Agenda item: (Board Office to complete)

USF Board of Trustees
December 7, 2006

Issue: Material & Supply Fees Effective Fall 2007.

Proposed action: Approval of additions and/or changes and/or of material and supplies fees for courses effective Fall 2007.

Background information: State University Student Fees FS §1009.24(12) (g) and Special Fees, Fines and Penalties FAC 6C4-0107 (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 St. Petersburg colleges review existing material and supply fees to ensure that the fee is still appropriate as well as consider fees for additional courses. The deans have completed this process, and the Regional Chancellor’s office has verified the cost per student and reviewed the detail of expenditures with the each dean’s office to ensure that the expenditures are in compliance with the rule and the University fee cap of $75.00 per course.

If approved by the Finance and Audit Work Group, the material and supply fees will be presented to the Board of Trustees for approval at its December 7, 2006 meeting.

Workgroup Review: Finance and Audit Work Group, November 2, 2006

Supporting documentation: List of courses with new, changed, or deleted fees, unsigned copy of memo to Regional Chancellor

Prepared by:

V. Mark Durand
Regional Vice Chancellor for Academic Affairs
727-873-4260
TO:  Karen A. White  
Regional Chancellor  

FROM:  Jennifer Baker  
Coordinator, Academic Affairs  

SUBJECT:  Material and Supply Fees Revisions for Fall 2007  

Each Fall, Material and Supply Fees are reviewed to determine if a change to an existing fee or a new fee is warranted. The Florida Statues governing the fee states that:

Each university board of trustees is authorized to establish the following fee:  
Material and Supply 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.

The colleges have reviewed all existing material and supply fees to ensure that the fee is still appropriate as well as considered fees for additional courses. The deans have completed this process, and our office has verified the cost per student and reviewed the detail of expenditures with each Dean’s Office. We have taken care to ensure that the expenditures are in compliance with the Standard Practice. Previously, the University established a cap of $75.00 per course. The proposed fees comply with this guideline.

Attached is a summary of the revised and new fees being requested for implementation in Fall 2007. Also attached for your information is a complete listing of current material and supply fees.

We request approval of the revisions and additions to Materials and Supply Fees effective Fall 2007. Please indicate your approval by signing below and returning to the above. Our office will communicate changes to the appropriate University Offices.

Thank you

Approval__________________________  
Karen A. White, Regional Chancellor

Attachments
Additions, Changes and Deletions to Material & Supply Fees  
Effective Fall 2007

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