

**RESOLUTION ON MSF FEES
(#19-01/02-SF)**

WHEREAS, The MSF fees were established to cover extraordinary costs associated with certain class offerings; and

WHEREAS, There are no mechanisms for automatically adjusting MSF offsets to the Office of Academic Affairs or colleges from university budgetary resources; and

WHEREAS, Budget allocations to the colleges are inadequate to cover shortfalls in MSF offsets; therefore, be it

RESOLVED: That the Academic Senate of Humboldt State University recommend that the Office of Academic Affairs and, ultimately, the colleges should be fully reimbursed for the actual deferred MSF costs on a semester-by-semester basis.

Reevaluation of MSF Fees

Background

With two exceptions, the policy of collecting Materials, Services, and Facilities (MSF) Fees from students was suspended in AY97-98 at the behest of President McCrone and with the concurrence of the Executive Committee. A computer paper fee is still assessed, as are field trip fees if the cost per student exceeds \$50.

The suspension of the MSF fees, while well-intentioned, has created burdens on College budgets in some recent years. To offset the loss of MSF revenues in AY97-98, the President transferred \$100,000 from all-university resources to the Office of Academic Affairs (OAA) based on the predicted loss in revenue at the time. This was to be an annual augmentation of the OAA budget. Since that initial allocation, there has been one adjustment (to \$130,000) in the amount transferred to OAA to cover the costs associated with the rental and insurance of musical instruments.

There are no mechanisms for automatically reviewing or adjusting the MSF offset on an annual basis. If the MSF offset allocated to Colleges is insufficient to cover the actual MSF costs, the shortfall must be made up from College OE dollars. Conversely, if there are unexpended dollars at the end of the academic year, the amount is rolled forward to the next year and a new allocation is made to bring the total back up to the annual allocation amount. For example, if a College had \$2000 left over from an MSF allocation of \$50,000, the \$2000 would be rolled to the next year and added to a new allocation of \$48,000 to bring the total back to \$50,000.

The MSF Fee Policy of the College of Natural Resources and Sciences below is taken from the *CNRS Administrative Handbook*. The embedded policy matches that of the University. That portion which pertains to approval of MSF Fees still pertains though references to the actual collection of fees has been suspended as noted above.

SECTION 10.6 MATERIALS, SERVICES, & FACILITIES (MSF) FEES

Humboldt State University is not receiving state support for its academic programs consistent with an acceptable level of quality. In view of this situation, the University has adopted, with regrets, a policy of charging fees for materials, services, and facilities wherever permitted by Trustee policy, and not supported by IRA fees or student body funds.

General Policies:

- 1. The student shall be charged for the actual or pro rata cost of the materials, services, or facilities.*
- 2. Courses that may involve charges must be identified in the general catalogue and the specific amount of the fee stated in the class schedule and course syllabi (if*

applicable).

3. *Students must have the option of obtaining materials or services for which fees are charged from other sources, as long as the materials or services meet instructional requirements. The instructor shall determine what materials or services can be substituted and still satisfy instructional requirements.*
4. *All students enrolled in a course for which there is an approved fee shall pay the fee at the same time that other course charges are paid.*
5. *In any one term, students in all sections of a multisection course for which a fee has been approved shall be assessed alike.*
6. *Students in classes which have similar modes of instruction and which require similar use of materials, services, or facilities shall be assessed equal course fees, insofar as possible. The Staff and College Deans shall be responsible for attempting to ensure similar treatment of students. Exceptions must be approved by the Vice President for Academic Affairs.*
7. *Students who have been certified by the instructor and appropriate department chair to have supplied all of their own materials, services, or facilities for which a course fee was charged may, at the end of the term, apply for a refund.*

For details about application, approval, discontinuation, fee limitation, etc., see "Policies Regarding Materials, Services, and Facilities Fees for Courses." It is available in the Dean's office.

N. B. In Spring 1997, President McCrone suspended the charging of MSF fees to students, except in certain situations. A computer paper fee is still assessed, as are field trip fees if the cost per student exceeds \$50.

As curricula evolve, Colleges must still review and approve MSF fee levels for classes when consistent with University policies. If a new fee is approved or an old fee changed, there is no commensurate automatic adjustment in the MSF allocation to the College. Given extraordinarily tight budgets at present and the anticipated budget cuts in the near-term, the MSF fee collection policy should be reevaluated.