Minutes from Fee structure meeting
April 10, 2012

In Attendance:
BSC       Mary Eisenbraun
DCB       Judy Higgins
DSU       Janet Reisenauer
LRSC      Becky Lang
MASU      Danielle Johns
MISU      Robin Wagner        Ladona Malachowski    Brian Foisy
NDSCS     Aimee DeVries       Carla Swenson
NDSU      Karin Hegstad       Peggy Lucke           Chelsea Larson
UND       Peggy Lucke          Chelsea Larson
VCSU      Kimberly Bomstad    Tom McNaughton        Marie Lindstrom
WSC       Crystal
SITS       Angela O’Leary     Deidre Muir

Agenda Items:
1. Review Tree Definitions- Mary Eisenbraun has a correction on the CNED section, needs to be 291000000000-299999999999. Danielle mentioned that they charge dual credit one lump charge, tuition and fees are rolled up in one. Janet mentioned that in DSU’s audit report that type of charge should be separated out per the auditor’s recommendation. NDSCS asked for suggestions on where on the tree the “delivery fee” charge is placed. Some schools have it set up under term or course fee table. Most campuses are calculating the fee as per credit. It has been recommended to break out the technology fee node range and create a new node that will be under the Tuition_And_Fee node. Angela will send out a recommended range that schools can use. NDUS programming staff will also need to review any reports and queries that will be impacted. The new node range will be called “Distance Learning Access Fees”. Angela asks that schools do not make changes until reports/queries have included this new node. New range will include 223500000000-223999999999.
2. Special exam fees, course challenge fees, all follow under Policy 805.3 1c.
3. “Attached Credit” fee follows under Policy 805.3 1g
4. Suggestion from UND to make a verbiage change on the fee structure document- Dee will make the update
5. What fund range does collaborative charges fall under? NDSU believe those transactions should go into a liability account but the fund range should be 80000 to 84999- we will put this item on the parking lot for further discussion.

Action Items:
1. Angela and Dee will review all queries/reports that will be impacted by the new node “Distance Learning Access Fees”
2. Angela will create the new child node under the parent “Tuition_And_Fees node in all environments.”
3. Dee will update the Fee structure document for the new node change and verbiage change.

4. Peggy will check with Sharon Loiland to see if there is a manual that has guidelines of what fund ranges are to be used for what transactions.

5. Mary Eisenbraun wants to review and define tree nodes and include the following members: Janet, Kimberly, Chelsea, Danielle, Mary, and Angela. Angela will schedule a phone line for the call.

6. Campuses need to look at the spreadsheet that Chelsea sent out and start entering their different types of programs.