

**INDIANA STATE UNIVERSITY
BOARD OF TRUSTEES
FINANCE COMMITTEE AGENDA**

February 24, 2017

10:00 a.m. – 11.00 a.m.

Recommendation Items:

- 1. Proposed 2017-18 Academic Course Specific Fees**
- 2. Proposed 2017-18 Flight Fees**
- 3. Proposed Parking Permit Fees**

Informational Items:

- 1. Updated 2017-18 Budget Planning**
 - 2. Review of Debt Plan**
 - 3. 2015-16 Federal Audit**
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Schedule of Regular Review Items:

July/August – Review Investment Performance of Operating Funds
Review Capital Project Plan
Review State Budget Request (only in even years)

October – Review Voluntary Employee Benefit Association (VEBA) Trust Fund
Annual Financial Audit Update

December – Review Audited Financial Statements
Review Proposed Housing and Dining Rates

February – Review Federal Audit
Discussion of Preliminary Budget Planning Assumptions
Review Debt Plan

May/June – Review Proposed Tuition and Fees (only in odd years)
Review Final Proposed Operating Budgets

RECOMMENDATION ITEMS:

1. ACADEMIC COURSE SPECIFIC FEES

College Departments	Rationale and Recommendation
Scott College of Business Masters of Business Administration Program	To provide necessary funding for student co-curricular activities and development, program and curriculum development, and program marketing and recruitment efforts. The course fee will not be assessed to students taking these courses in conjunction with the Professional MBA Program in Hendricks County. Recommended New Course Fee: INS 532, INS 501, BLAW 564, INS 600, MKTG 545, OSCM 555, OSCM 565 course fee of \$129.00 per credit hour.

¹Laboratory/course specific fees are assessed only in conjunction with courses associated with the automated fee assessment process. An exception exists for study abroad courses: IS 396, 397, and 398.

Recommendation: Approval of the proposed Academic Laboratory/Course Specific Fees, effective for the fall semester of 2017.

2. FLIGHT ACADEMY FLIGHT FEES

Indiana State University’s Flight Academy will be in its fifth year of operation starting in the Fall 2017 semester. Operational expenses are primarily funded by flight fee income realized through the assessment of flight fees. These fees are non-refundable unless (1) the student drops the respective course for the certification being pursued, or (2) the student completely withdraws from the University. Under these circumstances, unused flight fee income will be refunded as determined by the flying time that was logged. Extenuating circumstances can exist, as may be determined by the Chairperson of the Aviation Department, that would allow a student to pay hourly flight fee rates based on aircraft type. An example of an extenuating circumstance would be when a student would need to fly more hours, than provided by the semester rate, for the purpose of correcting deficiencies.

The proposed fees for the mandatory certificates as required by the four year B.S. degree program (Private Pilot, Instrument, Commercial, and Multi-Engine) reflect an overall increase in flight fees of 2.0%. Adjustments to flight fee rates effective with Fall semester 2017 are necessary due to four factors facing the Flight Academy. First, the enrollment of Professional Flight students have increased each semester and is creating a need for additional financial support. Second, the increase hours of operations require a higher volume of unscheduled maintenance. Third, support in the ongoing upgrade to “Next Generation” to be compliant by 2020. Fourth, the financial support for the implementation and operational cost of TALON SMART (Safety Management Systems).

Proposed semester based flight fee rates by certificate type are as follows:

Flight Fees by Certificate Type		
Certificate Type	2016-17 Rate	2017-18 Proposed Rate
Private Pilot - Semester 1	\$6,222	\$6,349
Private Pilot - Semester 2	\$5,263	\$5,371
Instrument - Semester 1	\$7,780	\$7,935
Instrument - Semester 2	\$8,880	\$9,060
Commercial - Semester 1	\$10,142	\$10,344
Commercial - Semester 2	\$10,398	\$10,611
Multi-Engine	\$4,950	\$5,050
Certified Flight Instructor I	\$3,985	\$4,070
Certified Flight Instructor II	\$4,165	\$4,255
Multi-Engine Instructor	\$3,420	\$3,490

Hourly Flight Fee by Aircraft Type		
Aircraft Type	2016-17 Rate/Hour	2017-18 Proposed Rate/Hour
DA20 - Solo	\$163	\$166
DA20 - Dual	\$199	\$203
DA40 - Solo	\$209	\$213
DA40 - Dual	\$245	\$250
DA42 - Solo	\$270	\$275
DA42 - Dual	\$306	\$312
PA28 - Solo	\$209	\$213
PA28 - Dual	\$245	\$250

Ground School Instruction		
	2016-17 Rate/Hour	2017-18 Proposed Rate/Hour
Ground School Instruction	\$36	\$37

Recommendation: Approval of the proposed semester based and hourly flight fee rates, the hourly instructional ground school rate, and the associated refund procedure as outlined above. In addition, approval granting authorization to the Chairperson of the Aviation Department to identify extenuating circumstances allowing for an hourly flight fee assessment is requested. The assessment of these fees is to be effective with the Fall 2017 semester.

3. PARKING PERMIT FEES

Maintenance of University owned parking lots is funded solely through parking permit fees charged annually to faculty, staff, and students who utilize these facilities. Operational expense to develop and maintain parking lots include cost of paving, seal coating, stripping, and snow removal. Parking fees proposed for 2017-18, shown below, reflect minor increases between \$2 and \$7 per year over the 2016-17 rates with the exception of daily and department guest permit rates, garage event fee, specialty and monthly permit fees that remain unchanged:

	Current	Proposed
Parking Garage and all campus surface lots*	\$260.00	\$267.00
All campus surface lots*	\$130.00	\$134.00
All remote surface lots (Lots D Ext., K, I, N, Q, and Baseball)*	\$72.00	\$74.00
Motorcycle	\$68.00	\$70.00
Daily Guest Permit	\$3.00	No change
Department Guest Permit	\$2.00	No change
Garage Event Fee	\$5/car	No change
West Lot (specialty lot)	\$95.00/semester	No change
Monthly Permit (surface lots)	\$20.00	No change

*Does not include metered, pay, or specialty lots

Parking permit fees for full time faculty and staff may be paid through payroll deduction either before or after taxes at the choice of the faculty or staff member. Renewal or purchase of parking permits is offered on-line. A \$15.00 surcharge is assessed in conjunction with parking permit rates if purchased in person in the Office of Traffic and Parking Services. The surcharge does not apply to purchases made thru payroll deduction or to students and employees purchasing permits during orientation. The surcharge applies to all other faculty, staff, and student parking permit purchases.

Recommendation: Approval of the parking permit fees listed above for 2017-18, effective August 16, 2017.

INFORMATIONAL ITEMS:

- 1. Budget Planning 2017-18**
- 2. Review of Debt Plan**
- 3. 2015-16 Federal Audit**