

Clayton State University
Special Course and Academic Program Fee Form
Fiscal Year 2015

Name of Fee: Business Program Fee

Fee Type: Academic Program Fee

Office Responsible for Fee: College of Business

Amount of fee: \$41/semester for any Undergraduate Business Program student

Basis (per term, one time, etc.): Per semester

Purpose and use of the fee (explain benefit to student or education):

This fee will charge each business major (i.e. marketing, management, accounting, supply chain management and general business) with a \$41 program fee each fall, spring, and summer semester per year. With decreasing budgets and limited resources from outside funding, it is important to maintain the standards expected at an AACSB accredited College of Business. These fees will be aimed at increasing teaching effectiveness, career success, student preparedness/retention, program quality, assessment of programs, and professionalism of our business students as well as maintenance of our accreditation. To that end, we have the following categories of yearly costs:

- 1) Career Awareness Materials –New Career Brochures, Career-related CDs/flash drives, Stipends for Company Visitors, Major Specific Job/Career Fairs, Career Software - \$4,200
- 2) Software Used in Classes –CAPSIM license (Business Simulation in capstone course), UGA-MSD online, SPSS, Comfit Online Learning, DVDs/Videos - \$1,418
- 3) Assessment – EBI Satisfaction Survey, ETS Major Field Exams and benchmark report, independent assessors for writing assignments - \$10,500
- 4) Speaker Expenses - cost of guest speakers in classes and Speaker Series including speaker travel expenses, brochures, room rental and advertising expenses, card swipers- \$2,500
- 5) Financial Hardware/Software - Ticker Tape Display at front of School of Business building and student yearly software license - \$10,000

There was only \$20,364.44 that was charged correctly to this account, but an additional \$23,979.56 of program fee-related purchases was mistakenly paid from three other accounts; two of these three accounts had net losses. Therefore, there should have been a total of \$44,344.00 that should have been charged against the Business Program Fee account.

One additional circumstance was that the Budget Activity Report-detailed recorded an encumbrance of \$14,578.35 under Supplies and Materials (714000) on October 14, 2014. We have determined that this expense was mistakenly applied to the College of Business Program; it should have been applied for furniture for the new Science Building.

Revenue in FY15: \$47,986.40

Expenditures in FY15: \$34,942.79

Surplus/(Deficit) amount: \$13,043.61

Point of Contact for questions:

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For more information on how this fee is used and related financial data, please go to:
[Annual Review of Fee Usage.](#)

Form Submitted By: Louis F. Jourdan, Jr. Date: 10-20-15
A. Munkeljee Date: 10/20/2015
VP/Dean/Director