

BOARD OF REGENTS
BRIEFING PAPER

1. Agenda Item Title: *Handbook* Revision - Fees for Community Services and Continuing Education

Meeting Date: June 11-12, 2015

2. BACKGROUND & POLICY CONTEXT OF ISSUE:

Current *Handbook Policy* (Title 4, Chapter 17, Section 15) states that all community service and continuing education programs shall be budgeted separately from the regular state appropriated budget in each institution. Community Services and Continuing Education fees are approved by the institution president; however, fees for self-supporting programs are not clarified in the policy.

3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Vice Chancellor Vic Redding requests approval to amend *Handbook Policy* as follows:

- Amend the policy to add “self-supporting” programs.
- Delegate authority to the presidents of each institution to set fees for community service, continuing education or other self-supporting courses.

4. IMPETUS (WHY NOW?):

Recommended policy revisions will match the policy to current practices and clarify the presidents’ authority to set fees for community service, continuing education and self-supporting programs.

5. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- Self-supporting programs are budgeted separately from the regular state appropriated budget.
- Clarifying the presidents’ authority to approve fees for community service, continuing education and self-supporting programs will allow institutions to implement the programs in a timelier manner.

6. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

N/A

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

N/A

8. COMPLIANCE WITH BOARD POLICY:

- Consistent With Current Board Policy: Title #____ Chapter #____ Section #____
- Amends Current Board Policy: Title #_4_ Chapter #_17_ Section #_15__
- Amends Current Procedures & Guidelines Manual: Chapter #____ Section #____
- Other:_____
- Fiscal Impact: Yes____ No____
Explain: _____

POLICY PROPOSAL - HANDBOOK
TITLE 4, CHAPTER 17, SECTION 15
Fees and Expenses

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

Section 15. Fees for Community Service, [~~and~~] Continuing Education and other Self Supporting Programs

1. All community service, [~~and~~] continuing education ***and other self-supporting*** programs shall be budgeted separately from the regular state appropriated budget in each institution.
2. Credit given for community service courses shall be applicable only to an Associate in General Studies degree.
3. [~~Registration~~] [~~f~~] ***Fees*** for each community service, [~~or~~] continuing education ***or other self-supporting*** course shall be variable and flexible to cover the costs of the instructor's salary, supplies and equipment needed, and appropriate overhead costs. ***Except as otherwise provided, authority to set fees for community service, continuing education or other self-supporting courses is delegated to the president.*** Fees shall be payable in full at time of registration.
4. No capital improvement fees or student activity fees shall be assessed for community service, or continuing education courses.
5. The courses shall be wholly supported from registration and other fees and not from state appropriated funds.
6. Self-Supporting Pricing Model for Credit Courses. For credit courses offered to select professional audiences as part of a customized graduate, certificate or specially designed undergraduate program, and where an outside organization [such as a private firm, company or governmental agency] is fully funding the costs of the program, the president or his/her designee may approve an exception to in-state and out-of state fees and tuition. For these programs, NSHE institutions may implement a market-competitive, self-supporting pricing model designed to account for all fixed- and variable-costs associated with the development, implementation and evaluation of the customized program. All courses offered through these special programs must be reviewed and approved by the same academic processes used for traditional courses and would not be submitted for State General Fund support. Self-Supporting Pricing Programs must be designed primarily for working adults, and must meet one or more of the following criteria:
 - a. Offers flexible scheduling options;
 - b. Offers flexible course delivery options;

- c. Offers ancillary services such as evening or weekend services such as academic advising, registration, financial aid; program-specific career advising; book delivery services, etc.;
- d. Assists in the implementation of degree-completion programs for non-traditional students
- e. Promotes greater geographic dispersion of institution programs;
- f. Results from an outgrowth of planning with area employers to develop programs to meet their workforce training needs; or
- g. Provides customized Certificate, Master's degree or undergraduate adult education programs.

(B/R 6/05)