Agenda item:

USF Board of Trustees
December 3, 2009

**Issue:** USF St. Petersburg Material and Supply Fees for the 2010/11 academic year

**Proposed action:** Approval of the USFSP Fee recommendation for AY 2010/11 (effective Fall 2010)

**Background information:**

State University Student Fees FS 1009.24(13)(g) and Special Fees, Fines and Penalties USF 4.0107 (1)(z) authorize each university Board of Trustees to establish “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.”

Each year, the USF St. Petersburg colleges review existing material and supply fees to ensure that the fee is still appropriate as well as to consider whether additional courses should be subject to such fees. The deans have completed this process and the Office of Academic Affairs has verified the cost per student and reviewed expenditures of such fees to ensure compliance with this rule.

If approved by the Finance and Audit Workgroup, the Material and Supply fees will be presented to the Board of Trustees for approval at its December 2009 meeting.

Since the Material and Supply fee revisions are at cost and do not change the regulation that was approved earlier by the Florida Board of Governors, there is no requirement to promulgate these fee revisions through the Board of Governors Regulation Development Procedure.

The USF St. Petersburg Campus Board unanimously approved of the USFSP Fee recommendation for AY 2010/11 (effective Fall 2010) at its October 2, 2009 meeting.

Strategic Goal Item(s) Supports: Goal 1

Workgroup Review: October 15th Finance and Audit Workgroup

Supporting documentation:

- List of Courses with new fees or revised fees
- Copy of memo to the Regional Chancellor

Prepared by: Norine Noonan, Regional Vice Chancellor for Academic Affairs, 727-873-4793
September 23, 2009

MEMORANDUM

TO: Margaret Sullivan
   Interim Regional Chancellor

FROM: Norine E. Noonan
   Regional Vice Chancellor for Academic Affairs

SUBJECT: Material and Supply Fee Revisions for Fall 2010

Since 2003, university Boards of Trustees have had the authority to approve local Material and Supply fees (State University Student Fees Florida Statutes 1009.24(13)(g) and Special Fees, Fines, and Penalties USF 4.0107(1)(z)).

Each year the USF St. Petersburg colleges review existing Material and Supply fees to ensure that the amounts and application of the existing fees are still appropriate and to consider whether additional courses should be subject to such fees. The deans have completed this process. My office has reviewed and verified the cost per student and has also reviewed the expenditures of such fees to ensure that they are in compliance with the above regulations and the USF system fee cap of $75.00 per course for Material and Supply fees.

The proposed revisions (attached) will be presented to the Board of Trustees Finance and Audit Workgroup for its consideration at its October 15, 2009 meeting.

Since these fees are at cost and do not change the regulation that was approved earlier by the Florida Board of Governors, there is no requirement to promulgate these revisions through the Board of Governors Regulation Development Procedure.

Attachment (Summary Table of New/Revised fees)
**UNIVERSITY OF SOUTH FLORIDA ST PETERSBURG**

**MATERIALS AND SUPPLY FEES PROPOSED FOR FALL 2010**

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