

**BOARD OF REGENTS
BRIEFING PAPER**

AGENDA ITEM TITLE: Handbook Revision – Fee Account Balances

MEETING DATE: September 8-9, 2022

BACKGROUND & POLICY CONTEXT OF ISSUE:

At the September 2021 meeting the members of the Board requested modification to the report to address how funds transferred to program and projects are reported, as well as how funds that have been promised/dedicated to a specific program or project are reported across institutions. The proposed report revision was presented to the Business, Finance and Facilities Committee in June 2022. The proposed Handbook Revision contains three changes:

- 1) Separates the reporting of capital improvement fees;
- 2) Provides that the reporting of capital improvement fees must be allocated to a project within one fiscal year after they were collected;
- 3) Provides that the Student Fee Account Balance report identify funds that have been committed or dedicated to a specific activity or project (but may not have been liquidated)

3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

The Business, Finance and Facilities Committee provided positive feedback on the proposed report revision at the June 2022 meeting. The proposed Handbook revision is necessary to fully implement the proposed new report.

4. IMPETUS (WHY NOW?):

The SA Finance team is bringing this proposed revision forward at this point in response to a request from the Board at the September 2021 Board meeting.

5. CHECK THE NSHE STRATEGIC PLAN GOAL THAT IS SUPPORTED BY THIS REQUEST:

- Access (Increase participation in post-secondary education)
- Success (Increase student success)
- Close the Achievement Gap (Close the achievement gap among underserved student populations)
- Workforce (Collaboratively address the challenges of the workforce and industry education needs of Nevada)
- Research (Co-develop solutions to the critical issues facing 21st century Nevada and raise the overall research profile)
- Not Applicable to NSHE Strategic Plan Goals

INDICATE HOW THE PROPOSAL SUPPORTS THE SPECIFIC STRATEGIC PLAN GOAL

The proposed report indirectly supports all the strategic goals as this report provides accountability and insight into the use of resources at each institution.

6. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

This revised report will provide higher quality information and increase the consistency among the institutions in how this information is reported to the Board.

7. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

N/A

8. ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

N/A

9. RECOMMENDATION FROM THE CHANCELLOR’S OFFICE:

Recommend approval of the proposed Handbook revision.

10. COMPLIANCE WITH BOARD POLICY:

<input type="checkbox"/>	Consistent With Current Board Policy: Title # _____ Chapter # _____ Section # _____
<input checked="" type="checkbox"/>	Amends Current Board Policy: Title # <u>4</u> Chapter # <u>10</u> Section # <u>19</u>
<input type="checkbox"/>	Amends Current Procedures & Guidelines Manual: Chapter # _____ Section # _____
<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Fiscal Impact: Yes _____ No _____
	Explain: _____

POLICY PROPOSAL

Title 4, Chapter 10, Section 19

General Business Management

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

Section 19. Fee Account Balances

1. It is the intention of the Board of Regents that any fees collected from students be utilized for the direct benefit of the students from whom they are collected. Except as otherwise provided in Subsection 2, all fees, including but not limited to student fees, special course fees, differential program fees, health center fees, technology fees, and registration fees (including student access, ~~capital improvement~~, general improvement, and activities and programs fees) that remain unexpended ***or dedicated*** as of June 30th of the fiscal year in which they are collected may be carried forward for up to one fiscal year.
2. Except as otherwise provided in this subsection, this policy applies to the fees listed in subsection 1 and approved by the Board of Regents under Chapter 7 of the Procedures and Guidelines Manual. The policy does not apply to the fee account balances associated with self-supporting programs or student association fees.
3. ***Given the nature of capital projects, the capital improvement fees will be reported separately. For purposes of the maximum carryforward, all capital improvement fees collected should be allocated to a project within one fiscal year after the year in which the funds were collected.***
34. Exceptions for anticipated capital, residence life operations, and equipment expenditures requiring a multi-year carry-forward may be approved by the president, in consultation with student government. Such exceptions, including a description and the justification for the reserves, must be reported to the Chancellor by September 30th of each year.