

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES SPECIAL MEETING OF AUGUST 23, 2023**

4:30 PM – Board Room (#1010M), Bldg. 1000

Remote Option via Zoom: <https://us02web.zoom.us/j/88349708605> -or-
(253) 215-8782 ▪ Meeting ID: 883 4970 8605

A G E N D A – Amended 08/22/2023

4:30 PM			
<u>No.</u>	<u>Agenda Item</u>	<u>Responsibility</u>	<u>Tab</u>
1.	Convene Special Meeting & Land Acknowledgement	<i>Chair Rebecca Chan</i>	
2.	<p>Communication from the Public</p> <p>-For attendees attending in-person: Please sign-up to provide a public comment on the speaker sign-in sheet in the Board Room (#1010M) between 4:15 PM–4:30 PM on August 23, 2023.</p> <p>-For attendees connecting online: Please sign up to provide a public comment via the Chat function in Zoom between 4:15 PM–4:30 PM on August 23, 2023.</p> <p>The Board Chair will call upon each speaker signed up to provide public comment. The total public comment period at the August 23, 2023 meeting will be no more than six (6) minutes with up to two (2) minutes allotted per speaker. Adjustments to the two (2) minute allotment will be made if more than three (3) individuals sign up to speak. (For the entering of a public comment into the record and attaching to the minutes of the August 23, 2023 meeting, please send written public comment to Board Secretary Lori Yonemitsu at lyonemitsu@shoreline.edu following the August 23, 2023 meeting.)</p>	<i>Chair Rebecca Chan</i>	
3.	Study Session: 2023-2024 College Operating Budget	<i>Jack Kahn, President & Becca Chen, Budget Consultant</i>	
4.	Action: Fee Proposals for FY 2023-2024	<i>Nancy Dick, Executive Dean</i>	1
5.	Action: Amendments to 100.E50 College Debt: Financial Planning & Activities in the Shoreline Community College Board of Trustees Manual	<i>Jack Kahn, President</i>	2
6.	Report: Memorandum of Understanding By and Between Shoreline Community College and The Shoreline Community College Federation of Teachers – Regarding the effects of ransomware and ransomware-related decisions	<i>Jack Kahn, President</i>	
7.	<p>Executive Session pursuant to:</p> <ul style="list-style-type: none"> • RCW 42.30.110(1)(g) 	<i>Chair Rebecca Chan</i>	
8.	Action: President’s COLA Amendment	<i>Chair Rebecca Chan</i>	
9.	Action: Adjournment	<i>Chair Rebecca Chan</i>	

Next regular meeting of the Board of Trustees: Wednesday, October 25, 2023

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF AUGUST 23, 2023**

TAB 1

ACTION

Subject: Fee Proposals for FY 2023-2024

Background

The Board of Trustees conducted a first reading at its July 19, 2023 meeting of the fee proposals for FY 2023-2024.

The following changes to student fees are proposed for FY 2023-2024. Note: These fees apply to specific courses, programs, or services.

1. PROPOSED REALLOCATION OF FEES – DENTAL HYGIENE PROGRAM
2. PROPOSED INCREASE OF FEES – MEDICAL LAB TECH (MLT) LAB
3. PROPOSED INCREASE OF FEES – NURSING PROGRAM
4. PROPOSED INCREASE OF FEES – NURSING SKILLS LAB
5. PROPOSED REDUCTION OF FEES – HONORS COLLEGE

To follow: Fee proposals for FY 2023-2024.

Recommendation

That the Board of Trustees, by motion and subsequent action, approve the fee proposals for FY 2023-2024 as presented.

Prepared by: Lucas Rucks, Ed.D.
Acting Vice President for Instruction
Shoreline Community College
August 18, 2023

1. PROPOSED REALLOCATION OF FEES – DENTAL HYGIENE PROGRAM

Background

The Dental Hygiene Program has been located at the University of Washington School of Dentistry (UWSOD) for the past two years, and a fee adjustment is needed. The fees applied over the past two years were estimates, and this new fee schedule would reflect the actual use of equipment and supplies.

The list of proposed fees also includes a new fee for the purchase of instruments for the first three quarters of the program. In the past, students rented these instruments but were responsible for replacement costs out of pocket when the instruments were damaged. Over the past 2 years, it has been found that students are less careful with these rented instruments, especially those they need to sharpen. They will now be able to use financial aid resources to pay for these instruments directly at a reduced cost due to the University of Washington’s purchasing power.

Type of Fee	Fees 2021-2023	Proposed Fee for 23-24
UWSOD Clinical Use Fee	\$375 x 7 quarters	\$787 x 7 quarters
UWSOD Lab Supply Fee	\$375 x 7 quarters	\$405 x 7 quarters
UWSOD Instrument Rental Fee	\$500 x 7 quarters	\$214 x 7 quarters
UWSOD Handpiece Rental Fee	\$75 for 7 quarters	\$131 x 7 quarters
UWSOD Other Instrument Rental Fee	\$63 x 7 quarters	\$44 x 7 quarters
Malpractice Insurance Fee	\$6.25 x 7 quarters	\$6.25 x 7 quarters
Director Fee	\$140 x 7 quarters	\$140 x 7 quarters
Student Instrument Fee Q1		\$1,320 x 1 quarter
Student Instrument Fee Q2		\$798 x 1 quarter
Student Instrument Fee Q3		\$581 x 1 quarter

UWSOD fees will first be collected by Shoreline Community College by course charge and then be transferred to UWSOD. UWSOD will provide a quarterly invoice to SCC for these costs.

Quarter		Fees	Total	Class
Fall	1	Clinic use fee, Supplies Fee, Rental Fee, Student Instrument Fee Q1, MI, Director	\$3,047.25	121
Winter	2	Clinic use fee, Supplies Fee, Rental Fee, Student Instrument Fee Q2, MI, Director	\$2,525.25	122
Spring	3	Clinic use fee, Supplies Fee, Rental Fee, Student Instrument Fee Q3, MI, Director	\$2,308.25	123
Summer	4	Clinic use fee, Supplies Fee, Rental Fee, MI, Director	\$1,727.25	124
Fall	5	Clinic use fee, Supplies Fee, Rental Fee, MI, Director	\$1,727.25	221
Winter	6	Clinic use fee, Supplies Fee, Rental Fee, MI, Director	\$1,727.25	222
Spring	7	Clinic use fee, Supplies Fee, Rental Fee, MI, Director	\$1,727.20	223
			\$14,789.75	

Note

Previous fees for the Dental Hygiene Program totaled \$11,264.75.
Instrument purchases total \$2,699.

2. PROPOSED INCREASE OF FEES – MEDICAL LAB TECH (MLT) LAB

Background

The last time that student fees were increased for the MLT Lab was 2013. In those 10 years, costs for medical supplies have increased dramatically. Additionally, cohorts admitted to the MLT Program have been reduced in size due to a lack of clinical placements. Due to these increased costs, the fee account is currently running at a deficit of \$10,000.

Proposal

Increase MLT Lab Fee (220000070130) from \$75 to \$150 per class, except for MLT 245 Lab Fee (220000070320) which is proposed to increase from \$100 to \$200.

3. PROPOSED INCREASED FEES – NURSING PROGRAM

Background

Since the onset of the COVID-19 pandemic in early 2020, the Nursing Program has been using the digital learning platform Lippincott CoursePoint from Wolters Kluwer. This resource has been highly effective for students, increasing how they can learn required material, including read-aloud texts, text translations, and various presentations of content such as videos, adaptive quizzing, and case studies. In addition, this platform includes robust tools for faculty to assess learning, make assignments, and facilitate virtual simulations as a replacement for clinical when needed.

Having this resource available to all students at the beginning of a quarter (and not relying on students to purchase necessary materials) has made a significant impact in increasing student access to materials. Students no longer need to decide if a required textbook is worth the purchase price, for example.

It has now been several years since the Nursing Program began using Lippincott CoursePoint, and we have determined the need to add psychiatric simulations to our subscription package. This is a \$100 fee. In addition, the vendor has increased its pricing model by 3%.

Student Costs

		Previous Price	Current Price
1st Quarter	Taylor Fundamentals Weber Assessment Lynn Skills Lippincott Advisor Stedman’s Medical Dictionary VSims for all texts	\$853	\$878.59

2nd Quarter	Hinkle Med Surg Nursing Frandsen Pharmacology Ricci-Kyle OB/Peds VSims for all texts	\$692.50	\$713.28
4th Quarter	VSims for Nursing – Mental Health		\$100
6th Quarter	Marquis Leadership	\$95	\$97.85
Total		\$1482.50	\$1789.72

Proposed Student Costs

6 Quarter Option

1st Quarter (NURS 141)	All texts available for two years	\$300
2nd Quarter (NURS 142)	Was \$260 per quarter	\$300
3rd Quarter (NURS 143)		\$300
4th Quarter (NURS 221)		\$300
5th Quarter (NURS 222)		\$300
6th Quarter (NURS 223)		\$300

10 Quarter Option

1st Quarter (NURSE 121)	All texts available for two and a half years	\$180
2nd Quarter (NURSE 122)	Was \$175 per quarter	\$180
3rd Quarter (NURSE 123)		\$180
4th Quarter (NURSE 124)		\$180
5th Quarter (NURSE125)		\$180
6th Quarter (NURSE 221)		\$180
7th Quarter (NURSE 223)		\$180
8th Quarter (NURSE 222)		\$180
9th Quarter (NURSE 225)		\$180
10th Quarter (NURSE 224)		\$180

4. PROPOSED INCREASE OF FEES – NURSING SKILLS LAB FEE

Background

The last time that student fees were increased for the Nursing Skills Lab was in 2017. In those 5 years, costs for medical supplies have increased dramatically. The current fee NURS-Clinical Crs Fee (220000070210) is \$46.45 and is meant to cover general supplies and instructor demonstration supplies.

This fee account had been overspent by \$20,000. Over the past 4 years, tighter control over these funds has resulted in a reduction of this deficit by \$15,000. We are now beginning to see an increase in our deficit despite our close monitoring of expenses.

Initially, students purchased skills lab supply bags directly from the vendor (Coursey Enterprises). Unfortunately, this is a burden for students who receive funding from certain sources that do not allow them to purchase materials directly from a vendor, and instead

requires them to purchase materials through the college’s bookstore. In Fall 2022, we arranged to have students purchase their supply bags from the college’s bookstore to take advantage of the ability for their funding sources to cover the costs.

Unfortunately, this process has not worked well either. There have been challenges with the bookstore ordering the supply bags in a timely manner and students report a variety of prices being charged for the bags (ranging from the standard price set by Coursey Enterprises to up to double that amount).

Please note that the fees charged by Coursey Enterprises for the supply bags vary by course:

<u>Six Quarter Program Option</u>	<u>Ten Quarter Program Option</u>
NURS 161: no supply bag needed	NURSE 132: no supply bag needed
NURS 162: \$83.70	NURSE 123: \$83.70
NURS 163: \$90.00	NURSE 124: \$90.00
NURS 233: \$47.70	NURSE 125: no supply bag needed
	NURSE 235: \$47.70

Proposal

Increase NURS-Clinical Crs Fee (220000070210) to \$60 for general supplies and instructor demonstration supplies, plus the cost of the skills lab supply bag appropriate to the quarter. Note: NURS 233 and NURSE 235 are not skills lab courses, but students have purchased a supply bag for an IV practice session. The fee reflects that supply bag charge only.

<u>Six Quarter Program Option</u>	<u>Ten Quarter Program Option</u>
NURS 161: \$60.00	NURSE 132: \$60.00
NURS 162: \$143.70	NURSE 123: \$143.70
NURS 163: \$150.00	NURSE 124: \$150.00
NURS 233: \$47.70	NURSE 125: \$60.00
	NURSE 235: \$47.70

5. PROPOSAL TO REDUCE THE QUARTERLY HONORS COLLEGE FEE

Background

The quarterly fee of \$495 for domestic students and \$695 for international students is a barrier for students interested in Shoreline’s Honors College program. We propose reducing the quarterly fee to promote diversity, equity, and inclusion, and improve access to High Impact Practice (that increase rates of student retention, student engagement, and persistence to graduation for all students across diverse backgrounds).

- The Honors College at Shoreline is a one-of-a-kind program in Washington State.
- The Honors College encompasses greater diversity than the rest of the college.
- The Honors College attracts both domestic and international students.

- Students enrolled in the Honors College generate revenue for the college based on their regular tuition.
- Reducing the quarterly fee creates an opportunity to boost enrollment and attract other students to Shoreline.
- 95% of honors programs at other colleges have no fees (according to a National Collegiate Honors Council survey).

History of the Fee

The current quarterly fee applied to students enrolled in the Honors College was adopted in 2017 with approval by Shoreline's Board of Trustees. The larger fee was proposed as part of the paradigm provided by American Honors, which we are no longer associated with.

The original agreement (while a little ambiguous) indicates what the fees can go towards:

"The honors fee would be collected quarterly and would be used to fund program costs, including but not limited to **staff support, travel, meals and refreshments (including honors seminar/meeting meals for students, staff, and faculty), equipment, and supplies.**"

(Full text further down below)

Proposal

Based on the enrollment of over 50 students, the revenue generated can support a part-time director, research classes, and services needed (enrollment, symposium coaching, support).

Rationale for Reduced Fee Model

A reduced fee will still supplement the operating costs of the Honors College which will give us the financial means to attend Regional and National Honors Conferences, pay membership costs for students associated with Phi Theta Kappa, and promote events on campus (such as the pre-Covid Honors Lecture Series).

	HONORS			REG TUITION						
Students	THC Fee	Annual Fee	Revenue	Quarter	Year	Revenue	Combined	Op Costs	Difference	
50	495x3qtrs	1485	74,250	4,166	12798	639,900	714,150	65,168	648,982	
60			89,100			767880	856,980		791,812	
70			103,950			895,860	999,810		934,642	
80			118,800			1,023,840	1,142,640		1,077,472	
90			133650			1,151,820	1,285,470		1,220,302	
100			148,500			1,279,800	1,428,300		1,363,132	
	HONORS			REG TUITION						
Students	THC Fee	Annual Fee	Revenue	Quarter	Year	Revenue	Combined	Op Costs	Difference	
50	250x3qtrs	750	37,500	4,166	12798	639,900	677,400	65,168	612,232	
60			45,000			767880	772,380		707,212	
70			52,500			895,860	948,360		883,192	
80			60,000			1,023,840	1,083,840		1,018,672	
90			67,500			1,151,820	1,219,320		1,154,152	
100			75,000			1,279,800	1,354,800		1,289,632	
	HONORS			REG TUITION						
Students	THC Fee	Annual Fee	Revenue	Quarter	Year	Revenue	Combined	Op Costs	Difference	
50	100x3qtrs	300	15,000	4,166	12798	639,900	654,900	65,168	589,732	
60			18,000			767880	785,880		720,712	
70			21,000			895,860	916,860		851,692	
80			24,000			1,023,840	1,047,840		982,672	
90			27,000			1,151,820	1,178,820		1,113,652	
100			30,000			1,279,800	1,309,800		1,244,632	

Additional Operating Costs

Item	Anticipated Cost	Reason
Western Regional Honors College (WRHC) Membership	\$78 per year	Membership in a professional association.
National Honors College Council (NCHC) Membership	\$650 per year (based on numbers of FTE)	Membership in a professional association.
Phi Theta Kappa (PTK) Membership for students	\$650 \$65 per Honors Student (Avg 10 per year)	Paid for students as part of their participation in the Honors College and meeting requirements for admission to PTK.
Promotional Materials, Honors Lecture Series, and Incidental Expenses, Graduation [Swag]	\$3000	Provide a broader and more holistic experience for Honors Students.

Supplemental Information: Officially *Honored* Classes (supported by academic divisions)

- Anthropology 205, Chemistry 171, Chemistry 172, Chemistry 173, Communications 203, Communications 220, English 101, English 102, Gender Women Studies 284, Geography 100, Geology 101, Geology 115, Math 146 (Statistics), Multicultural Studies 105, Philosophy 101, Philosophy 115, Philosophy 240, Political Science 202, Psychology 100.

**“SHORELINE COMMUNITY COLLEGE TAB 3 DISTRICT NUMBER SEVEN BOARD OF TRUSTEES
REGULAR MEETING OF MARCH 15, 2017**

CONSENT AGENDA Subject: Honors Fees Background. The College is expanding its honors program that will allow students to participate in honors classes and receive certain additional services. In order to help fund the program, the College proposes to collect a fee from honors students in addition to tuition and other supplemental and course fees. The honors fee would be collected quarterly and would be used to fund program costs, including but not limited to staff support, travel, meals and refreshments (including honors seminar/meeting meals for students, staff, and faculty), equipment, and supplies. Students participating in the honors program will have their financial aid budgets adjusted to reflect the honors fee, thus allowing them to maximize their access to federal, state, and College resources. Recommendation That the Board authorize honors fees by the following motion:

RESOLVED, that the Board of Trustees authorizes the College to collect an honors fee of up to \$495 per quarter for domestic students and up to \$695 per quarter for international students.

Prepared by: Stuart Trippel, Senior Executive Director and CFO Shoreline Community College”

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
SPECIAL MEETING OF AUGUST 23, 2023**

TAB 2

ACTION

Subject: Amendments to 100.E50 College Debt: Financial Planning & Activities in the Shoreline Community College Board of Trustees Policies Manual

Background

The Board of Trustees conducted a first reading (at its June 28, 2023 meeting), followed by a second reading (at its July 19, 2023 meeting) of the proposed amendments to the 100.E50 College Debt: Financial Planning & Activities section in the Shoreline Community College Board of Trustees Policies Manual.

To follow/attached: Side-by-Side document containing the current policy and the proposed amendments to the 100.E50 College Debt: Financial Planning & Activities section.

Recommendation

That the Board of Trustees, by motion and subsequent action, approve the proposed amendments to the 100.E50 College Debt: Financial Planning & Activities section in the Shoreline Community College Board of Trustees Policies Manual.

Prepared by: Jack S. Kahn, Ph.D.
President
Shoreline Community College
August 21, 2023

100.E50 COLLEGE DEBT: FINANCIAL PLANNING & ACTIVITIES

<p align="center"><u>CURRENT POLICY</u> <i>(Approved: February 22, 2023 Regular Meeting of the Board of Trustees)</i></p>	<p align="center"><u>PROPOSED AMENDMENTS TO CURRENT POLICY</u></p>
<p>Purpose The purpose of this policy is to define the Board Operational Reserves for Shoreline Community College.</p> <p>Board Policy Manual, Fiscal Responsibility</p> <p>Definitions <i>Fund:</i> A fiscal and accounting entity with a self-balancing set of general ledger codes in which cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, are recorded and segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.</p> <p><i>Fund Balance (Reserves):</i> The difference between a fund’s assets and liabilities.</p> <p><i>Budget:</i> A plan of financial operation embodying an estimate of proposed expenditures for a given period of time and the proposed means of financing them.</p> <p><i>Operating Budget:</i> A plan of current expenditures and proposed means of financing them. The operating budget is the primary means of ensuring that the financing acquisition, spending, and service delivery activities of the College are controlled.</p> <p>Policy In compliance with the Shoreline Community College Board of Trustee’s direction, the College will maintain an operational reserve balance to ensure the College can conduct its mission. The Board in its fiduciary capacity for prudent fiscal management, directs the College to accumulate and maintain sufficient reserves to accomplish</p>	<p align="center">↓ Presented as first reading (@ June 28, 2023 Board of Trustees Meeting)</p> <p>Purpose The purpose of this policy is to establish and define the use of fiscal Board Reserves for Shoreline Community College.</p> <p>Board Policies Manual, Fiscal Responsibility</p> <p>Policy In compliance with the Shoreline Community College Board of Trustee’s direction, the College will maintain a Board Reserve balance to ensure the College can conduct its mission. The Board in its fiduciary capacity for prudent fiscal management, directs the College to accumulate and maintain sufficient reserves for strategic or unbudgeted emergencies. The Shoreline Community College Board of Trustees directs the College to begin each fiscal year budget with Board Reserves of a minimum of 25% of the annual operating budget expenditures; reserve levels below 25% must be approved by the Board.</p> <p>Procedure Board Reserves should be used for unbudgeted emergencies which, if left unattended, will jeopardize the health and safety of the College community; for any unanticipated expenditures necessary to keep a public commitment; to fulfill a legislative or contractual mandate; or expenditures which will result in significant administrative or programmatic inefficiencies, that cannot be covered by existing appropriations. Examples include, adequate cash flow, emergencies, budget contingencies, multi-year planning, revenue shortfalls, unplanned but necessary expenditures, or operating changes that occur outside of the planned annual budget.</p> <p>Assessment of the Board Reserves balance will be provided through the annual budgeting process and updated as part of, or following, any</p>

<p>specific, strategic objects of the College. The Shoreline Community College Board of Trustees has directed the college to begin each fiscal year with local operating reserves of no less than 15% of the annual operating revenue budget of the College except for Board-approved expenditures.</p> <p>The operational reserves are intended for use in non-recurrent situations. Examples of such situations may be:</p> <ul style="list-style-type: none"> • One-time expenditures for program start-up • Expenditures to cover building damages from natural disasters • Non-government-funded portions of capital projects • Other situations as determined by the President and/or approved by the Board of Trustees <p>Procedure Assessment of this reserve balance will be provided through the annual budgeting process. The funds included for this assessment are:</p> <p>Fund 148 – Dedicated Local - exclusive of restricted fee revenue</p> <p>Fund 149 – Operating Local</p> <p>Fund 145 – Grants and Contracts – exclusive of restrictions, reimbursable grants.</p> <p>All recommendations to expend reserve funds will be forwarded to the Executive Team and the President. Board Approval must be obtained prior to expenditure.</p> <p>Expenditures of greater than \$50,000 will be submitted by the President to the Board of Trustees for approval prior to the use of such funds.</p>	<p>expenditures. Board Reserves will be maintained in Fund 149 – Operating Fund.</p> <p>All recommendations to expend reserve funds will be forwarded to the Executive Team and the President. All expenditures drawn from Board Reserves funds [or Funds 148 and 149] require prior approval of the President, unless previously authorized in the College’s budget or approved by the Board of Trustees. The President shall submit expenditures exceeding \$50,000 to the Board of Trustees for approval for use of Board Reserves.</p> <p>Excess Funding If Board Reserves exceed 25% of the annual operating budget, the President may use the excess reserves for one-time expenditures as follows: capital shortfalls, facilities repairs or improvements, or expenditures in alignment with the College’s strategic plan and annual planning process. Such one-time expenditures shall not be used to create ongoing obligations, including job positions, salary increases, operating or capital dollars.</p> <hr/> <p>↕ Addition to the above for <u>second reading</u> (@ July 19, 2023 Board of Trustees Meeting)</p> <ul style="list-style-type: none"> • No annual use of this funding should put the 25% minimum for the Board Reserves in jeopardy. • All use of this overage must be presented to the Board of Trustees. This should include the amount of the funding utilized and the rationale for use per the policy. • The President shall submit expenditures exceeding \$500,000 to the Board of Trustees for approval for use of Board Reserves.
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