

**THE MONTANA UNIVERSITY SYSTEM**

*Montana State University Billings*

Inventory and Validation of Fees -- Fiscal Years 2016 and 2017

**Tuition Rates per Semester for a Full Time Student**

Category	FY 15	FY 16	\$	%	FY 17	\$	%
	Tuition	Proposed	Increase	Increase	Proposed	Increase	Increase
Resident UG	2,198.40	2,198.40	-	0.0%	2,198.40	-	0.0%
Resident Grad	2,638.20	2,638.20	-	0.0%	2,638.20	-	0.0%
WUE	3,297.60	3,297.60	-	0.0%	3,297.60	-	0.0%
Nonresident UG	7,979.40	8,153.40	174.00	2.2%	8,331.40	178.00	2.2%
Nonresident Grad	8,419.20	8,593.20	174.00	2.1%	8,771.20	178.00	2.1%

**Mandatory Fees per Semester for a Full Time Student**

Category	FY 15	FY 16	\$	%	FY 17	\$	%
	Mandatory Fees	Proposed	Increase	Increase	Proposed	Increase	Increase
Resident UG	691.30	705.30	14.00	2.0%	715.10	9.80	1.4%
Resident Grad	691.30	705.30	14.00	2.0%	715.10	9.80	1.4%
WUE	753.70	767.70	14.00	1.9%	777.50	9.80	1.3%
Nonresident UG	753.70	767.70	14.00	1.9%	777.50	9.80	1.3%
Nonresident Grad	753.70	767.70	14.00	1.9%	777.50	9.80	1.3%

**Tuition and Mandatory Fees per Semester for a Full Time Student**

Category	FY 15	FY 16	\$	%	FY 17	\$	%
	Tuition and Mandatory Fees	Proposed	Increase	Increase	Proposed	Increase	Increase
Resident UG	2,889.70	2,903.70	14.00	0.5%	2,913.50	9.80	0.3%
Resident Grad	3,329.50	3,343.50	14.00	0.4%	3,353.30	9.80	0.3%
WUE	4,051.30	4,065.30	14.00	0.3%	4,075.10	9.80	0.2%
Nonresident UG	8,733.10	8,921.10	188.00	2.2%	9,108.90	187.80	2.1%
Nonresident Grad	9,172.90	9,360.90	188.00	2.0%	9,548.70	187.80	2.0%

**THE MONTANA UNIVERSITY SYSTEM**

*Montana State University Billings, City College*

Inventory and Validation of Fees -- Fiscal Years 2016 and 2017

**Tuition Rates per Semester for a Full Time Student**

Category	FY 15	FY 16	\$	%	FY 17	\$	%
	Tuition	Proposed	Increase	Increase	Proposed	Increase	Increase
Resident UG	1,236.00	1,236.00	-	0.0%	1,236.00	-	0.0%
WUE	1,854.00	1,854.00	-	0.0%	1,854.00	-	0.0%
Nonresident UG	3,222.00	3,282.00	60.00	1.9%	3,344.00	62.00	1.9%

**Mandatory Fees per Semester for a Full Time Student**

Category	FY 15	FY 16	\$	%	FY 17	\$	%
	Mandatory Fees	Proposed	Increase	Increase	Proposed	Increase	Increase
Resident UG	655.10	669.10	14.00	2.1%	678.90	9.80	1.5%
WUE	717.50	731.50	14.00	2.0%	741.30	9.80	1.3%
Nonresident UG	717.50	731.50	14.00	2.0%	741.30	9.80	1.3%

**Tuition and Mandatory Fees per Semester for a Full Time Student**

Category	FY 15	FY 16	\$	%	FY 17	\$	%
	Tuition and Mandatory Fees	Proposed	Increase	Increase	Proposed	Increase	Increase
Resident UG	1,891.10	1,905.10	14.00	0.7%	1,914.90	9.80	0.5%
WUE	2,571.50	2,585.50	14.00	0.5%	2,595.30	9.80	0.4%
Nonresident UG	3,939.50	4,013.50	74.00	1.9%	4,085.30	71.80	1.8%



**THE MONTANA UNIVERSITY SYSTEM**  
Inventory and Validation of Fees -- Fiscal Years 2016 and 2017  
Undergraduate Mandatory Fees -- Rates per Semester

Unit Name: **Montana State University Billings, City College**

**PROPOSED RATES**

	Reg. Fee	Tuition	Building Fee	Computer Fee	Activity Fee	Rec Activity Fee	Health Fee	Student Union Fee	Acad. Building Fee	Equip. Fee	Acad. Support Center	Tech Replace Fee	Library Fee	Athletic Fee	Total Resident	Nonres. Building Fee	Nonres. Tuition	Total Nonres.
<b>FY 15 FTE Rate</b>	<b>30.00</b>	<b>1,236.00</b>	<b>127.00</b>	<b>43.20</b>	<b>32.50</b>	<b>14.00</b>	<b>62.00</b>	<b>10.00</b>	<b>30.00</b>	<b>77.80</b>	<b>51.60</b>	<b>85.20</b>	<b>42.80</b>	<b>49.00</b>	<b>1,891.10</b>	<b>62.40</b>	<b>1,986.00</b>	<b>3,939.50</b>

**FY 16**

<b>Proposed Increase</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.50</b>	<b>10.00</b>	<b>1.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>	<b>14.00</b>		<b>60.00</b>	<b>74.00</b>
<b>FY 16 FTE Rate</b>	<b>30.00</b>	<b>1,236.00</b>	<b>127.00</b>	<b>43.20</b>	<b>32.50</b>	<b>14.50</b>	<b>72.00</b>	<b>11.50</b>	<b>30.00</b>	<b>77.80</b>	<b>51.60</b>	<b>85.20</b>	<b>42.80</b>	<b>51.00</b>	<b>1,905.10</b>	<b>62.40</b>	<b>2,046.00</b>	<b>4,013.50</b>

<b>Percent Increase</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>3.6%</b>	<b>16.1%</b>	<b>15.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>4.1%</b>	<b>0.7%</b>	<b>0.0%</b>	<b>3.0%</b>	<b>1.9%</b>
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**FY 17**

<b>Proposed Increase</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.50</b>	<b>2.00</b>	<b>1.50</b>	<b>0.00</b>	<b>0.00</b>	<b>2.80</b>	<b>0.00</b>	<b>0.00</b>	<b>3.00</b>	<b>9.80</b>	<b>0.00</b>	<b>62.00</b>	<b>71.80</b>
<b>FY 17 FTE Rate</b>	<b>30.00</b>	<b>1,236.00</b>	<b>127.00</b>	<b>43.20</b>	<b>32.50</b>	<b>15.00</b>	<b>74.00</b>	<b>13.00</b>	<b>30.00</b>	<b>77.80</b>	<b>54.40</b>	<b>85.20</b>	<b>42.80</b>	<b>54.00</b>	<b>1,914.90</b>	<b>62.40</b>	<b>2,108.00</b>	<b>4,085.30</b>

<b>Percent Increase</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>3.4%</b>	<b>2.8%</b>	<b>13.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>5.4%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>5.9%</b>	<b>0.5%</b>	<b>0.0%</b>	<b>3.0%</b>	<b>1.8%</b>
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**NOTES:**

**Note Explanations:**

- 1** The Recreational Activity Fee increase will help maintain current service at the existing level.
- 2** The Health Services Fee increase is needed for increased hours, services, and programs, including psychological services. Detailed budget information has been reviewed with students.
- 3** The Student Union Fee increase is needed to cover wages and deferred maintenance on the building.
- 4** The Academic Support Fee will be used to meet the demand for expanded services, a mentoring program, materials and supplies.
- 5** The Athletic Fee increase will cover the athletic room, board and book scholarships.

**THE MONTANA UNIVERSITY SYSTEM**  
Inventory and Validation of Fees -- Fiscal Years 2016 and 2017  
Mandatory Fees -- Authorization, Fund, and Description

Unit Name: MSU-Billings

DESCRIPTION	BOR AUTHORIZATION	DESCRIPTION
<b>Mandatory Fees Assessed All Students</b>		
Registration	123-101-R0504	The Registration Fee is deposited into the General Fund. This fee is charged primarily to support the operations of the Office of the Registrar to cover the cost of personnel that provide services related to processing of applications for admissions, course registration, maintaining student transcripts and processing applications for graduation.
Building Fee	123-101-R0504	The Building Fee covers the bond payments for non-academic buildings that have been built and are maintained on campus. This includes residence halls, Student Union Building, Apsaruke Hall parking garage and other auxiliary buildings. The current fee only covers the cost of the annual bond payment.
Utility Surcharge	127-101-R0505	Charge to students to offset the increase in utility rates. Currently not assessed at MUS Billings.
Computer Fee	940.23	The Computer Fee is dedicated to the purchase, replacement, and maintenance of most student use computers, software, servers, and network. Emphasis is placed upon expending these funds to maximize usage by all students in all programs. The approval process involves the Academic Information Technology Committee, which requires a 50% student voting membership. The fee supports the student computing environment in multi-use classrooms, multi-media classrooms, and open computing areas such as the Information Commons in the Library, College of Education and College of Technology.
Activity Fee	940.8	The Student Activity Fee funds the operations and programs sponsored by the ASMSU-Billings Student Senate. This includes, but is not limited to providing funding for the Retort, Legal Services, Student Activities Board, ASMSU-Billings Senate Operations, Child Care Assistance Scholarships, Graduate Student Association, Undergraduate Student Research, and financial support for activities and events sponsored by student organizations.
Health Fee	123-101-R0504	The Health Services Fee provides operating costs for the Student Health Center and covers the costs of the staff, nurses, contract for visiting physicians, sexual assault advocates, mental health counselors, student health educator, medications and medical supplies, equipment, and publications. The Student Health Center maintains all immunization records and provides the local administrative support for the Student Health Insurance program.
SU Fee	123-101-R0504	The Student Union Use Fee funds the personnel, programs, staff, maintenance, equipment, utilities and deferred maintenance projects in the Student Union Building. The SUB was remodeled in 1986. A number of significant equipment issues need to be addressed in the facility including the purchasing of new chairs and tables, carpeting and flooring (Ballroom), wall coverings, room dividers (Ballroom), and lighting and sound equipment. The SUB serves as the host location for many public events, and funding is needed to maintain the facility in a manner that meets the expectations of students and guests.
Equipment Fee	940.26	The Equipment Fee provides funds to purchase equipment, either for new classrooms or for the replacement of used or out-of-date equipment, utilized in academic buildings and classrooms. This may include furniture, lab equipment, audio-visual equipment, etc.
Athletic Fee	940.28	The Athletic Fee funds a portion of the expenses associated with the operation of the athletic program. Additional fund raising efforts by the Athletic Department provide approximately 40% of the operating costs of the program. The Yellowjacket Athletic Program currently has 12 competitive sports.
Library Fee	123-101-R0504	The Library Fee provides funding to support the purchase of library acquisitions, books, manuscripts, monographs, electronic resources, and other materials for the Library. This fee was instituted in FY '01 at the request of students. In FY '08 this fee was increased to fund assessment and accreditation expenses.
Recreational Activity Fees	123-101-R0504	The Recreational Activities Fee provides funds for the operations of the Recreational Activities Program to include the intramural sports and leisure recreation programs. As of FY '06, this fee will be the primary source of funding for the entire program to include staffing, referees for intramural sports, lifeguards, partial support for fitness center, check-in staff at the desk, equipment, and other operating expenses.
Technology Replacement Fee	123-101-R0504	The Technology Replacement Fee is designed to fund the Administrative Information System (AIS), campus infrastructure, and supporting computing environment. This fee provides the comprehensive technology platform upon which all students, faculty, and staff conduct the business of the university. An increase in the Technology Replacement Fee was approved by the Board of Regents in May of 2003.
Academic Support Center Fee	123-101-R0504	This fee funds the operations of the Academic Support Centers on the University and City College campuses. Expenses covered by the fee include ASC personnel, tutors, supplies, and space rental. The expenses relate to student retention and success.
Academic Building Fee	123-101-R0504	The PE Building was built with student fees, but it is used for many academic purposes. Unfortunately, minimal funding is available through the State of Montana to fund the ongoing and deferred maintenance issues in this facility. The Academic Building Fee is utilized primarily to address deferred maintenance projects in the PE Building. This fee also provides partial funding for operations and maintenance costs for the College of Education building.
<b>Additional Mandatory Fees Assessed Non-Resident Students</b>		
Non-Resident Building Fee	123-101-R0504	The Building Fee covers the bond payments for non-academic buildings that have been built and are maintained on campus. This includes residence halls, Student Union Building, Apsaruke Hall parking garage and other auxiliary buildings. The current fee only covers the cost of the annual bond payment.

**THE MONTANA UNIVERSITY SYSTEM**  
Inventory and Validation of Fees -- Fiscal Years 2016 and 2017  
Non-Mandatory Fees -- Rates per Semester

Unit Name: **Montana State University - Billings**

**PROPOSED RATES**

NAME OF FEE	RUBRIC	BOR Authorization	Current FY 15 Fee	Proposed FY 16 Fee	% CHANGE	Proposed FY 17 Fee	% CHANGE	FUND	Description	Justification
<b>Current Unrestricted</b>										
Application Fee		80-001-R0793	30.00	30.00	0%	30.00	0%	611000/31300	Charged to all first-time enrolling undergraduate students.	
Supplemental Application Fee			8.00	8.00	0%	8.00	0%	611000/31300	Charged each time a student transfers within the MUS.	
Audit (Listeners)		22-001-R0978	5.00	5.00	0%	5.00	0%	611000/31300	Per credit hour, for classes in which the available student is a passive listener-not for matriculating students.	
Late Registration Fee		5-002-R0990	40.00	40.00	0%	40.00	0%	611000/31300	Charge to students paying fees after the established period.	
Student Fee Deferment		3-004-R0591	30.00	30.00	0%	30.00	0%	611000/31300	Administrative charge for paying fees in installments during a semester.	
Duplicate Receipt		57-001-R098	2.00	2.00	0%	2.00	0%	611000/31300	Charge for providing a copy of previously issued receipt.	
Reading Clinic		22-001-R0978	Varies					611000/31300	Per class. Includes testing, instruction, 6 week individualized tutoring. No credits	
<b>Program Fees</b>										
<b>Athletic Training Program:</b>										
Athletic Training	HHP	154-1001-R0312	925.00	925.00	0%	925.00	0%	611000/31300	Materials for the program, software, personnel, medical and teaching supplies, etc.	
<b>Sustainable Energy Program:</b>										
Sustainable Energy	SET	146-2854-R0310	250.00	250.00	0%	250.00	0%	633000/33300	Materials for the program, software, equipment and teaching supplies, etc.	
<b>Welding Program:</b>										
Welding Program Fee	CC		New Fee	225.00	#VALUE!	225.00	0%	633000/33300	Materials for the program, equipment and teaching supplies, etc.	Cost to defray the consumables and supplies increased
<b>Designated Course Fees</b>										
<b>Art Classes:</b>										
Art Fundamentals for Elem. Teachers	ARTZ 102	71-001-R0691	40.00	40.00	0%	40.00	0%	633000/33300	Materials that become student property.	
Dimensional Design	ARTZ 106, 108	143-101-R0509	55.00	55.00	0%	55.00	0%	633000/33300	Materials that become student property.	
Ceramics	ARTZ 131,231,331,430	143-101-R0509	75.00	75.00	0%	75.00	0%	633000/33300	Materials that become student property.	
Ceramics	ARTH 492	143-101-R0510	75.00	75.00	0%	76.00	1%	633000/33301	Materials that become student property.	
Computer Graphics	ARTZ 255, 256, 257,	151-104-R0511	90.00	90.00	0%	90.00	0%	633000/33300	Materials that become student property.	
Computer Graphics	ARTZ 358, 458, 493,494	151-104-R0511	90.00	90.00	0%	90.00	0%	633000/33300	Materials that become student property.	
Drawing	ARTZ 105,211,311,410,494	71-001-R0691	40.00	40.00	0%	40.00	0%	633000/33300	Materials that become student property.	
Elem. Paint	ARTZ 221,321, 474	143-101-R0509	40.00	40.00	0%	40.00	0%	633000/33300	Materials that become student property.	
Lithography	ARTZ 273, 372, 474,494	143-101-R0509	Varies	Varies		Varies		633000/33300	Materials that become student property. Based on number of plates used.	
Photography	ARTZ 284,384,486,494	151-104-R0511	100.00	100.00	0%	100.00	0%	633000/33300	Materials that become student property.	
Printmaking	ARTZ 271,371,470	143-102-R0509	75.00	75.00	0%	75.00	0%	633000/33300	Materials that become student property.	
Sculpture	ARTZ 251, 351, 451	111-101-R0501	Varies					633000/33300	Materials that become student property. Based on weight of art work.	
Studio Essentials	ARTZ 101	111-101-R0501	10.00	10.00	0%	10.00	0%	633000/33300	Materials that become student property.	
<b>Auto Classes:</b>										
Auto Body	ABDY 111, 112	119-115-R0503	20.00	20.00	0%	20.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Auto Body Collision and Repair	ABDY 121, 122	119-115-R0503	20.00	20.00	0%	20.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Auto Body Refinishing and Undercoat	ABDY 131, 132	119-115-R0503	20.00	20.00	0%	20.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Auto Body	ABDY 141, 142	119-115-R0503	20.00	20.00	0%	20.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Auto Technician	AST 285	143-101-R0509	150.00	150.00	0%	150.00	0%	633000/33300	Pass through fee for testing.	
<b>Biology and Physical Sciences Classes:</b>										
Biochemistry	BCH 381, 481	151-104-R0511	40.00	40.00	0%	40.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Biology General	BIOB 102	151-104-R0511	25.00	25.00	0%	25.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Biology General	BIOB 161, 171	151-104-R0511	25.00	25.00	0%	25.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Biology General	BIOB 261	151-104-R0511	35.00	35.00	0%	35.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Biology General	BIOB 376, 426	151-104-R0511	40.00	40.00	0%	40.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Biology General	BIOB 490	151-104-R0511	40.00	40.00	0%	40.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Biology Ecological	BIOE 371	151-104-R0511	40.00	40.00	0%	40.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Biology Human Anatomy, Physiology	BIOH 202,212	71-001-R0693	15.00	15.00	0%	15.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Biology Human Anatomy, Physiology	BIOH 302,312	151-104-R0511	40.00	40.00	0%	40.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Biology Micro	BIOM 251	151-104-R0511	35.00	35.00	0%	35.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Biology Micro	BIOM 361	151-104-R0511	40.00	40.00	0%	40.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Chemistry General and Organic	CHMY 122	159-101-R0513	25.00	25.00	0%	25.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Chemistry General and Organic	CHMY 212	71-001-R0691	35.00	35.00	0%	35.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Chemistry General II	CHMY 142,144	159-101-R0513	25.00	25.00	0%	25.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Chemistry	CHMY 312	159-101-R0513	25.00	25.00	0%	25.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Chemistry Organic and Inorganic	CHMY 322, 324	159-101-R0513	25.00	25.00	0%	25.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Chemistry Advanced	CHMY 412	159-101-R0513	25.00	25.00	0%	25.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Physical Chemistry Lab I & II	CHMY 372, 374	159-101-R0513	25.00	25.00	0%	25.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Advanced Instrument Analysis Lab	CHMY 422	159-101-R0513	25.00	25.00	0%	25.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Undergraduate Research Lab	CHMY 490	159-101-R0513	25.00	25.00	0%	25.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Geography	GEO 309	151-104-R0511	15.00	15.00	0%	15.00	0%	633000/33301	Defray cost of consumable lab supplies.	

NAME OF FEE	RUBRIC	BOR Authorization	Current FY 15 Fee	Proposed FY 16 Fee	% CHANGE	Proposed FY 17 Fee	% CHANGE	FUND	Description	Justification
Preengineering/Physics	EELE 201	151-104-R0511	50.00	50.00	0%	50.00	0%	633000/33302	Defray cost of consumable lab supplies.	
<b>Diesel Repair Classes:</b>										
Diesel Repair	DST 117,155,250,260	159-101-R0513	10.00	10.00	0%	10.00	0%	633000/33300	Defray cost of consumable supplies.	
Diesel Repair	DST 141	159-101-R0513	15.00	15.00	0%	15.00	0%	633000/33300	Defray cost of consumable supplies.	
Diesel Repair	DST 132,256,257	159-101-R0513	20.00	20.00	0%	20.00	0%	633000/33300	Defray cost of consumable supplies.	
<b>Drafting Classes:</b>										
Drafting Project Development	DDSN 299	119-115-R0503	30.00	30.00	0%	30.00	0%	633000/33300	Pass through testing fee.	
<b>Education Classes:</b>										
Teaching Elementary Art	EDU 397E	43-006-R0684	10.00	10.00	0%	10.00	0%	633000/33300	Defray cost of materials.	
Teaching K-12 Art	EDU 397H	75-001-R0692	15.00	15.00	0%	15.00	0%	633000/33300	Defray cost of materials.	
Teacher Reading K-3	EDU 430	159-101-R0513	20.00	20.00	0%	20.00	0%	633000/33300	Defray cost of materials.	
<b>Fire Science Classes:</b>										
Fire Science Classes:	FIRE 115	127-101-R0505	25.00	25.00	0%	25.00	0%	633000/33300	Pass through testing fee.	
<b>Health and Human Education Classes:</b>										
Exercise Science	KIN 106	151-104-R0511	15.00	15.00	0%	15.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Golf	ACT 146	127-101-R0505	Varies					633000/33300	Actual amount to be determined by provider contract. Approx. \$40.	
Athletic Training	HHP 462	114-107-R0302	33.00	33.00	0%	33.00	0%	633000/33300	Defray the cost of consumable supplies.	
First Aid	ECP 100,210,212	123-101-R0504	15.00	15.00	0%	15.00	0%	633000/33300	Defray cost of consumable supplies	
Rappelling	HHP 123-101-R0504	123-101-R0504	15.00	15.00	0%	15.00	0%	633000/33300	Pass through fee for equipment rental	
Bowling	HHP 123-101-R0504	123-101-R0504	35.00	35.00	0%	35.00	0%	633000/33300	Pass through fee for equipment rental	
Health and Human Performance	KIN 321,328,331	135-107-R0507	35.00	35.00	0%	35.00	0%	633000/33300	Defray cost of consumable supplies	
<b>Health Occupation Classes (City College):</b>										
Health Occupation - Paramedic	ECP 233	127-101-R0505	125.00	125.00	0%	125.00	0%	633000/33000	Pass though fee for testing.	
Health Occupation - Paramedic	ECP 208	159-101-R0513	260.00	260.00	0%	260.00	0%	633000/33300	Pass through fee for testing.	
Health Occupation - Paramedic	ECP 222	159-101-R0513	480.00	480.00	0%	480.00	0%	633000/33300	Pass through fee for testing.	
Health Occupation - Nursing	NRSG 148,266	111-101-R0501	40.00	-	-100%	-	#DIV/0!	633000/33300	Pass through fee for testing.	Test Fee now in cluded in Book Purchase - Eliminate Fee
Health Occupation - Nursing	NRSG 265	143-101-R0509	125.00	125.00	0%	125.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Health Occupation - Nursing	NRSG 130	143-101-R0509	100.00	100.00	0%	100.00	0%	633000/33300	Defray cost of consumable lab supplies.	
Health Occupation Radiology Tech	AHXR 151,161,181	143-101-R0509	35.00	35.00	0%	35.00	0%	633000/33000	Defray cost of consumable lab supplies.	
<b>Heating, Ventilation and Air Conditioning Classes:</b>										
Heating and Ventilation	HVAC 200	111-101-R0501	45.00	45.00	0%	45.00	0%	633000/33300	Pass though fee for testing.	
Heating and Ventilation	HVAC 275	127-101-R0505	120.00	120.00	0%	120.00	0%	633000/33300	Pass though fee for testing.	
<b>Psychology and Sociology Classes:</b>										
Psychology	PSYX 224,321,351,355	90-001-R0369	7.50	7.50	0%	7.50	0%	633000/33300	Lab specimens	
Psychology	PSYX 371,381,	90-001-R0369	7.50	7.50	0%	7.50	0%	633000/33300	Lab specimens	
Psychology Clinical Assessment	PSYC 525, 592	135-107-R0507	15.00	15.00	0%	15.00	0%	633000/33300	Defray cost of consumable supplies.	
<b>Sociology and Political Science Classes:</b>										
Sociology	SOCI 201	75-001-R0692	25.00	25.00	0%	25.00	0%	634128/33300	To help recover telephone charges.	
<b>Sustainable Energy Class:</b>										
Fundamental Photovol Design Instal	NRGY 243		New Fee	95.00	#VALUE!	95.00	0%	634128/33300	Pass through fee for testing.	Test Fee
<b>Trade and Industry Classes:</b>										
Trade and Industry	TRID 151	119-115-R0503	30.00	30.00	0%	30.00	0%	634128/33300	Defray cost of consumable supplies.	
Trade and Industry	TRID 152	119-115-R0503	20.00	20.00	0%	20.00	0%	634128/33300	Defray cost of consumable supplies.	
Trade and Industry	TRID 160	127-101-R0505	25.00	25.00	0%	25.00	0%	634128/33300	Pass through fee for testing.	
Trade and Industry	TRID 140	135-107-R0507	55.00	-	-100%	-	#DIV/0!	634128/33300	Pass through fee for testing.	Test no longer offered or required - Eliminate Fee
Trade and Industry	TRID 180	143-101-R0509	30.00	30.00	0%	30.00	0%	634128/33300	Defray cost of consumables and tools that become student property.	
Trade and Industry	TRID 186		New Fee	30.00	#VALUE!	30.00	0%	634128/33300	Defray cost of consumables and tools that become student property.	Electrical Kit Cost
<b>Welding Classes:</b>										
Metal Fabrication	WLDG 125,126,154,157	143-101-R0509	60.00	-	-100%	-	#DIV/0!	634128/33300	Defray cost of consumable supplies.	With approval of Program Fee Course fees will be removed.
Metal Fabrication	WLDG 251,255,281	143-101-R0509	60.00	-	-100%	-	#DIV/0!	634128/33300	Defray cost of consumable supplies.	With approval of Program Fee Course fees will be removed.
Pipe welding/Metal Fabrication	WLDG 213	159-101-R0513	60.00	-	-100%	-	#DIV/0!	634128/33300	Defray cost of consumable supplies.	With approval of Program Fee Course fees will be removed.
Trade and Industry	WLDG 215	159-101-R0513	40.00	-	-100%	-	#DIV/0!	634128/33300	Defray cost of consumable supplies.	With approval of Program Fee Course fees will be removed.
<b>Electronic Delivered Classes:</b>										
Internet		103-001-R0599	40.00	40.00	0%	40.00	0%	632104/33300	Defray the cost of electronic class delivery. Per credit charge.	
Interactive Video		103-001-R0599	50.00	50.00	0%	50.00	0%	632104/33300	Defray the cost of electronic class delivery. Per credit charge.	
Field Experience		107-101-R0500	Varies					635900/33300	Defray costs of learning in a work environment.	
<b>Other Designated Fees</b>										
CLEP		48-001-R0785	30.00	30.00	0%	30.00	0%	634111/33300	Pass through testing fee.	
ACT		80-001-R0793	35.00	35.00	0%	35.00	0%	634111/33300	Pass through testing fee.	
ACT Work Keys Test		127-101-R0505	45.00	45.00	0%	45.00	0%	634111/33300	Pass through testing fee.	
Career Assessment Students		48-001-R0398	3.00	2.00	-33%	2.00	0%	634111/33300	Pass through testing fee.	Faxing file fee
Self Directed Serv-Students		98-001-R0398	6.00	6.00	0%	6.00	0%	634111/33300	Pass through testing fee.	
MBTI (Meyers Briggs Type Ind)		60-003-R0788	10.00	10.00	0%	10.00	0%	634111/33300	Pass through testing fee.	
Proctoring Fee		119-115-R0503	35.00	35.00	0%	35.00	0%	634111/33300	Cover costs related to administering tests.	
Strong Test - Students		98-001-R0398	10.00	10.00	0%	10.00	0%	634111/33300	Pass through testing fee.	
Dantes		98-001-R0398	60.00	60.00	0%	60.00	0%	634111/33300	Pass through testing fee.	
Compass Placement Test		107-101-R0500	15.00	15.00	0%	15.00	0%	634111/33300	Pass through testing fee.	
Computer and Industry Test and Certification		114-107-R0302	Varies					634108/33300	Pass through testing fee.	
Continuing Education Fee/ Credit (Sponsored)		2-007-R0973	Varies					632220/33300	Per course. Administrative fee assessed where an outside organization defrays all direct costs of operating	

NAME OF FEE	RUBRIC	BOR Authorization	Current FY 15 Fee	Proposed FY 16 Fee	% CHANGE	Proposed FY 17 Fee	% CHANGE	FUND	Description	Justification
									the class. Minimum \$70.00.	
Continuing Education Fee/ Credit (Not Sponsored )		71-001-R0691	Varies					632220/33300	Per semester credit hour for continuing education courses where the college pays cost of the program. Minimum \$70.00.	
Continuing Education Fee/ (Noncredit)		22-001-R0978	Varies					632220/33300	Per course. Charge to defray costs of offering noncredit continuing education.	
Drop Processing Fee		98-001-R0398	5.00	5.00	0%	5.00	0%	635114/33300	Cover costs related to the processing of the drops which occur after fee payment. Per course.	
Field Trips		22-001-R0978	Varies					632202/33300	Costs are negotiated on the basis of what will be involved in the field trip. Field trips are educationally oriented and participants are usually regularly enrolled students. The trip costs are calculated on a "break-even" basis	
Fundeo		65-001-R0989	Varies					634142/33300	No credit. Community service program offered on weekends in swimming and gymnastics.	
Graduation Fees		111-101-R0501	50.00	50.00	0%	50.00	0%	633503/33300	To defray commencement costs and maintain quality program. Per degree.	
Graduate Application Fee		107-101-R0500	40.00	40.00	0%	40.00	0%		Funding for graduate academic advising.	
ID Card - First Time		119-115-R0503	15.00	15.00	0%	15.00	0%	634118/33300	Per ID card.	
ID Card - Replacement		22-001-R0978	15.00	15.00	0%	15.00	0%	634118/33300	Per ID card. Charged to those students, faculty and staff who lose and request new ID cards.	
International Student Services Fee		143-101-R0509	100.00	100.00	0%	100.00	0%	632102/33300	To provide student services for students in program.	
International Student Deferral Fee		159-101-R0513	Varies	Varies		Varies		632102/33300	To recoup costs related to IS students that defer their I20.	
Intramural & Rec. Pass for Non-MSUB		71-001-R0691	30.00	30.00	0%	30.00	0%	638018/33300	Per semester. Fee assessed to non-college persons who live in the residence allow participation in the campus intramural and PE recreation program.	
Library Fines		127-101-R0505	Varies					635141/33500	Fines assessed for late returns and lost library materials.	
New Student Services		143-101-R0509	80.00	80.00	0%	80.00	0%	633501/33300	Assessed to 1 <sup>st</sup> time students with seven or more semester hours.	
Orientation Guest Fee		143-101-R0509	25.00	25.00	0%	25.00	0%	633501/33300	Materials and meals for guests at orientation.	
Outdoor Recreation Trips		48-001-R0785	Varies					638018/33300	Fee assessed for use of recreational equipment.	
Established Credentials		98-001-R0398	30.00	30.00	0%	30.00	0%	633502/33300	For establishing placement credentials.	
Additional Sets of Credentials		80-001-R0793	25.00	25.00	0%	25.00	0%	633502/33300	For additional placement credentials.	
Credential File Updated		98-001-R0398	20.00	20.00	0%	20.00	0%	633502/33300	To Update name, address, etc. on placement credentials.	
Program Completion Fee		127-101-R0505	Varies						Pass through fee, assessment based on participating institutions tuition.	
PE Building Locker Use Fee - Small		151-104-R0511	5.00	5.00	0%	5.00	0%	638018/33300	Charged for use of a small locker.	
PE Building Locker Use Fee - Large		151-104-R0511	10.00	10.00	0%	10.00	0%	638018/33300	Charged for use of a large locker.	
Racquet Rental Fee		151-104-R0511								
Students/Employees			0.50	0.50	0%	0.50	0%	638018/33300	Usage fee per day. Racquets, goggles, balls.	
Recreational Pass		71-001-R0691	Varies					638018/33300	Fee charged to general public and MSU dependents for participation in leisure recreation program.	
Self Support Program Fee		90-001-R0396	100.00	100.00	0%	100.00	0%	632220/33300	Per credit hour. Fee for self support classes.	
SOS/TRIO Fines		143-101-R0509	Varies					638034/33300	Damage, Loss and non-return of equipment.	
Special Summer Recreation Fee		151-104-R0511	40.00	40.00	0%	40.00	0%	638014/33300	Assessed students not enrolled during summer semester	
Study Abroad/Exchange Program Fee		127-101-R0505	Varies					632102/33300	Pass through fees to pay participating institutions for study abroad.	
Study Abroad Program Application Fee		111-101-R0501	150.00	150.00	0%	150.00	0%	632102/33300	Charged to students enrolling in study abroad program.	
Student Fee Deferment/Late Install Penalty		3-004-R0591	15.00	15.00	0%	15.00	0%	633000/33300	Fee for not making timely installment payment.	
Tennis Facility Fee		119-115-R0503	Varies					637000/33300	Usage fee for tennis center operations.	
Thesis Binding Fee		83-001-R0594	24.00	24.00	0%	24.00	0%	634114/33300		
Transcript Fee		80-001-R0793	3.00	3.00	0%	3.00	0%	633504/33300	1) Each student may receive one (1) free official transcript. 2) For every transcript request thereafter, \$3.00 charged per copy.	
Workshops and Conferences		22-001-R0978	Varies					632220/33300	Per credit hour. Fee is negotiated on the basis of what the participants to the workshop or conference wish to include. Individual contracts are negotiable. Charge will include regular student fee plus a workshop.	
<b>Auxiliary</b>										
Residence Hall Security Deposit (previously Room Damage Deposit)		123-101-R0504	125.00	125.00	0%	125.00	0%	644407/34301	Deposit for room reservation	Non Refundable room reservation; applies to first semester roo
Emergency Loan Origination Fee		127-101-R0505	15.00	15.00	0%	15.00	0%	644407/34301	Fee to defray the cost of establishing and collecting emergency loans.	
Handicapped Parking Fine		69-003-R0990	100.00	100.00	0%	100.00	0%	643000/34301	Fine for parking in handicapped zone.	
Immunization		114-107-R0302	Varies					645001/34301	To defray the costs of supplies and administering immunization. Variable depending on cost of serum	
Insight Fee		151-104-R0511	30.00	80.00	167%	90.00	13%	644407/34301	To defray cost of materials for residence hall alcohol policy violation.	Wage & Material Expense increases
Lock Change/Lost Key Fee		22-001-R0686	45.00	45.00	0%	45.00	0%	644407/34301	Charged to residence hall, lost key or lock change.	
Motor Vehicle Registration Fee		123-101-R0504								
Annual Permit		123-101-R0505	75.00	100.00	33%	100.00	0%	643000/34301	Fall/Spring/Summer fee for parking on both campus'.	Wage and Maintenance Expense increases
Academic Permit		123-101-R0506	70.00	85.00	21%	85.00	0%	643000/34301	Fall/Spring fee for parking on both campus'.	Wage and Maintenance Expense increases
Semester Permit		123-101-R0507	40.00	50.00	25%	50.00	0%	643000/34301	Per Semester fee for parking on both campus'.	Wage and Maintenance Expense increases
Semester Evening permit		123-101-R0508	30.00	40.00	33%	40.00	0%	643000/34301	Per Semester Evening fee for parking on both campus'.	Wage and Maintenance Expense increases
Summer Permit		123-101-R0509	22.00	32.00	45%	32.00	0%	643000/34301	Summer fee for parking on both campus'.	Wage and Maintenance Expense increases
Motorcycle Permit		123-101-R0510	12.00	18.00	50%	18.00	0%	643000/34301	Per Semester fee for parking on both campus'.	Wage and Maintenance Expense increases
ATV Permit		123-101-R0511	12.00	18.00	50%	18.00	0%	643000/34301	Per Semester fee for parking on both campus'.	Wage and Maintenance Expense increases
Hourly Pay'n'Display Permit		123-101-R0512	0.50	1.00	100%	1.00	0%	643000/34301	Hourly fee for parking on both campus'.	Wage and Maintenance Expense increases
Weekly Temporary Permit		123-101-R0513	3.00	5.00	67%	5.00	0%	643000/34301	Weekly fee for parking on both campus'.	Wage and Maintenance Expense increases
Reserved Annual Permit		123-101-R0514	150.00	175.00	17%	175.00	0%	643000/34301	Fall/Spring/Summer reserved space fee for parking on campus.	Wage and Maintenance Expense increases
Non-Transferable VIP Permit		123-101-R0515	5.00	10.00	100%	10.00	0%	643000/34301	Fall/Spring/Summer fee for parking on both campus'.	Wage and Maintenance Expense increases
Parking Fines		80-001-R0793	25.00	25.00	0%	25.00	0%	643000/34301	Maximum fine for each violation of motor vehicle	

NAME OF FEE	RUBRIC	BOR Authorization	Current FY 15 Fee	Proposed FY 16 Fee	% CHANGE	Proposed FY 17 Fee	% CHANGE	FUND	Description	Justification
									or parking regulations. Schedule on file in Commissioner's office.	
Parking Towing Fee		151-104-R0511	Varies					643000/34301	Cost related to towing of a vehicle.	
Residence Network Fee		143-101-R0509	75.00	75.00	0%	75.00	0%	644407/34301	Provide internet access to residence halls.	
Residence VOIP Phone Fee		143-101-R0509	100.00	100.00	0%	100.00	0%	644407/34301	Provide phone service to residence halls.	
Residence Guest Fee - Single		159-101-R0509	31.00	32.00	3%	33.00	3%	644407/34302	Guest Service for Room Rent	Utility, wage, repair and replacement expenses
Residence Guest Fee - Double		159-101-R0509	26.00	27.00	4%	28.00	4%	644407/34303	Guest Service for Room Rent	Utility, wage, repair and replacement expenses
Social Fee			15.00	15.00	0%	15.00	0%	644407/34302	Social Networking Fee	Currently approved and included in Residence Room Fee. List Separately
Double Room		159-101-R0513	1,975.00	2,035.00	3%	2,095.00	3%	644407/34301	Residence Hall Rent	Utility, wage, repair and replacement expenses
Single Room		159-101-R0513	2,375.00	2,485.00	5%	2,560.00	3%	644407/34301	Residence Hall Rent	Utility, wage, repair and replacement expenses
Residence Hall Variable Room Damages			New Fee	Varies	#VALUE!	Varies	#VALUE!	644407/34302	To defray the cost of room damage replacement, etc	Defray cost of damages
Family Housing - 2 bedroom		159-101-R0513	550.00	550.00	0%	550.00	0%	644407/34301	Family Apartment Rent - Monthly	
Family Housing - 3 bedroom		159-101-R0513	600.00	600.00	0%	600.00	0%	644407/34301	Family Apartment Rent - Monthly	
Meal Plan -Gold		159-101-R0513	1,510.00	1,558.00	3%	1,620.00	4%	644407/34301	The current meal plan is	Increase in food and prevailing wages.
Meal Plan - Silver		159-101-R0513	1,440.00	1,482.00	3%	1,541.00	4%	644407/34301	being completely revised including the number and types of meals	
Meal Plan - Bronze		159-101-R0513	1,420.00	1,460.00	3%	1,519.00	4%	644407/34301	being offered to students.	
Meal Plan - Copper		159-101-R0513	1,335.00	1,374.00	3%	1,429.00	4%	644407/34301	Meal Plan - residence hall students are required to select one plan	
<b>Agency</b>										
Liability Insurance		48-001-R0785	Varies					604000/80350	Student liability insurance for clinical courses.	
Student Health Insurance		103-001-R0599	Varies					604000/80350	Optional student health insurance per semester.	
									MUS Student Health Insurance Consortium. Negotiated Annually.	
Student Accident Insurance		103-001-R0599	8.00	8.00	0%	8.00	0%	604000/80350	Accident student insurance for high risk program students per semester. Negotiated annually.	



**THE MONTANA UNIVERSITY SYSTEM**

Inventory and Validation of Fees -- Fiscal Years 2016 and 2017

New or > 2% Increase -- **Mandatory Fees Only**-- Rates per Semester

**Unit Name:** **Montana State University at BILLINGS**

NAME OF FEE	RUBRIC	BOR AUTHO	CURRE NT FY	FY 16 FEE	Dollar CHANG	% CHANG	FY 17 FEE	Dollar CHANG	% CHANG	FUND
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**Program Fees**

<b>Academic Support Center Fee</b>			51.60	51.60	-	0%	54.40	2.80	5%	
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Justification: Montana State University Billings maintains two fully functioning Academic Support Centers (one at the four year campus and another at the two year campus), one business tutoring only lab at the College of Business, and online tutoring for writing. In the past five years, student use has doubled, while student fees have only risen 15% in the same period of time. The amount of hours spent by students within both tutoring labs during the fall and spring semesters have grown. With additional academic resources also being funded and utilized (College of Business tutoring and online tutoring), the Academic Support Center provided more than 55,000 hours of assistance last year with \$420,000 of fees generated. The current fees generated fall short of the current cost of tutoring. We have been covering the annual deficit with excess ASC revenue from previous years. General funds will not be freed up since we have been spending down the ASC fund balance."

<b>Athletic Fee</b>			49.00	51.00	2.00	4%	54.00	3.00	6%	
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Justification: The athletic fee funds a portion of the expenses associated with the operation of the Yellowjacket Athletics Program. Increase in the athletics fee will only be used for students, and more specifically, student-athletes. The increase would be spent on student-athlete related items such as scholarships, recruiting, and preseason/winter break room and board costs. Student-athletes work hard to represent the university; they compete at very high levels; and their performance in the classroom (as measured by degree completion rates) exceeds that of the general student body. They are a good investment for the university.

<b>Health Services Fee</b>			62.00	72.00	10.00	14%	74.00	2.00	3%	
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Justification: Student Health Services continues to be an incredible value for student medical, mental health, wellness and massage therapy services. This proposal includes funding for a new 1.0 FTE Coordinator for Sexual Violence Response Services and Advocacy (Phoenix Center Coordinator)/Mental Health Counselor). Currently these duties are performed by other staff who are already 1.0 FTE each-our Health Educator and our Petro Hall Director, neither of whom are licensed mental health practitioners. This is written to include compensation for an individual with a professional background in mental health, who would also perform counseling duties at an estimated .50 FTE. In addition, this proposal also takes into account the continuing rise cost of salaries, wages, benefits, materials and supplies necessary for operation. The \$10.00 fee increase can be broken down to two areas: (A) Phoenix Center Coordinator position and (B) increase in costs for all other areas.

(A) Phoenix Center Coordinator position:

- The documentation, "Not Alone: The First Report of the White House Task Force to Protect Students From Sexual Assault" [http://www.whitehouse.gov/sites/default/files/docs/report\\_0.pdf](http://www.whitehouse.gov/sites/default/files/docs/report_0.pdf) Safety Act (CASA), also known as bills S.2962 and H.R. 5354 <https://www.congress.gov/113/bills/hr5354/BILLS-113hr5354ih.pdf> specifically describe the responsibility of a university to provide direct services to survivors of sexual violence.
- Currently on a pilot basis, these duties are being handled by two MSU B staff who have essentially volunteered to take on this role. No extra compensation has been added to the salaries or wages, nor have any of their other existing duties been removed from their position descriptions. Examples of the extra workload:

i. Both staff members coordinate and run a mandatory 22-hour retreat over a weekend to train volunteer students for the Phoenix Center sexual assault services program. This retreat has occurred fall and spring semesters for the past two years. ii. Both staff coordinated in writing the policy manual for the Phoenix Center Advocates, which entailed an 8+ hour project in which they chose to finish this project by working on it from 10:00 PM until 6:00 AM the next morning, and then came to work the next day. This was not due to procrastination, it was an essential project to have this best practice in place ready for the training, and they did this beyond their regular 40-hour work week. iii. In addition to their 40-hour work week and the extra projects listed above, these two staff members share and coordinate coverage with the student volunteers for the 24/7 help line, which is an additional demand of their time and mental and emotional energy.

c. This is a position that is very unique and demanding in that this person is representing the University on the front lines of sexual assault.

d. Such type of staffing as mentioned above for this federal response to sexual assault requirement is not sustainable, and cannot be parceled out among other employees on a long-term basis.

e. **\*\*As we work to align our programs and services through Student Health Services to the University Strategic Plan, we believe that services for sexual assault survivors and providing mental health services fills a critical need in fulfilling Core Theme Two: Provide an Environment for Learning.\*\***

(B) This is an opportunity for the university to fulfill its desire to respond to and prevent sexual assault by supporting and enacting a fee increase. We cannot expect this important, essentially mandated position to be shouldered by existing staff who are already both 1.0 FTE.

- Staffing questions were submitted to the Student Health Services listserv, which consists of over 2,400 university health professionals from across the nation. Listserv members were asked for information regarding how the sexual violence response coordinator position is funded. Responses received to date (attached) demonstrate that Coordinator positions are generally funded through health services, often with a substantial fee increase in order to do so.
- Mental Health services:

a. A key component in the Governors current budget priorities is making "important investments to improve the state's mental health system by providing a continuum of care to ensure safe and effective treatment of individuals with mental illness."

b. By hiring an individual with a background in mental health, we can continue to address the increased demand for mental health services with another .50 FTE:

- o Counseling appointments 2011-2012 854 visits

- o Counseling appointments 2012-2013 955 visits

- Additional graduate student on staff for this year

- o Counseling appointments 2013-2014 891 visits

- o Although enrollment has decreased ; we have increased utilization (4% increase from 2 years ago)

c. Based on national data and trends, the mental health needs of college students are requiring more staff, time, and resources, and is reflected by the need for MSU Billings Student Health Services to implement an unprecedented waiting list fall 2014. At one point we had 14 students on the list. Some students were on the list for as long as two weeks, which is a considerable wait time, and could impact student academic success.

Usage of Fee: The Health Services fee supports all aspects of Student Health Services, including salaries, wages, benefits, contracted services, supplies, rent, etc. These fees allow us to provide medical, mental health, wellness, massage, and sexual assault advocacy and prevention services to the MSUB student population, as well as impact the entire campus community, i.e., tobacco-free campus policies, sexual assault prevention, etc.

Impact of a Fee Increase: The ability for our University to appropriately and thoroughly respond to sexual violence is of utmost importance. It is essentially an unfunded mandate from our federal government to do so; more importantly, this fee proposal will help enhance our ability to impact student success. Additionally, this fee increase will help us meet the increased demand for mental health services by being able to add FTE for mental health counseling services. By raising the Health Services fee to \$72 and \$74 per year, we are still providing excellent, affordable health care for our students. The attached Pro Forma includes these fees and provides a long-term picture of the financial health for our department.

<b>Recreational Activity Fee</b>		22.00	22.50	0.50	2%	23.00	0.50	2%	
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Justification: Recreational Activities would like to request an increase in student fees to cover costs integral to our activities. Recreational Activities continues to be a tremendous bargain for the students at MSUB. Our student recreation fees are significantly lower than our peer intuitions. Recreational Activities is currently comprised of the following programs and facilities: Recreation Center, Intramurals, Aquatics, and Fitness Services. The fee increase will allow Recreational Activities to keep program service at our existing level.

<b>Student Union Fee</b>		50.00	51.50	1.50	3%	53.00	1.50	3%	
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Justification: The Student union fee assists in covering expenses of the Student Union Building Operations as well as the programs and services offered and supported within the Student Union operation. This includes; building operations, staff, event services, student clubs and organization, and a large range of student programming. The minimal fee increase each year will aid in covering the increased expenses associated with these services, this includes but is not limited to:

Full time and student staff salaries; building maintenance; utilities; cost of programming; cost of equipment and other goods. This significance of an active and engaged Student Union is immeasurable and serves a vital role in the student and campus life at our University. The Student Union Building provides meeting and study spaces, lounge areas, student organization offices, auxiliary offices, a veteran's lounge, game room, dining services as well as rental space for the Academic Support Center and Campus Store.

**THE MONTANA UNIVERSITY SYSTEM**  
 Inventory and Validation of Fees -- Fiscal Years 2016 and 2017  
 New or > 2% Increase -- **Non-Mandatory Fees Only** -- Rates per Semester

**Unit Name:** **Montana State University at BILLINGS**

NAME OF FEE	RUBRIC	BOR AUTHORI- ZATION	CURRENT FY 15 FEE	FY 16 FEE	Dollar CHANGE	% CHANGE	FY 17 FEE	Dollar CHANGE	% CHANGE	FUND
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**Program Fees**

<b>Welding Program Fee</b>			-	225.00	225.00	New Fee	225.00	-	0%	633146/33300
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Justification: The increase in the number of students in our welding program has put a considerable strain on the welding department and the University's budget. In past years the number of students in the program was less so the demand for steel used in the program was satisfied by the donations that we were able to solicit. The welding instructors have solicited donations from various local vendors, but due to market demand, the vendors are no longer able to donate. Since these donations are no longer available, we must purchase large quantities of steel and other consumables such as welding rod and gasses to provide the supplies necessary for the students to complete the requirements of the lab portions of the program. Additionally, the cost of steel has increased dramatically, with the cost of plate steel almost tripling from \$10 per stick to \$28 per stick.

During FY 14, the welding program spent \$60,300 for lab consumables alone. The program averaged 70 students per semester. This equates to approximately \$430 per student for consumables used in the welding labs. Currently, we collect \$240 in course fees per year for the 1st year students and \$280 in course fees per year for 2nd year students. During FY 14 we collected \$17,220 total in course fees. We are asking for a Program Fee to replace the course fees to cover the cost of consumables so that the welding program can continue to enroll and instruct students.

**Pass- Through Fees**

<b>Fundmtl Photovol Dsgn Instal</b>	NRGY	243		-	95.00	95.00	New Fee	95.00	-	0%	Index Needed
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Justification: this fee would cover the cost of the NABCEB Photovoltaic Installer Entry Level Exam which is required for completion of this course. Upon satisfactory completion of the exam, the student receives the NABCEB entry level PV instaler certification. The cost of the exam is \$95 and would be administered at the City College.

**Updates to Existing Course Fees**

<b>None above 2%</b>										
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**New Fees on Existing Courses**

<b>Intro Indstrl Pwr Systms Lab</b>	TRID	186		-	30.00	30.00	New Fee	30.00	-	0%	Index Needed
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Justification: This fee would cover the cost of the \$30 electrical kit that is used during the lab portion of this class. These materials are necessary to complete the requirements and objectives of this course. Similar fees are collected for the kits used in TRID 180. Students from other City College progrmas are taking the TRID course and the cost of the test kits are being paid from a small course budget.

**Updates to Other Existing Designated/Auxiliary Fees**

<b>Parking Permits:</b>										
<b>Annual Permit</b>			75.00	100.00	25.00	33%	100.00	-	0%	643000/34301
<b>Academic Permit</b>			70.00	85.00	15.00	21%	85.00	-	0%	643000/34301
<b>Semester Permit</b>			40.00	50.00	10.00	25%	50.00	-	0%	643000/34301
<b>Semester Evening Permit</b>			30.00	40.00	10.00	33%	40.00	-	0%	643000/34301
<b>Summer Permit</b>			22.00	32.00	10.00	45%	32.00	-	0%	643000/34301
<b>Motorcycle Permit</b>			12.00	18.00	6.00	50%	18.00	-	0%	643000/34301
<b>ATV Permit</b>			12.00	18.00	6.00	50%	18.00	-	0%	643000/34301
<b>Hourly Pay'n'Display Permit</b>			0.50	1.00	0.50	100%	1.00	-	0%	643000/34301
<b>Weekly Temporary Permit</b>			3.00	5.00	2.00	67%	5.00	-	0%	643000/34301
<b>Reserved Annual Permit</b>			150.00	175.00	25.00	17%	175.00	-	0%	643000/34301
<b>Non-Transferable VIP Permit</b>			5.00	10.00	5.00	100%	10.00	-	0%	643000/34301

**Unit Name:** **Montana State University at BILLINGS**

NAME OF FEE	RUBRIC	BOR AUTHORI-ZATION	CURRENT FY 15 FEE	FY 16 FEE	Dollar CHANGE	% CHANGE	FY 17 FEE	Dollar CHANGE	% CHANGE	FUND
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Justification: Parking permit fees at MSU Billings are currently charged at a low rate. In the University Budget Committee deliberations it was recommended to increase the permit fees to help fund the increase in costs for snow removal, maintenance, patrolling and safety, utilities, etc.

Available parking spaces; 665 at the City College, and 2447 at the University Campus. Those spaces are allocated between Faculty, Staff and Students with a variety of designations (Reserved, Student, Faculty/Staff, Disabled, Shop Vehicles, Motorcycle, Visitor, etc...). Parking funds pay the electric bill for parking lot lighting, lot sweeping, lot striping, snow removal/displacement, lot maintenance (pot holes, etc...), parking permits and citations, and signage. Expenses for parking lot services have increased exceptionally since 2004 when the permits were last increased. Here are a few examples:

	2004	2014
PERMITS, MAPS, CITATIONS & ENVELOPES	\$ 4,600	\$ 17,792
SNOW REMOVAL	\$ 13,137	\$ 36,236
STRIPING	\$ 10,397	\$ 16,655
SWEEPING	\$ 1,079	\$ 13,274

**Other Auxiliary**

<b>Insight Fee</b>			30.00	80.00	50.00	167%	90.00	10.00	13%	644407/34301
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Explanation: Though geared primarily towards residence halls students, it also can be mandated by the Dean of Students Office to off-campus students for a conduct violation.

Justification: The Montana University System is requiring campuses to take targeted action towards alcohol abuse by mandating the Alcohol Edu and Haven online classes. At MSU Billings, students under 21 are required to take Alcohol Edu. The Insight program complements the Alcohol Edu and Haven initiatives by providing individualized feedback and recommendations for students sanctioned to the program. Lastly, participants have been undercharged for this service for a number of years, and this proposed increase brings this fee into alignment with similar programs at MSU and UM.

Usage of the Fee: The bulk of the fees assessed are used to compensate the Insight facilitator, a Licensed Addictions Counselor (LAC). Other costs for this class include the materials packet each student receives. Additionally, with increased demands for this class, we've added classes to the schedule and therefore need to adjust the budget for Facilitator time.

**Impact of Fee Increase:**

This fee increase will provide us with the ability to adequately compensate the Facilitator for additional classes added to the schedule. Currently, any budget shortfalls are absorbed by Housing and Residential Life and the fee increase would remove this burden from the HRL budget.

<b>Residence Hall Room Reservation Deposit (formerly Room Damage Deposit)</b>			100.00	125.00	25.00	25%	125.00	-	0%	644407/34301
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Justification: Currently approved as a REFUNDABLE DAMAGE DEPOSIT; seeking approval to increase the approved amount and make this a NON-REFUNDABLE ROOM RESERVATION DEPOSIT. This will align with the current process with the similar fee at the MSU Bozeman campus and is necessary as MSUB housing has moved to the same housing program (StarRez) as the MSU Bozeman Campus. Damages to the rooms will be charged as a variable fee depending on the damage and will not be taken out of the room reservation deposit. The deposit is intended to secure room placement for the student and not to be used as withholding for damages to the rooms. The nonrefundable room reservation deposit will be applied to the student's first semester housing charge.

<b>Residence Hall Variable Room Damage Charge</b>			-	VARIES	#VALUE!	#VALUE!	VARIES	#VALUE!	#VALUE!	644407/34301
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With the change of the damage deposit to a non-refundable security deposit, this request is to establish a separate fee for room damages. This request allows the department to appropriately charge the damages that students make in their rooms. This fee varies depending on the damage associated with the room.

**RESIDENCE HALL ROOMS - SUMMER CONFERENCE RATES:**

<b>Double Room per night</b>			26.00	27.00	1.00	4%	28.00	1.00	4%	644407/34301
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<b>Single Room per night</b>			31.00	32.00	1.00	3%	33.00	1.00	3%	644407/34301
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Justification: Guest staying in the residence halls are assessed a nightly fee. Revenue will be used to cover expenses related to their stay including but not limited to summer staff, laundry, building operations, and other miscellaneous services.

**RESIDENCE HALL ROOMS:**

<b>Double Room per semester</b>			2,035.00	2,035.00	-	0%	2,095.00	60.00	3%	644407/34301
<b>Single Room per semester</b>			2,485.00	2,485.00	-	0%	2,560.00	75.00	3%	644407/34301

Justification: The primary reason for the requested increase is to budget for inflation costs associated with utilities and other aspects of housing and residential life at MSUB. Additionally, requested fee increases will support current and long range Facilities needs. The development of the long range master plan has identified long term facility goals and new construction; however, there are some items that can be completed within the next two years to bring items up to date while still fitting within the long-range master plan update. These items include: Bathroom and shower upgrades; Carpet replacement and lobby floor upgrades, Bed and Mattress replacement. The master plan also outlines beginning upgrades on the rooms on each floor in a phased in approach. This is an estimate of about \$2 million per phase. In addition to the major facilities needs, there are other basic increases that occur each year and we need to budget for these increases: Operational cost of programs and services; Utilities including but not limited to cable TV; Routine maintenance and building cost, as well as projects that have been deferred in the past pending the master plan. It is vital to the infrastructure of the residence halls to updated necessary equipment such as flooring, air handlers, and other items that have significant impact in the overall living space.

Increase FY16 is to move to the already approved rate.

**Unit Name:** **Montana State University at BILLINGS**

NAME OF FEE	RUBRIC	BOR AUTHORI- ZATION	CURRENT FY 15 FEE	FY 16 FEE	Dollar CHANGE	% CHANGE	FY 17 FEE	Dollar CHANGE	% CHANGE	FUND
<b>BOARD:</b>										
Meal Plan -Gold/Platium			1,510.00	1,558.00	48.00	3%	1,620.00	62.00	4%	644407/34301
Meal Plan - Silver			1,440.00	1,482.00	42.00	3%	1,541.00	59.00	4%	644407/34301
Meal Plan - Bronze/Nickel			1,420.00	1,460.00	40.00	3%	1,519.00	59.00	4%	644407/34301
Meal Plan - Copper			1,335.00	1,374.00	39.00	3%	1,429.00	55.00	4%	644407/34301

The increase for FY 2016 is 3% above FY 2015. Our inflationary rate increase is based largely on actual year over year operational cost increases. The main driving factors are the increases in food cost with cost increases running over 3% and labor with prevailing wage rates going up 3% per year and the rising cost of benefits. For the 2016-2017 year, there are many unknowns as to where costs will trend. We are proposing the 4% increase in board rates for the 2016-2017 year.

**New Designated or Auxiliary Fees**

None

## THE MONTANA UNIVERSITY SYSTEM

Total Average Annual Cost of Attendance -- Fiscal Years 2015, 2016 and 2017  
For An Undergraduate Full Time Student (12 credits per semester)

Montana State University Billings	2014-15		2015-16		2016-17	
	Resident	Nonresident	Resident	Nonresident	Resident	Nonresident
Annual Tuition	\$ 4,397	\$ 15,959	\$ 4,397	\$ 16,307	\$ 4,397	\$ 16,663
Annual Mandatory Fees	\$ 1,383	\$ 1,507	\$ 1,411	\$ 1,535	\$ 1,430	\$ 1,555
Average annual room and board	\$ 6,950	\$ 6,950	\$ 6,992	\$ 6,992	\$ 7,111	\$ 7,111
Average annual cost for books/supplies	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Average cost of course fees	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25
<b>Total Average Cost of Attendance</b>	<b>\$ 13,954</b>	<b>\$ 25,641</b>	<b>\$ 14,024</b>	<b>\$ 26,059</b>	<b>\$ 14,163</b>	<b>\$ 26,554</b>
Annual Dollar Increase			\$ 70.00	\$ 418.00	\$ 138.60	\$ 494.60
Annual Percent Increase			0.5%	1.6%	1.0%	1.9%

Montana State University Billings, City College	2014-15		2015-16		2016-17	
	Resident	Nonresident	Resident	Nonresident	Resident	Nonresident
Annual Tuition	\$ 2,472	\$ 6,444	\$ 2,472	\$ 6,564	\$ 2,472	\$ 6,688
Annual Mandatory Fees	\$ 1,310	\$ 1,435	\$ 1,338	\$ 1,463	\$ 1,358	\$ 1,483
Average annual room and board	\$ 6,950	\$ 6,950	\$ 6,992	\$ 6,992	\$ 7,111	\$ 7,111
Average annual cost for books/supplies	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Average cost of course fees	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25
<b>Total Average Cost of Attendance</b>	<b>\$ 11,957</b>	<b>\$ 16,054</b>	<b>\$ 12,027</b>	<b>\$ 16,244</b>	<b>\$ 12,166</b>	<b>\$ 16,507</b>
Annual Dollar Increase			\$ 70.00	\$ 190.00	\$ 138.60	\$ 262.60
Annual Percent Increase			0.6%	1.2%	1.2%	1.6%