

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES**

Agenda Item Summary Sheet

Committee: Finance and Facilities

Date of Meeting: March 15, 2011

Agenda Item: Proposed Amendment to Board Policy 5.11 Tuition and Fees

- Proposed Policy Change Approvals Required by Policy Other Approvals Monitoring
- Information

Cite policy requirement, or explain why item is on the Board agenda: Changes to Board policies require approval by the Board of Trustees.

Scheduled Presenter(s): Laura M. King, Vice Chancellor - Chief Finance Officer
Judy Borgen, Associate Vice Chancellor Budget

Outline of Key Points/Policy Issues:

The proposed amendments to this board policy serve to specifically identify within policy the Board approved tuition categories; move language that defines each tuition category and subsequent approval requirements to the related system procedure 5.11.1; and add policy language governing Revenue Fund fees.

Additionally, these amendments seek to reorganize and modify existing language for clarity and to reflect common formatting conventions used throughout Board policies.

Background Information: As part of the Chancellor's continuous improvement initiative, Board policies and procedures are regularly reviewed and amendments are proposed as appropriate. Finance division staff began reviewing this policy in the spring of 2010 and found that there was a need to propose amendments to current policy language.

Through the course of this review, the statewide student groups met with staff several times to provide input, and campus constituency groups were given multiple opportunities to comment and suggest changes.

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

First Reading

BOARD ACTION

Proposed Amendment to Board Policy 5.11 Tuition and Fees

BACKGROUND

As part of the Chancellor's continuous improvement initiative, Board policies and procedures are regularly reviewed and amendments are proposed as appropriate. Finance division staff began reviewing this policy in the spring of 2010 and found that there was a need to propose amendments to current policy language and to draft proposed language to govern the Revenue Fund fees.

On-going conversations with the statewide student associations and the colleges and universities identified areas of concern that existed within this policy. The need to address a lack of language governing the assessment, collection and disbursement of Revenue Fund fees was evident to all parties, and the initial focus of the conversation.

In coordination with the proposed policy amendments, the conversations have included suggested changes to the related system procedures. Pending approval of the proposed policy amendments, system procedure modifications have been sent to the colleges, universities and the statewide student associations for review and final commentary.

CONCLUSION

As a result of these on-going conversations, the following changes are proposed:

- Reorganize and modify existing language for clarity and to reflect common formatting conventions used throughout Board policies;
- Specifically identify within policy the approved tuition categories;
- Remove Subparts A and B under Part 2, Tuition, which divide tuition into categories (Board approved and market driven);
- Craft language that defines each tuition category and subsequent approval requirements for inclusion in related system procedure 5.11.1; and
- Add policy language governing Revenue Fund fees.

RECOMMENDED COMMITTEE ACTION:

The Facilities/Finance Policy Committee recommends that the Board of Trustees adopt the following motion: The Board of Trustees approves the changes in Board Policy 5.11 as noted in Attachment A.

RECOMMENDED BOARD OF TRUSTEES MOTION:

The Board of Trustees approves the changes in Board Policy 5.11 as noted in Attachment A.

Date Presented to the Board of Trustees: March 16, 2011

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD POLICY	5.11
Chapter 5	Chapter Name Administration
Section 5.11	Policy Name Tuition and Fees

5.11 Tuition and Fees

Part 1. Authority.

Minnesota Statutes [§ 136F.06](#), Powers and Duties, [and Minnesota Statutes § 136F.70, Tuition; Fees; Activities Funds](#) provide states that the board shall set tuition and fees and adopt suitable policies for the ~~institutions~~ [colleges and universities](#) it governs. [All colleges and universities shall charge tuition and fees consistent with Minnesota Statutes, board policies, and system procedures. The Board shall approve the tuition and fee structure for all colleges and universities. The chancellor or designee is authorized to make any necessary technical adjustments to the tuition rates and fees. Technical adjustments are defined as changes in tuition and fee rates which are deemed a correction or the addition of a program rate for a new program established in the interim,](#)

Part 2. Tuition.

Tuition shall be charged by all colleges and universities. [The tuition categories are per credit, differential course and program, banded and market driven. Any tuition category may include resident and nonresident rates.](#)

All tuition must be identified separately on a tuition and fee statement.

~~Subpart A. Board approved tuition~~

~~The Board of Trustees shall approve the tuition structure for all colleges and universities. All colleges and universities shall charge tuition consistent with Minnesota statutes, board policies, and system procedures. The chancellor is authorized to make any necessary technical adjustments to the tuition rates.~~

~~Subpart B. Market-driven tuition~~

~~Colleges and universities may set and charge market-driven tuition for customized training, continuing education, distance learning, non-credit instruction, and contract post-secondary enrollment options programs.~~

Part 3. [Approval and Notice, Fees.](#)

[Subpart A. Approval of Mandatory and Optional Fees.](#)

~~Three~~ [Four](#) categories of fees shall be applied to students by Minnesota State Colleges and Universities. [No fee shall be charged unless authorized by the Board.](#)

- 34 ~~a. Mandatory~~ 1. Mandatory fees are in statute or policy and are required to be
 35 charged by all colleges and universities.
 36 ~~b. Optional~~ 2. Optional fees are established by the ~~board~~ Board and adopted at
 37 campus discretion.
 38 ~~e. Personal~~ 3. Personal property and service charges ~~are established~~ authorized by the
 39 Board, adopted at campus discretion, and include items that are retained by
 40 the student or services that are on the student's behalf.
 41 4. Revenue Fund fees are established in accordance with ~~authorized by statute,~~
 42 policy or bond indenture.

43 ~~No fee shall be charged unless authorized by the board. All fees must be identified~~
 44 ~~separately on a tuition and fee statement.~~

45
 46 Subpart B. Notice required. All fees must be identified separately on a tuition and
 47 fee statement. On an annual basis, colleges and universities shall publish all fees that
 48 are charged to their students.

49 50 Part 4. Fees.

51 **Subpart A. Mandatory fees**

52 There are five mandatory fees:

- 53 1. Ssenior citizen fee in lieu of tuition
- 54 2. P, parking fee
- 55 3. L, late fee
- 56 4. P, payment plan fee ~~and s~~
- 57 5. S statewide student association fee-

58
 59 All colleges and universities shall charge these fees consistent with Minnesota S statutes,
 60 board policies, and system procedures (see related documents below). ~~The chancellor is~~
 61 ~~authorized to make any necessary technical adjustments to the fee rates.~~

62 63 **Subpart B. Optional fees**

64 The ~~board~~ Board approves the optional fee maximums. Colleges and universities may
 65 establish policies to charge fees not to exceed the maximum amount approved by the
 66 ~~board~~ Board.

67 The authorized optional fees are:

- 68 1. Application fee
- 69 2. Credit for prior learning assessment fee
- 70 3. Student life/activity fee
- 71 4. Athletics fee
- 72 5. Health services fee
- 73 6. Special events fee
- 74 7. Residential learning community fee
- 75 8. Technology fee

76 77 **Subpart C. Personal property fees charges and service charges.**

78 Colleges and universities may charge students the actual cost of property and
 79 services. The fee charges shall be for items that become the personal property of a

80 student and have an educational or personal value beyond the classroom or for
 81 services for or on the behalf of the students. The actual cost shall be the allowable
 82 maximum charge.

84 **Subpart D. Revenue Fund fees**

85 Adequate fees shall be charged for the use of revenue fund facilities to meet the
 86 requirements of Minnesota Statutes §§135F.93 and 136F.95 and the Master
 87 Indenture of Trust. The fees must be sufficient to cover debt, operating cost and all
 88 repair and replacement costs, and reserves.

89
 90 1. Revenue Fund Fees. For facilities that were constructed, renovated or acquired
 91 using revenue bonds or facilities that the Board designated as part of the
 92 revenue fund, revenue fund fees shall be charged, and include, but are not
 93 limited to:

94 a. Room and board fees.

95 b. Student union facilities fees.

96 c. Wellness center and outdoor recreation fees.

97 d. Parking ramp and surface lot fees.

98
 99 2. Optional Revenue Fund Fees. Colleges and universities may charge optional
 100 revenue fund fees for revenue fund facilities, which shall be reported to the
 101 Board as part of the annual operating budget. On an annual basis, colleges and
 102 universities shall publish all optional fees that are charged to their students.
 103 Optional revenue fund fees include but are not limited to room or facility
 104 usage fees, service charges, and equipment charges. The president of the
 105 college or university shall have final approval on all optional fees and
 106 subsequent rates.

108 **Part 4-5. Student Consultation**

109 All tuition and fees are subject to student consultation requirements as defined by Board
 110 Policy 2.3, Student Involvement in Decision Making

111
 112 *Date of Implementation: 08/15/07*

113
 114 *Date of Adoption: 06/21/00*

115
 116 *Date & Subject of Revisions:*

117 04/XX/11 – Clarifying authority, addition of language to govern Revenue Fund fee
 118 administration, general edits

119 08/15/07 - Amended Part 3, by adding two additional mandatory fees: late fees and
 120 payment plans fees and deleted the same two fees from the optional fees list (see July 20,
 121 2005 Board Meeting minutes)