the PTC campus as well as a mandatory upgrade to the Fire Suppression system. The PTC campus is in need of a new audio/visual IT system for distance learning courses online advising and online tutoring in math, as well as renovations of two rooms which will cost approximately \$30,000 in addition to the IT upgrades. The Interim Provost has stated that he is not in favor of a reduction of this fee at this time due to the uncertainty of the rental agreement at PTC and the possibility of a move or expansion. It was determined that it would be best to not change the fee at this time but to continue to revisit the need for this fee next year. Fee audit was approved.

Online Course Fee	\$ 35.00	Fee charged to students taking online courses	Jill Lane	The online course fee pays the salary of one full time staff member to support online instruction. It also pays the faculty stipends for online course development. The fee currently has a large surplus and the idea of reducing this fee was discussed. The fee is currently \$35 per online course. A reduction to \$25 per online course would not cover the needs for online course delivery. However, due to the surplus the online course fee has been adjusted so that only F and P coded courses have the associated fee attached to them. This will help to level out the amount collected to better match the needs of online course delivery and development. Fee audit was approved.
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Other Notes: A consensus was met by all at the meeting that given the decline in current enrollments, it is best not to go by estimated enrollments when budgeting how to spend these fees but instead to pay close attention to actual enrollment and to leave a cushion to ensure that the fund is not overspent.

Teacher Education also asked for advice regarding having students pay for their Licensing Exam. The cost of the exam is \$300. The BOR has suggested that it be listed as an optional textbook in the bookstore so that students can use Financial Aid money to pay for the exam. The committee did not have any other advice for TE at this time.