

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 24, 2016**

TAB 3

ACTION

Subject: Revision(s) to BPR-7 (Board Travel), Section 4: Board-President Relationship – Board of Trustees Governance (“Policy”) Manual

Background

Board of Trustees Policy BPR-7 currently reads as follows:

The President will ensure that adequate funding for trustee education and travel will be provided in the college-operating budget.

Accordingly:

- 7.1. Trustee expenditures will not exceed this amount of funding.
- 7.2. As part of the operating budget development process, the Board shall inform the president of its education and travel needs for the following year.

In reviewing the College’s compliance with state law and regulations set forth by the Office of Financial Management (OFM), the College administration, in consultation with the assistant attorney general assigned to the College, has determined that the Board is required to have an internal travel policy in order to comply with OFM requirements expressed in the State Administrative and Accounting Manual (SAAM).

The College administration briefed the Board on the issues involved in reimbursement for Board travel at the Board of Trustees retreat on February 19, 2016. Following discussion, the following is a recommended replacement for Policy BPR-7:

The Board of Trustees will comply with the Office of Financial Management (OFM) State Administrative and Accounting Manual (SAAM) Subsection [10.70.30.b](#) as follows:

- 7.1. Trustees who are not in travel status according to the provisions of SAAM Chapter 10 will be reimbursed according to Option 1 of SAAM [10.70.30.b](#).
- 7.2. Trustees who are in travel status according to the provisions of SAAM Chapter 10 will be reimbursed according to Option 2 of SAAM [10.70.30.b](#).
- 7.3. For purposes of determining what constitutes a “day or portion thereof spent to conduct board . . . business” under Option 1, the Board of Trustees will include all days, and only those days, on which an officially noticed meeting of the Board of Trustees occurs.

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Recommendation

That the Board adopt the recommended revision to Policy BPR-7 by motion.

Prepared by: Cheryl Roberts, Ed.D., President
 Stuart Trippel, CPA, Executive Director, Business and Student Support Services
 Shoreline Community College
 February 22, 2016

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TAB 4

ACTION

Subject: American Honors Fees

Background

The College has entered into an agreement with Quad Learning, Inc. (QL) in which QL will, in collaboration with the College, provide the American Honors program to eligible students. One of the provisions of the agreement with QL is that the College's Board of Trustees will establish a "Program Fee" that will be charged to students in the American Honors program and remitted to QL.

Establishment of a Program Fee is provided for in the agreement with QL, but the agreement does not specify an amount to be charged. During negotiations with QL and as part of the College's financial analysis of the American Honors program, the College administration has determined that the initial program fees should be set at \$695 per quarter for domestic students and \$1,233 per quarter for international students.

The Program Fee has been set for domestic students at a level such that three quarters of resident tuition for 15 credits per quarter, plus the Program Fee, are roughly equivalent to the maximum Pell Grant amount for 2016–17. In addition, students participating in the American Honors program will have their financial aid budgets adjusted to reflect the Program Fee, thus allowing them to maximize their access to federal, state, and institutional resources.

Recommendation

That the Board authorize the American Honors Program Fee by the following motion:

RESOLVED, that the Board of Trustees authorizes the College to collect an American Honors Program Fee at the rate of \$695 per quarter for domestic students and \$1,233 per quarter for international students.

Prepared by: Stuart Trippel, Executive Director, Business and Student Support Services
Robert Francis, Vice President for Academic and Student Affairs
Shoreline Community College
February 22, 2016