

Tuition & Fee Advisory Taskforce (T&FAT)
Student Fee Advisory Subcommittee (SFAS)
Minutes September 26, 2014 Meeting

Attendees: Shelby Dawkins-Law, Winston Crisp, Levi Huffman, Jonathan Engel, Barron Matherly, Tabatha Turner, Autumn McClellan, Kyle Villemain, Kevin Seitz, Laurie Burroughs and Amy Singleton

1. Law Student Activity Fee – Law Student Exam Fee Component

SFAS invited members of the School of Law's faculty, staff and student population to explain some fee irregularities discovered in a SFAC audit last year. The issue is that the Law School Activity Fee is used to cover the expenses associated with software used in student testing. The Law School changed the software it was using and the new software was less expensive than the original software. The Law School did not change the fee and used the savings to support administrative costs associated with the exam such as printing. The Law School recently decided to discontinue with the less expensive software and returned to the original, more expensive software. Members of SFAS felt that the Law School followed the spirit of the fee policy in the way it used the excess revenues. . Winston pointed out that this was a supervision and management matter; SFAS does not have the authority to render any punitive action regarding the fee. . Barron agreed, and volunteered to share an email chain to assist with assessing a timeline. Autumn stated SFAC's commitment to continue to audit student fees. The committee agreed there should be a process in place to deal with this type of situation. Everyone agreed there was no malice intended by the Law School's actions, but some wording needed to be added to the fee manual explain what should be done in this type of situation. The committee also decided that we would draft a letter to Dean Boger from Provost Jim Dean expressing concerns about the importance of communicating changes to the use of fee revenue to SFAS (attached)

2. School of Public Health-Orientation and Grad Fee-Health Behavior/PhD - Approved

Faculty, staff and student representatives from the School of Public Health (SPH) gave a presentation to the group regarding their proposed PHD/Orientation and Graduation fees. This 'hands-on' curriculum serves a small group of 4-8 PhD Students and 4-6 MSPH and PhD students. A committee of students recommend and prioritize how the fee revenues are spent. A one-time up-front fee of \$250.00 would be charged in the first semester for all Masters/PhD students. The Doctoral Student Advisory Council will ensure that students have a control over how the fees are spent on a yearly basis. Proposals include: symposium speakers, alumni panels, books, networking events and etc. A proposed budget was included with their presentation, and students overwhelmingly prefer the fee over having to fund raise to fund personal development. SFAS reached consensus to support this fee request.

3. AHS-Physician's Assistance Program – Approved

The Department of Allied Health Sciences recently added a Physicians Assistance Program to its curriculum. This start-up program is anticipated to begin in January or May of 2016 with a class size of approximately 20 students. The UNC PA proposes adding a special fee of \$500 in order to cover the costs of specialized and hard to procure items, such as cadavers. Other, more established programs are funded by established donors. Autumn questioned why not include the special fee within their tuition. Their proposed budget includes "Diagnostic Equipment" such

as blood pressure cuffs and pulse oximeters that are already included costs rolled into student's tuition. Autumn stated SFAC proposes approval of the fee. It is presently the only fee they charge, and the fee is attached to particular courses with specialized procurement needs, not easily obtained through traditional channels. SFAS reached consensus to support this fee request.

4. **Other Items**

The next meeting of the SFAS is scheduled for Friday, October 3, 2014 from 2:00-3:30 p.m. in Room 120 Vance Hall. We are scheduled to hear from representatives regarding the proposed School of Dentistry-Clinical Technology Fee, Carolina Union Operating Fee, and Student Health Fee.

TO: Dean John Boger
FROM: James W. Dean, Jr.
RE: Law Student Activity Fee – Law Student Exam Fee

As Co-Chair of the Tuition and Fee Advisory Taskforce I am writing to you regarding a student fee issue raised by the students on the Student Fee Audit Committee (SFAC). As part of an audit conducted by SFAC, it was discovered that the Law Student Exam Fee was used to pay for the costs other than the test software that was originally approved.

In 2011-12 the Law School changed the software vendor and realized a savings. The savings were used to support the students during the testing period by covering other costs such as printing. When the change occurred the Law School did not notify the Student Fee Advisory Sub-committee (SFAS) and did not change the Student Fee Request Form. In 2013-14 the Law School returned to the original test software. The cost of the original software was higher, the fee revenue was needed to pay for the higher costs and savings were no longer realized.

The Board of Governor's policy regarding the use of student fees clearly states that the fees must be used for their intended purposes. In this case, a portion of the fee was used to pay for other testing costs rather than the test software. Through the explanation provided by the Law School staff, SFAS and SFAC members clearly understand that the situation was created by a lack of reporting and not an intentional attempt to bypass the normal fee process.

Please be sure that your staff understands the importance of communicating changes to the use of fee revenue to SFAS prior to making the change. If you have any questions, please let me know.