Minutes from Fee structure meeting
May 8, 2012

In Attendance:

BSC  Mary Eisenbraun  Tamara Barber
DCB  Judy Higgins
DSU  Janet Reisenauer
LRSC Joann Kitchens
MASU  Danielle Johs  David Enger
MISU  Robin Wagner  Ladona Malachowski  Brian Foisy
NDSCS Aimee DeVries  Carla Swenson
NDSU  Karin Hegstad
UND  Peggy Lucke  Chelsea Larson  Sharon Loiland
VCSU  Kimberly Bomstad
WSC  Crystal Hotchkiss
SITS  Angela O’Leary  Deidre Muir  Marie Lindstrom  Tom McNaughten

Agenda Items:

1. Collaborative item types- David talked about where the fund ranges should be tied to for each item type. He mentioned that Collaborative should be in the appropriate fund range. David emailed Sharon from UND on her thoughts where the Collaborative charges should go. David believes it should be in an agency fund. No decisions have been made yet. Peggy suggested consistency should come from schools using current unrestricted funds. As for account codes there should be some consistency with schools using the same code. Recommendation of a new account code is created for Collaborative for efficiencies in reconciliation. Suggestion is to use 217005 and David will submit a ticket to get this set up in Finance.

2. Third Party item types- VCSU item types set up to where the charges stay in the original funds where other campuses have the receivables rolled-up into a general fund. Questions/thoughts should campuses be consistent and doing the same. NDSU would like to maintain some flexibility within each campus. It appears MaSU and VCSU are the only schools set up as originally implemented. 3rd parties should use local funds-

3. Mary E referred to the email she sent out along with a note from Laura about mandatory fees and how they are listed out on the student’s bill. Recommend that the fees mentioned in board policy 805.2 should be called “Mandatory University System Fee”. Admin Affairs wants the CND fee separate from the NDSA and technology fee. UND stated they do not have an issue with reconciling with rolling the two fees together. They break out the % and they are off a few dollars at year end but end up making a journal entry. Campuses are all in an agreement that the Student activity and/or government fees into one called “Mandatory Student Fee” which is also tied to 805.1a/b. Recommended that campuses do not make these changes until the
Admin. Affairs council has approved the set up changes so these changes can be implemented for Fall 2012.

4. Study Abroad Matrix- UND, NDSU and MiSU are the only campuses that have these programs. They will have a separate meeting from this one to discuss some consistency.

5. Campus questions- UND
   a. Any development can be written to help assist the changes- replace item types to some term/course/class fees etc. Marie will do some research to see if this is doable.
   b. Short Term Loans- where should the item types be configured- what node range? Chelsea will change the short term loan definition to exclude how these are processes so schools can be flexible in how to issue short term loans.
   c. Continuing Enrollment Fees- UND will put these in the course fee node range from Tuition; MiSU will need to change her item types to the course fee node range from Misc.
   d. Waivers go? International- Cultural Diversity-Grad assistantships: Campuses agree to use the Campus Waivers and NDUS System Waivers node range interchangeably. Chelsea will update the node definition document.
   e. Deposits- placed on the parking lot until next mtg.

**Action Items –**

David will bring back to the Controllers group a discussion on the limits of consistency on how 3rd parties should be set up. He will also request a new Account code for Collaborative charges.

Mary will take back to Laura about rolling the mandatory student fee which is tied to 805.1a/b into one. That includes: student activity and/or student government fees- campuses are all in an agreement. She was also going to follow up on the Mandatory University System Fee to roll that into 1 fee as well (ConnectND plus NDSA Fee)

Marie will do some research to see if item types can be automatically replaced on various tables.

Chelsea will update the node definition document for Short Term loans and Campus and NDUS System Waivers.