

AGENDA – BOARD OF TRUSTEES MEETING

SUNY Sullivan

Thursday, March 15, 2018 3:30 pm

Farrow Board Room

1. Call to Order
2. Amy Hines- The Alford Group Presentation
3. **Action Items**
 - **Approval of Minutes of January 18, 2018**
 - **Approval of Minutes of February 16, 2018**
 - **Approval of Minutes of February 23, 2018**
 - **Resolution #447-18 Approval of RFP**
 - **Resolution #448-18 2018- 2019 Tuition and Fee Schedule**
4. Community/Public Feedback

At any regular meeting of the Board, a member of the public shall be permitted to speak on any issue before the Board for a period not to exceed 2 minutes except if the Chair allots more time.
5. Faculty Presentation- Health Sciences: Nursing - Harriet Koral, Cecilia DeCotes, Dorothy Valeso
6. Faculty Council Representative to the Board Report
7. Strategic Enrollment Management Plan- Rebecca Schiavo, Assistant Dean for Enrollment Management and Title IX Coordinator
8. Chairman's Report
 - Comments/Questions – Executive Committee Reports
9. Trustee's Reports
 - Finance and Development Committee Report
 - Operations/ Facilities Management Report
 - Community Partnerships/ Workforce Development Report
 - Academic Strategic Planning Report
10. President's Report to the Board
11. Feedback to the President
12. Executive Session

Executive sessions are held for purposes of discussing proposed or pending current litigation, the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.
13. Adjournment

MINUTES
MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
January 18, 2018

MEMBERS PRESENT: T. Hamlin, Chair, P. Adams (via phone), P. Coombe, S. Drobysh, L. Dyrszka, P. Guenther (via phone), L. Holmes, N. Hackett, S. Jaffe

ALSO PRESENT: J. Quaintance, K. Pomakoy S. Mitchell, S. Horton, C. DePew, C. Kashan

T. Hamlin called the meeting to order at 3:33pm with the *Pledge of Allegiance*.

FACULTY COUNCIL REPRESENTATIVE TO THE BOARD REPORT:

A. Ruskiewicz reported that the Faculty Council is scheduled to meet in February and that everyone is looking forward to the spring semester. She stated that faculty are processing the proposed reorganization chart that was presented today at Faculty Development Day and looking forward to discussions regarding the changes. A. Ruskiewicz stated that they are looking forward to scheduling Faculty Presentations at the upcoming BOT meetings. She noted there is a Middle States and Shared Governance one day Conference coming up and encouraged the Trustees to attend if available.

T. Hamlin stated that faculty presentations will continue to be scheduled during BOT meetings and the Board is also looking forward to them.

L. Dyrszka and P.Coombe joined the meeting at 3:36pm

Auditor Presentation:

T. Hamlin invited The Bonadio Group auditors Jamie Cote and Tim Doyle to present the draft results of their audit. It was noted by S. Horton that the required information from NYS Pension was delayed which in return caused a delay in the draft audit report.

The Bonadio Group reported that internal control and compliance audit results were both favorable. A presentation and management letter were distributed to attendees. After the presentation, a discussion regarding GASB- 75 (Governmental Accounting Standards Board, Statement 75) arose. N.Hackett questioned whether there was any way to give insight and preview numbers of future reporting's. T. Doyle stated that there will be a conference held this summer that will provide GASB updates, explain the effects and provide examples of the changes.

The Bonadio Group stated that based on their report SUNY Sullivan is a low risk auditee.

The Board of Trustees agreed to review the report and vote via email no later than Friday, January 26th. Motion by S. Drobysh to review the materials and vote to approve the audit by Friday, January 26th, seconded by S. Jaffe and passed.

T. Hamlin and S. Horton both thanked the finance staff for their excellent work.

APPROVAL OF MINUTES OF NOVEMBER 16, 2017

Motion by S. Drobysch to approve the minutes of November 16, 2017, subject to an amendment in the spelling of S. Jaffe’s name, seconded by S.Jaffe and passed.

Vote:	Patricia Adams	absent	Theresa Hamlin	yes
	Phyllis Coombe	yes	Nancy Hackett	yes
	Steven Drobysch	yes	Lyman Holmes	yes
	Larysa Dyrszka	yes	Susan Jaffe	yes
	Paul Guenther	absent	Iris Gillingham	absent

COMMUNITY/PUBLIC FEEDBACK

K. Walter stated that an additional public comment section should be added at the end of the meeting. He also noted that meeting minutes are two months old before getting approved by the BOT. He stated that he does not feel retiree insurance should be changed and that the Board should provide the community with a Board Packet prior to the meetings.

K. Walter requested a copy of the Draft Financial Audit, which was provided by S. Drobysch.

MARKETING AND PUBLIC RELATIONS REPORT

C. Kashan reviewed the Public Relations & Marketing Activity Report for 2017. Examples of marketing materials were distributed. Examples included, brochures, flyers, fact sheets, personalized postcards, press releases and ads that have been used throughout the year. C. Kashan also reported on additional marketing outlets used such as constant contact emails, social media, TV commercials and career focused magazines.

C. Kashan reported that the latest projects include a virtual tour of the campus, a theater arts fact sheet, a new edition of the Career focus magazine and a potential digital billboard near exit 106.

J. Quaintance stated that the effective Public Relations and Marketing efforts have helped turn applications into enrolled students.

CHAIRMAN’S REPORT

T. Hamlin read the following letter aloud,

“January 18, 2018

Dear Colleagues,

As we begin this New Year, I want to take a moment to share some thoughts and to thank each of you for your efforts in advancing this college such that it is now being viewed as a vital resource in our community.

As I reflected on my notes written over the past few years, it’s an understatement to say that we have faced monumental leadership and fiscal challenges; what’s remarkable though, is that through all our challenges none of you ever lost sight of our hopes for this college and its students.

It seems to me that these challenges actually brought us closer together, and I witnessed how each of you prioritized the college at times above your own personal and professional lives. It only took a phone call and each of you, regardless of where in the world you were, responded with compassion and professionalism to help solve whatever crisis we were facing.

Our fiscal challenges have been immense, and yet you just heard our auditors talk about how things have changed for the better. Only two years ago, our reputation in this community was on the line, but today because of the due diligence of Jay and the leadership staff, Sue, Steve, Chris, Keith, Cindy, and other key faculty in this room, and all of you on the BOT, our enrollment and fiscal outlook is greatly improved. We have also had the unwavering support of several enlightened donors, who supported us through real challenges. Now, as other colleges are looking at layoffs, mergers, and cutting programs, we are talking about expansion and building our program, and becoming central in the reshaping of our county – remarkable.

The same thoughtful approach used to tackle the fiscal issue is now being applied to the various working groups that have been established to support strategic growth and to ensure a solid operational infrastructure. With Larysa, Penny and Iris supporting program growth; Nancy and Patricia the college infrastructure; Lyman and Steve, community and workforce development; and Paul, Steve, Susan and myself working on advocacy, finance and development strategies, we are in really good hands.

Your work on these committees is bringing the collaborative spirit of the board to the faculty and to the community.

Given the humbleness of each of you, you many not fully realize all that you have accomplished. Those in the community who have watched the transformation that has taken place, may not appreciate the late night calls, weekend emails, or trust and admiration that we have developed for each other. Boards like ours don't just happen – they require work, skill, intelligence and a bit of humility.

I feel privileged to be a part of this remarkable institution at an extraordinary time in our community –

As a Board, I can say that we are extremely grateful for your work and leadership, Jay. You came to SUNY Sullivan at the right time. We understand that there are tough decisions that need to be made regarding programs and budgets. If we want to be sustainable, things cannot stay status quo. We support your efforts.

The work has really just begun – we have set realistic goals, but we need to stay focused. The governor has announced a 2.4% decrease in state aid for community colleges citing decreased enrollment. We will need to advocate hard and make smart decisions about our future. A renewed effort in fundraising will be critical.

Lot's to do....but we are all in.

With that –I look forward to hearing the reports from each of our work groups.”

WORKING GROUPS REPORTS-

Finance and Development Committee Report –

S. Jaffe reported that the Finance and Development Committee met on January 11th. The group reviewed the Revenue and Expense reports. S. Jaffe reported that as of January 1st, the Health Insurance is up 7% from the budgeted 3%. She also noted that most of the chargebacks came in.

S. Jaffe stated that they are making progress on meeting the goals set for the committee. Amy Hines presented a Fundraiser Action Plan at the January meeting and will be working as a Consultant beginning February 1st. She also stated that the committee is reviewing options concerning the Retirees Health System.

Operations/ Facilities Management Report –

Due to a scheduling conflict, N. Hackett was unable to attend the meeting.

P. Adams reported that the group met on December 11th. She stated that they discussed the plan for an updated Master Plan. S. Mitchell added that an RFP draft is in the works and should be completed tomorrow. J. Quaintance noted that Capital Chargebacks along with state match funds will be used to cover the cost of the masterplan. He noted that the new masterplan will be interactive with the new strategic plan for the college and emphasized the importance of them being parallel to each other.

T. Hamlin questioned the timeline of these goals, S. Mitchell stated the RFP would be finalized in February and released in the spring.

P. Adams also reported that the Landscape Committee met and discussed improvement projects for the campus. She stated that they have begun submitting forms to the Sullivan Renaissance for projects that the Metamorphosis classes will work on including the Tom Lambert Bench and former playground.

Community Partnerships/ Workforce Development Report –

L. Holmes reported that the working group met in December and created a mission statement for the group which is as follows,

“The mission of the Community Partnerships/Workforce Development Working Group is to assist College administration to cultivate and sustain meaningful relationships with community partners to ensure that credit and non-credit programs align with current and emerging workforce needs in the county and surrounding area.”

J. Quaintance reported that the group discussed in what way the college can continue to meet the needs of the county. He reported that a job fair was recently held at the college in which Resorts World Catskills and several other employers participated. J. Quaintance also reported that he and K. Pomakoy met with YO1 administrators regarding program synthesis between the two. They discussed the launch of a massage therapy program which is currently awaiting state approval. They also discussed potential internships for students geared towards the hospitality and culinary programs and rotational internships for massage therapy and hydrotherapy.

J. Quaintance stated the group discussed surveying local businesses to identify needs and find overlaps to serve sectors. He reported that Health Care and Hospitality are prime sectors in the county. He noted that they will survey business before the end of the academic year.

Academic Strategic Planning Report –

L. Dyrszka reported that the group met in December and completed their first goal of creating a mission statement for the group. The mission statement is as follows,

"To support the best mix of curricula/courses that meet the needs of our county and which are both of excellent academic quality and high program relevance."

L. Dyrszka stated that the working group discussed the importance of the new strategic plan to include Institutional Learning and key components, which include the following,

- Learning outcomes that measure effectiveness of the college's programs
- Program-Based learning
- Program evaluations

The goal is to have the rough draft of the Strategic Plan available sometime in 2018.

K. Pomakoy stated that he is working on an enrollment and retention report that would include active majors, transferability and career programs.

K. Pomakoy also noted that the Middle States Interim report is due in June.

J. Quaintance stated that Rebecca Schiavo, Assistant Dean for Enrollment Management and Title IX Coordinator, will be presenting a strategic plan for enrollment at the March Board of Trustees Meeting.

Dorm Corp Report –

S. Jaffe reported that the Dorm Corp met on December 13th. She stated that they voted to approve the purchase and installation of seven tank-less hot water heaters, which were installed by Spriggens Mechanical during the holiday break.

J. Quaintance noted that the benefit of the new system is the efficiency and that it aligns with the college's sustainability practices.

S. Jaffe reported that there is an increase in local residents living in the dorms and taking advantage of the housing scholarship.

J. Quaintance noted that the Residential Life Committee meets on an as needed basis. He also stated that he met with Peter Berman regarding the townhouses and discussed the projected enrollment for next fall.

PRESIDENT'S REPORT TO THE BOARD

J. Quaintance reported that the corrective action plan in response to the Office of the State Comptroller's IT audit is in draft form and will be sent to the board for review. The final CAP is due in February.

J. Quaintance stated that Amy Hines from the Alford Group will be working with both the college and the foundation on a high quality fundraising plan beginning February 1st. He reported that the plan includes

updating the database to include alumni, prior donors and retirees. He stated that the plan has three-year targets, the first year target is \$428,000 in funds raised.

T. Hamlin added that Amy will present the Fundraising Plan at the March BOT meeting.

J. Quaintance reported that there is still a great deal of interest in StartUp NY. The Kosher Creamery project has moved to the next level and a formal StartUp NY application has been submitted. The International Distillery is awaiting information from NYSEG, before they are able to move to the next level. J. Quaintance stated that the benefit of these two projects is that they are teaming together to create a forward thinking wastewater plant which will be the first of its kind in NY state. He also noted that both projects will bring opportunities to our student body in the form of research, internships, employment and professional expertise.

J. Quaintance reported on the College Reorganization, which was presented, to the Faculty and Staff today. He stated that this reorganization will help the college with challenges we face, including the fund balance and time. He stated that the college needs to move quickly in order to grow cost effectively and successfully. The new organizational chart will have two Division Deans under the VP for Academics and Student Affairs. The change will be of no cost to the college. This change would allow for the VP to focus on administrative work and would give more time to be out in the community..

J. Quaintance also reported that the Library will be restructured, hardcopy books will be reduced and the college will move towards virtual resources and interlibrary loans. There will also be micro resources throughout campus. This is in response to analyzed data showing that less than 500 books were checked out last year. He reported that areas of the library will be repurposed to create a "one stop shop" for students to streamline the enrollment process.

J. Quaintance also reported that Public Safety will now report to the Dean of Student Development Services.

J. Quaintance stated that he is working with SUNY Charter to create an Early College High School in Fallsburg. It is in the beginning stages, a proposal will be submitted in June and the anticipated opening date is Fall 2019. J. Quaintance noted that this is the first of its kind in this country.

P. Coombe asked what students will be attending the school. J. Quaintance stated that they are still working out the details.

FEEDBACK TO THE PRESIDENT

There was no feedback.

EXECUTIVE SESSION

Motion by S. Drobysh to enter into executive session to discuss a potential legal matter at 5:39pm, seconded by P.Coombe and passed.

Vote:	Patricia Adams	absent	Nancy Hackett	yes
	Phyllis Coombe	yes	Theresa Hamlin	yes
	Steven Drobysh	yes	Lyman Holmes	yes
	Larysa Dyrszka	yes	Susan Jaffe	yes
	Paul Guenther	absent	Iris Fen Gillingham	absent

Motion by L. Holmes to resume regular session at 6:04pm, seconded by P.Coombe and passed.

Vote:	Patricia Adams	absent	Nancy Hackett	yes
	Phyllis Coombe	yes	Theresa Hamlin	yes
	Steven Drobysh	yes	Lyman Holmes	yes
	Larysa Dyrszka	yes	Susan Jaffe	yes
	Paul Guenther	absent	Iris Fen Gillingham	absent

ADJOURNMENT

Motion by S.Jaffe to adjourn the meeting at 6:05pm, seconded by L. Dryszka and passed.

Vote:	Patricia Adams	absent	Nancy Hackett	yes
	Phyllis Coombe	yes	Theresa Hamlin	yes
	Steven Drobysh	yes	Lyman Holmes	yes
	Larysa Dyrszka	yes	Susan Jaffe	yes
	Paul Guenther	absent	Iris Fen Gillingham	absent

Respectfully submitted,

P. Adams
Secretary to the Sullivan County Community College Board Trustees
Recorded by M. Caycho

MINUTES
SPECIAL MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 16, 2018

MEMBERS PRESENT: T. Hamlin, Chair, P. Guenther, P. Coombe, S. Drobysch,
L. Holmes, S. Jaffe, L. Dryszka and P. Adams joined via phone

ALSO PRESENT: J. Quaintance

T. Hamlin called the meeting to order at 3:30pm.

Motion by S. Jaffe to enter Executive Session at 3:30pm to discuss matters that could potentially lead to litigation, seconded by P. Guenther and passed

Vote:	Patricia Adams	absent	Theresa Hamlin	yes
	Phyllis Coombe	yes	Lyman Holmes	yes
	Steven Drobysch	yes	Susan Jaffe	yes
	Larysa Dyrszka	absent	Iris Fen Gillingham	absent
	Paul Guenther	yes		

Motion by P. Coombe to resume Regular Session at 5:10 pm, seconded by L. Holmes and passed.

Vote:	Patricia Adams	absent	Theresa Hamlin	yes
	Phyllis Coombe	yes	Lyman Holmes	yes
	Steven Drobysch	yes	Susan Jaffe	yes
	Larysa Dyrszka	absent	Iris Fen Gillingham	absent
	Paul Guenther	yes		

ADJOURNMENT

Motion by P. Guenther to adjourn the meeting at 5:11pm, seconded by N. Hackett and passed.

Vote:	Patricia Adams	absent	Theresa Hamlin	yes
	Phyllis Coombe	yes	Lyman Holmes	yes
	Steven Drobysch	yes	Susan Jaffe	yes
	Larysa Dyrszka	absent	Iris Fen Gillingham	absent
	Paul Guenther	yes		

Respectfully submitted,

P. Adams
Secretary to the Sullivan County Community College Board of Trustees

Recorded by M. Caycho

MINUTES
SPECIAL MEETING OF THE SULLIVAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 23, 2018

MEMBERS PRESENT: T. Hamlin, Chair, P. Guenther, P. Coombe, S. Drobysch,
L. Holmes, S. Jaffe, L. Dryszka, I. Fen Gillingham

ALSO PRESENT: J. Quaintance

T. Hamlin called the meeting to order at 4:30pm.

Motion by S. Jaffe to enter Executive Session at 4:30pm to discuss matters that could potentially lead to litigation, seconded by N. Hackett and passed

Vote:	Patricia Adams	absent	Theresa Hamlin	yes
	Phyllis Coombe	yes	Lyman Holmes	yes
	Steven Drobysch	yes	Susan Jaffe	yes
	Larysa Dyrszka	yes	Iris Fen Gillingham	yes
	Paul Guenther	yes		

Motion by L. Dryszka to resume Regular Session at 5:42 pm, seconded by L. Holmes and passed.

Vote:	Patricia Adams	absent	Theresa Hamlin	yes
	Phyllis Coombe	yes	Lyman Holmes	yes
	Steven Drobysch	yes	Susan Jaffe	yes
	Larysa Dyrszka	yes	Iris Fen Gillingham	yes
	Paul Guenther	yes		

ADJOURNMENT

Motion by P. Coombe to adjourn the meeting at 5:43pm, seconded by P. Guenther and passed.

Vote:	Patricia Adams	absent	Theresa Hamlin	yes
	Phyllis Coombe	yes	Lyman Holmes	yes
	Steven Drobysch	yes	Susan Jaffe	yes
	Larysa Dyrszka	yes	Iris Fen Gillingham	yes
	Paul Guenther	yes		

Respectfully submitted,

P. Adams
Secretary to the Sullivan County Community College Board of Trustees

Recorded by M. Caycho



Board of Trustees
112 College Road
Loch Sheldrake, NY 12759-5723
Tel: 845-434-5750 ext. 4261

RESOLUTION #447-18

**RE: APPROVAL OF RFP AWARD FOR COPIERS
AND RELATED SERVICES AND SOFTWARE**

WHEREAS: The Sullivan County Community College Board of Trustees must authorize expenses in excess of \$50,000; and

WHEREAS: A Request for Proposals was sent out on December 20, 2017 requesting bids for Copiers, and Related Services and Software

WHEREAS: Bids were received and opened on January 2, 2018 and the Bid Committee recommended Kristt K. Kelly whose bid totaled One Hundred Twenty One Thousand Six Hundred Twenty Three Dollars and Eighty Four Cents (\$121,623.84).

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Sullivan County Community College hereby approves this bid and authorizes Sullivan County Community College to contract with Kristt K. Kelly to provide Copiers and Related Services and Software, in the amount of One Hundred Twenty One Thousand Six Hundred Twenty Three Dollars and Eighty Four Cents (\$121,623.84).

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of Trustees
at its meeting held on March 15, 2018.

Patricia Adams
Secretary to the Board of Trustees of
Sullivan County Community College



Board of Trustees
112 College Road
Loch Sheldrake, NY 12759-5723
Tel: 845-434-5750 ext. 4261

Resolution Number #448-18

**RE: Adoption of Tuition and Fee Schedule
for Fiscal Year 2018-2019**

WHEREAS: the Administration of the College has formulated a tuition and fee schedule for Fiscal Year 2018-2019 in conformance with the financial plan developed by the College; and

WHEREAS: the Board of Trustees must approve a tuition and fee schedule for Fiscal Year 2018-2019 and forward same to the State University of New York.

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of Sullivan County Community College that the tuition and fee schedule for Fiscal Year 2018-2019, a copy of which is attached hereto and made a part hereof, is hereby approved, and

BE IT FURTHER RESOLVED that a copy of this Resolution and schedule is forwarded to the State University of New York, Office of Finance and Business.

Certified as a true copy of the Resolution adopted by
the Sullivan County Community College Board of
Trustees at its meeting held on March 15, 2018

Patricia Adams
Secretary to the Board of Trustees of
Sullivan County Community College

TUITION

I New York State residents of the sponsorship area and non-residents of the sponsorship area who present a valid certificate of residence

a. Full Time		2017-2018	2018-2019
Per Year		\$4,814.00	\$4,814.00
b. Part Time (for 1-11 credits and over 16 credits)			
Per Credit		\$199.00	\$199.00

II New York State residents who do not present a valid certificate of residence

a. Full Time		2017-2018	2018-2019
Per Year		\$9,628.00	\$9,628.00
b. Part Time			
Per Credit		\$321.00	\$321.00

III Non-New York State Residents:

a. Full Time		2017-2018	2018-2019
Per Year		\$9,628.00	\$9,628.00
b. Part Time			
Per Credit		\$321.00	\$321.00

Off Semester Rates to be determined and approved in advance.

IV High School Students (Courses at local high schools)

New York State residents of the sponsorship area and non-residents of the sponsorship area who present a valid certificate of residence

a.		2017-2018	2018-2019
	Per Credit	\$66.00	\$66.00
b.	New York State residents do not present a valid certificate of residence		
	Per Credit	\$132.00	\$132.00
c.	Non-New York State Residents:		
	Per Credit	\$132.00	\$132.00

V. Correctional Facility Students (Courses offered at the Sullivan Correctional Facility through Hudson Link for Higher Education in Prison) Tuition Pro-rated per number of students per course as follows:

1. Minimum number of 15 students per course: \$84.00 per credit (or \$252 for a typical 3-credit course; \$336 for a 4-credit course)
2. Minimum number of 18 students per course: \$72.00 per credit (or \$216 for a typical 3-credit course; \$288 for a 4-credit course)
3. Minimum number of 22 students per course: \$62.00 per credit (or \$186 for a typical 3-credit course; \$248 for a 4-credit course)

STUDENT FEES

	2017-2018	2018-2019
a. Freshman Seminar	\$30.00	\$30.00
b. International Student Fee - per sen	\$500.00	\$500.00
c. Technology Fee		
Full Time		
Per Semester	\$175.00	\$175.00
Part Time		
Per Semester	\$15.00 per Credit	\$15.00 per Credit
d. Learning Support Fee		
Full Time		
Per Semester	\$45.00	\$45.00
Part Time		
Per Semester	\$4.00 per Credit	\$4.00 per Credit
e. Student Activity Fee		
Full Time		
Per Semester	\$155.00	\$155.00
Part Time		
Per Semester	\$13.00 per Credit	\$13.00 per Credit
f. Online Courses		
Per Credit	\$15.00	\$15.00
g. Field Trips and Other Course Fees-as indicated on the course schedule		
	Charge according to program, not per course.	Charge according to program, not per course.
h. Meal Plans		
3% increase is recommended for LILRH residents / ECO Meal Plans		
	2017-2018	2018-2019
LILRH	\$1,750.00	\$1,800.00
Commuter (Optional)	\$100.00 minimum to begin plan	\$100.00 minimum to begin plan
Staff (Optional)	\$100.00 minimum to begin plan	\$100.00 minimum to begin plan

NON-CREDIT CLASSES

All programs must be self-sustaining; it is recommended that all courses have a minimum rate of \$30.00 to a maximum rate of \$2,000.00 per course to allow for flexible planning and accurate costing.

There is currently no application fee

ADMINISTRATIVE FEES

	2017-2018	2018-2019
a. Returned Check Fee	\$50.00	\$50.00
b. Late Payment Fee	\$50.00	\$50.00
c. FACTS Tuition Payment Plan Full 1 time payment	(\$1.00) set by Nelnet	(\$1.00) set by Nelnet
Multi Payment Plan Per Semester	(\$35.00) set by Nelnet	(\$35.00) set by Nelnet
d. Transcript Academic 1st copy is free	\$7.50	\$7.50
e. Financial Aid	No Charge	No Charge
f. Credit by Examination or Evaluation Each	\$125.00	\$125.00
g. Immunization Record	\$10.00	\$10.00
h. ID Card Replacement Fee	\$10.00	\$10.00
i. Fee for Health Services Per Semester		
Resident Hall Students	\$50.00	\$50.00
FT Non Resident Hall Students	\$50.00	\$50.00
PT Non Resident Hall Students	\$4/ per credit	\$4/ per credit

(can opt out with proof of insurance)

LIBRARY FEES

	2017-2018	2018-2019
a. Library Card Fee for non-students	\$10.00	\$10.00
b. Lost Book Fee	Cost of the replacement book	Cost of the replacement book
c. Request for Information Copy Per Page	\$0.25	\$0.25
d. Request for Information on Disc	\$5.00 Plus \$.25 per page	\$5.00 Plus \$.25 per page

statutorily permitted fee per page

OTHER FEES

2017-2018

2018-2019

a.	Non-Student Computer Lab Fee Per Hour	\$5.00	\$5.00
----	--	---------------	---------------

Late Fee penalty raised to encourage on-time payment; not strictly for revenue purposes

Immunization Fee intended to cover cost; not a major revenue item

There is currently no parking fee