MEMORANDUM

TO: President Eric Barron
FROM: Garnett S. Stokes
DATE: December 14, 2012
SUBJECT: Use of Facilities and Equipment Fee Request for Approval

Section 1009.24(14)(p), Florida Statutes authorizes the university Boards of Trustees to establish fees relating to the use, late return, and loss and damage of facilities and equipment.

Each Fall departments are requested to review these fees and submit requests for changes for the following year. With declining State funds, two additional departments propose to add equipment use fees to ensure students have access to current technology and practices in the field.

Your approval of the attached list of fees is requested. The fees will be effective Fall 2013.
<table>
<thead>
<tr>
<th>Department</th>
<th>Course Designation</th>
<th>Main Campus</th>
<th>Panama City Campus</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Business</td>
<td></td>
<td>2012-13</td>
<td>2013-14 Request for Changes</td>
<td></td>
</tr>
<tr>
<td>Hospitality Administration</td>
<td>HFT 4802</td>
<td>$ 68.00</td>
<td>n/a</td>
<td></td>
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<tr>
<td>Marketing</td>
<td>MAR 4415</td>
<td>$ 20.00</td>
<td>n/a</td>
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<tr>
<td>College of Applied Studies (Panama City)</td>
<td>Underwater Crime scene investigation certificate</td>
<td>$ 90.00</td>
<td>$ 90.00</td>
<td></td>
</tr>
<tr>
<td>College of Medicine</td>
<td>All Medical Students</td>
<td>$ 250.00</td>
<td>n/a</td>
<td>per semester</td>
</tr>
<tr>
<td>College of Music</td>
<td>All Music majors</td>
<td>$ 350.00</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>College of Motion Picture Arts</td>
<td>All MPA majors</td>
<td>$ 250.00</td>
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<td>College of Nursing</td>
<td>All Nursing majors</td>
<td>$ 10.00</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>College of Visual Arts, Theatre and Dance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td>All Art majors</td>
<td>$ 125.00</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Dance</td>
<td>All undergraduate Dance majors</td>
<td>$ 125.00</td>
<td>n/a</td>
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<tr>
<td>Interior Design</td>
<td>All Interior Design majors</td>
<td>$ 0 $ 135.00</td>
<td>n/a</td>
<td>see attachment</td>
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<tr>
<td>Theatre</td>
<td>All Theatre majors</td>
<td>$ 0 $ 115.00</td>
<td>n/a</td>
<td>see attachment</td>
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</tbody>
</table>
Equipment Use Fee Request

Requesting $135 per student, per semester

Department of Interior Design
College of Visual Arts, Theatre, and Dance

Overview
The profession of interior design has become increasingly technical over the last 20 years. Architecture and design firms expect university design graduates to be skilled in a number of computer-aided design packages as well as the new building information modeling (BIM) software. At Florida State we teach a number of computer-aided design packages to our students including AutoCAD, Revit, 3D Studio Max, Sketchup, Photoshop, Illustrator, and In Design. Students rely on this software in most of the courses taught in the department. These are essential tools of the trade. We also offer a furniture design course that is heavily dependent on equipment. Students rely daily on the computer lab, printers, plotters, and woodshop equipment to complete projects assigned throughout their studies. They place heavy demands on our equipment inventory. In order to complete projects in timely fashion, they have 24/7 access to their studio spaces and computer lab and print areas.

Equipment History

Computer-aided design. From the late 1980s until approximately 2004, the Florida State University interior design department was highly respected on a national level for the preparation of students, especially in technology and computer-aided design. Other universities attempted to replicate our success and FSU graduates were highly sought after because of the skills they brought to the workplace. Due to fiscal constraints, it became increasingly difficult for the department to replace equipment on a regular cycle. As a result, the computer lab was dismantled. We added a laptop requirement and required students to bring their laptops to class and buy the software necessary to complete assignments. Even the computer-aided design (CAD) classes became dependent on student computers for instruction. While this addressed the problem of access, it made it especially difficult to teach computer and studio classes because each student typically had a slightly different computer and often configured their user interface differently. It was common to have to trouble-shoot a student computer problem at the start of class, thus delaying class. It also complicated issues of coordination among assignments. Overall, this situation did not work well and made it difficult for faculty to teach these classes. In 2011, we had the good fortune to move in the newly renovated William Johnston Building. A new computer lab, print room, and graduate student printing/plotting area were all part of our new space. In addition, money from the building allowance was allocated for equipment. The college and department combined to fund the software. This allowed the department to create a computer lab (with new computers), a well-appointed print room and plotting space. Our computer-aided design instructors, construction documents instructors, and studio faculty have a space in which students can learn and faculty can easily teach with up-to-date equipment. It greatly enhanced student access to the equipment needed to complete their projects.

Wood Shop. Since 2008, the department of interior design has been teaching a furniture design course to sophomores and this year added a graduate level furniture design course. Prior to 2011 and our move into the William Johnston Building, students only had the ability to make cardboard furniture, often cut in a faculty member’s garage. With the new building, a wood shop was created with the essential equipment to create either cardboard or wood pieces. The space
has a number of safety features including exhaust systems, a ventilated spray booth, and a saw stop table saw that detects moisture and shuts down if it comes in contact with skin. This has greatly enhanced this program and as a result a graduate level furniture design class was added this fall.

Future Equipment Use
Although the recent move to the William Johnston Building and the resulting new equipment currently puts the department in a positive equipment situation, the new equipment is heavily used and will need repairs, new parts, and replacement in the future as the equipment wears out and the underlying technology changes and. The 24 instructional computers in the computer lab, used by all of our majors, both in classes and between classes, will likely need to be replaced in 3 years. The wood shop equipment is used by 50-70 students each year and extensive use has already resulted in the need to replace parts of some of the equipment.

Proposal
Given recent funding trends in the state and the growing financial demands placed upon Florida State University as a whole, it is unlikely the Department of Interior Design will receive a recurring allocation sufficient to cover the ongoing replacement and depreciation caused by the wear on equipment.

Approval of the equipment fee will ensure students have access to the tools and technology that will provide them with the skills and knowledge needed to be competitive as they enter the work force.

*The department is proposing a $135 per student per semester equipment fee.*
Equipment Fee Request

Requesting $115 per student, per semester

School of Theatre
College of Visual Arts, Theatre, and Dance

Overview
As the finances of the department stand, we cannot provide 24/7 access to computer equipment, costuming/lighting/sound equipment or work space for all of our students on an on-going basis. The existing complement of equipment cannot withstand continued extensive daily use. Each program offered by the department is heavily reliant on functional equipment, and not having the availability of such equipment and the associated complementary software greatly hinders education of the students, particularly those in scenic design, technical production, costume design, and lighting design where access and time constraints are critical. Our BA and BFA theatre students are expected to learn the newest principles required in their field and without proper equipment and materials, these students are disadvantaged both in what they can learn and in their career opportunities. The School of Theatre is requesting an equipment use fee of $115 per semester for all Theatre majors to help offset some of the needed items to keep our degree programs current and benefitting its students. Theatre in turn, proposes to remove the $50 course fee from THE 4990 which is required of every Theatre major (graduate and undergraduate), every semester. This proposed equipment fee is consistent with fees charged by other departments within the College of Visual Arts, Theatre, and Dance.

This fee, if approved, will generate approximately $70,000 per year, and will help offset the projected $2.5 million in needed equipment.

Equipment Use

Theatre students make daily use of a wide range of equipment. In addition to computers, printers, and peripheral equipment (estimated at $65,000), the use of other items such as three pianos (estimated at $75,000) along with the student controlled lighting in the Fallon Theatre (estimated at $40,000), and a millinery machine for the costuming classes.

Theatre students currently do not have access to a copier for drawing and course material reproduction. The Scene Shop does provide access to some hand tools and rendering equipment, but the current complement is subject to hard use and needs to be replaced and augmented (estimated at $50,000). While students could be asked to provide such tools and equipment, they would be at a distinct disadvantage in trying to supply such items individually and at even greater disadvantage without having the associated proper training.

Theatre Forum is a current course required of all students, which provides materials needed for all aspects of the Theatre Production Season. It requires use of equipment that is heavily used each semester. Upgrades and replacements are needed each year to items such as millinery machines, power tools, safety tool kits, lighting and scene design equipment. Some of this equipment has not been replaced or upgraded since 1972. Without such upgrades and the associated software, faculty and staff are at a disadvantage in teaching the most updated techniques or skills used in the field. If the equipment use fee is approved, the material and supply fee associated with THE 4990 (a required course for all Theatre majors) will be deleted.
Proposal
Given recent funding trends in the state and the growing financial demands placed upon Florida State University as a whole, it is unlikely the School of Theatre will receive a recurring allocation sufficient to cover the ongoing wear on, replacement and depreciation of equipment.

Approval of the equipment use fee will ensure that students are fully prepared and given the competitive advantage by having access to and experience in working with the latest technology in the field as they enter the marketplace.

The department is proposing a $115 per student per semester equipment fee.