



NOTICE OF VIRTUAL SPECIAL MEETING

(Notice Date: Saturday, April 4, 2020)

The Shoreline Community College Board of Trustees will hold a special meeting on Tuesday, April 7, 2020 beginning at 3:30 PM. The purpose of the April 7, 2020 special meeting:

- First Reading: Fee Proposals for FY 2020-21
- Action: Memorandum of Understanding Regarding Music Department Private/Individual Instruction
- Action: Memorandum of Understanding Regarding Nurse Educator Funding
- Executive Session

The special meeting will take place in a virtual space to comply with government restrictions on public gathering due to COVID-19 health risks.

•To connect to the April 7, 2020 special meeting:

- Via **link**, go to: <https://zoom.us/j/952181223>
- Via **telephone**:

Call/Dial/Key-in to one of the following **numbers**. Start with the first number. If you receive a busy signal or an “all circuits are busy” message, try the next number on the list.

(669) 900 6833
(346) 248 7799
(301) 715 8592
(253) 215 8782

- **Webinar (“Meeting”) ID: 952 181 223**

•All Board of Trustees meetings include opportunity for public comment. Due to the continual and changing information related to COVID-19 and the April 7 special meeting to be held virtually, please email public comments to the Board Secretary at lyonemitsu@shoreline.edu by 3:30 PM on Tuesday, April 7, 2020. Please place “Public Comment” in the subject of your email. Public comments received will be provided to the Trustees, entered into the record, and attached to the minutes of the April 7 special meeting.

•The agenda for the April 7, 2020 special meeting will be posted to:
<https://www.shoreline.edu/about-shoreline/board/meeting-packets-2018.aspx>

SHORELINE COMMUNITY COLLEGE
Board of Trustees
(Virtual) Special Meeting of April 7, 2020
3:30 PM

A G E N D A

3:30 PM			
NO.	AGENDA ITEM	RESPONSIBILITY	TAB
1.	Convene Special Meeting	<i>Chair Tom Lux</i>	
2.	Communication from the Public (Public comments sent to the Board Secretary at lyonemitsu@shoreline.edu by 3:30 PM on Tuesday, April 7, 2020 will be provided to the Trustees, entered into the record, and attached to the minutes of the April 7 special meeting.)	<i>Chair Tom Lux</i>	
3.	First Reading: Fee Proposals for FY 2020-21	<i>Phillip King & Bayta Maring</i>	1
4.	Action: Memorandum of Understanding Regarding Music Department Private/Individual Instruction	<i>Phillip King</i>	
5.	Action: Memorandum of Understanding Regarding Nurse Educator Funding	<i>Phillip King</i>	
6.	Executive Session <ul style="list-style-type: none"> • To discuss with legal counsel evaluation of a public employee • To discuss with legal counsel matters in litigation 	<i>Chair Tom Lux</i>	
7.	Adjournment	<i>Chair Tom Lux</i>	
	Next Regular Meeting of the Board of Trustees: Wednesday, April 22, 2020		

•To connect to the April 7, 2020 special meeting:

- Via **link**, go to: <https://zoom.us/j/952181223>
- Via **telephone**:

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**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
(VIRTUAL) SPECIAL MEETING OF APRIL 7, 2020**

TAB 1

FIRST READING

Subject: Fee Proposals for FY 2020-21

Background

As a result of the budget review process, faculty and staff are proposing the following changes to student fees. Note that these fees apply to specific courses, programs or services.

1. PROPOSED CHANGE TO CURRENT FEE – CHANGE F-1 ADMINISTRATIVE FEE
2. PROPOSED NEW FEE – FOREIGN TRANSCRIPT EVALUATION FEE
3. PROPOSED NEW FEE – INTERNATIONAL STUDENT AIRPORT PICKUP FEE
4. PROPOSED NEW FEE – EQUIPMENT FEE
5. PROPOSED NEW FEE – GOLF
6. PROPOSED INCREASE TO PRIVATE MUSIC INSTRUCTION FEE
7. PROPOSED INCREASE TO STEM LAB FEES
8. PROPOSED CHANGE TO FEE – ALEKS ASSESSMENT
9. PROPOSED NEW FEE – HONORLOCK REMOTE PROCTORING
10. PROPOSED NEW FEE – POST-BACCALAUREATE STUDIES FOR THE HEALTH PROFESSIONS

To follow: Fee Proposals for 2020-21.

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Vice President for Student Learning

Bayta Maring
Executive Director, Institutional Assessment and Data Management

Shoreline Community College
April 3, 2020

Fee Proposals for 2020-21

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1. PROPOSED CHANGE TO CURRENT FEE – CHANGE F-1 ADMINISTRATIVE FEE

Background

The modified fee will cover the International Education department’s expenses related to specialized services, programs, and activities, and allow the College to maintain the needed quality of services during a time of budget cuts and extremely unfavorable external factors. Categories of expenses will include the following:

- Administrative SEVIS recordkeeping and reporting to ensure compliance with federal regulatory requirements, as well as related training, staffing, and technology needs
- Academic advising and other specialized services for this population
- Activities and specialized programs for retention of this population
- Advancement of global engagement and awareness that benefits all students

The F-1 Administrative fee has not been increased since 2009, and due to increases in staff salaries and other expenses, it is no longer fully covering the costs it was intended to cover. Additionally, as part of upcoming budget cuts at the College, the International Education department is expected to experience cuts in staff and funding. With the severe and unprecedented external pressures currently impacting international student enrollments across the U.S., proactive steps are needed to maintain Shoreline’s competitive advantage.

International students tend to be a high-need population needing specialized services. These students tend to be younger than the average domestic student and lack the social and family support networks when they come to Shoreline. They are thus dependent on the College to provide activities and services to help them adjust and acclimatize themselves to their new environment. The quality of services provided by the International Education department to these students has a direct impact on their recruitment and retention.

The amount of these fees is comparable to nearby colleges, as well as colleges nationally:

Green River Community College <https://www.greenriver.edu/international/costs-payments/>

International College Experience fee (one-time fee, new academic-level students): \$100

Foundation for Success fee (one-time fee): \$100

Edmonds Community College <https://www.edcc.edu/International/costs.html>

Orientation fee: \$50 (one-time)

IESL to Academic \$35

- Lane Community College: \$125/semester <https://www.lanecc.edu/international/costs-and-payments>
- Mount Hood Community College: \$120/term https://www.mhcc.edu/Tuition_Residency/
- Truckee Meadows College: \$120/semester <http://catalog.tmcc.edu/archived-catalogs/2018-2019/tuition-fees/tuition-fees/tuition-fees.pdf>
- Ivy Tech Community College:
\$90/semester https://wwwcc.ivytech.edu/shared/shared_dcompwg/international-students/InternationalStudentInfo2014NEW.pdf
- Hinds Community College: \$125/semester <https://www.hindscc.edu/admissions/costs-aid/international-tuition-fees>

Proposal

Increase an established college fee for international students and modify usage guidelines to meet current needs. The proposal is to **change the “F-1 Administrative Fee” to a more general “International Student Fee”, and to increase it from \$25 per quarter to \$100 per quarter.** The F-1 Administrative fee was implemented in 2009 and has not been increased in the past 11 years.

The fee is estimated to generate approximately \$289,000 per academic year (assuming a headcount of 830 for fall, winter and spring quarters, and a headcount of 400 in the summer quarter): The difference in revenue due to the increased fee will be approximately **\$216,000.**

2. PROPOSED NEW FEE – FOREIGN TRANSCRIPT EVALUATION FEE

Background

The foreign transcript evaluation for international students is an optional service offered to international students who are considering pursuing the high school completion program at the College. This service has been offered to students since Fall 2016.

A foreign transcript evaluation is required any time foreign course work is used to meet a minimum qualification. Offering a transcript evaluation service to new international students is a good recruitment tool. Parents and students who may not have previously considered the high school completion program are more likely to look at that option if they are provided this service. The high school completion program is an attractive option for many international students and their parents because of the savings in cost and time when a student completes their high school diploma and associate degree at the same time.

Students who wish to earn a high school diploma are responsible for submitting certified copies or originals of their high school transcripts (grades 9-12). IE staff then completes a detailed course by course evaluation. Following this, an academic advisor makes a two-year transfer plan building in both high school and college/transfer requirements. The evaluation and transfer plan are then discussed with the student via e-mail and during 30-minute individual appointments during the quarter. These evaluations and plans are often too unique to be discussed in group settings, therefore individual appointments are necessary. After discussing with an academic advisor, the student may decide to continue with pursuing the high school diploma option or pursue the GED option. Some students choose to do neither and simply pursue an associate degree.

For fall quarter, the service is extensive, and evaluations need to begin early due to the volume of new incoming students and requests for evaluations. Currently, this optional service is free to the student. The expense to the IE department and College is in staff and faculty advisor time. In order to continue to offer this additional service, alternate ways of funding it have become necessary.

Proposal

We are proposing adding a new fee of \$75 for foreign transcript evaluations. Adding this new optional service fee will cover a portion of International Education's expenses related to this transcript evaluation services, and will allow us to continue offering the service during a time of budget constraints.

Below are comparisons of fees charged by other colleges, companies and private evaluation services:

ACEI Academic Credentials Evaluation Institute, CA:

High School/Secondary level education (only): \$95

Comprehensive course by course evaluation (high school): \$165

AERC:

High School General Evaluation Report: \$70

Detailed Evaluation Report: \$120

Educational Perspectives

Course-by-course including High School courses: \$195

Educational Records Evaluation Service

High school grade level placement, including course list \$220

FIS: Foundation for international Services \$225

Mountain View College

High School- General Report: \$75

Course-by-course: \$100 **4 Years ECE**

3. PROPOSED NEW FEE – INTERNATIONAL STUDENT AIRPORT PICKUP FEE

Background

The optional new international student airport pickup service has been offered since Spring 2018 at no charge to students who requested it. For winter, spring, and summer quarters, the airport pickup date usually is set for the Friday before orientation week. For fall, the service is expanded to a three-day window based on the much larger number of new international students in that quarter.

Currently this optional service costs:

- \$25.00 motorpool vehicle maintenance charge per use of the college van
- mileage of approximately \$23.10 per trip (70 round-trip miles at 33 cents per mile)

- additional payroll cost for a driver if an IE staff person is not available to drive
- IE staff member(s) time – accompanying students and welcome desk at the airport

Offering airport pickup service to new international students and their parents, if they also come, is helpful with our recruitment, marketing, and retention in different ways

- Showing a welcoming and supporting presence to prospective students, parents, and recruitment agents
- Helping new international students with a smoother arrival considering possible language barriers, new experience in navigating international travel, and difficulty contacting a local source for transportation
- Engaging with community members and travelers at SEATAC International Airport by providing guidance of the airport and presenting information about Shoreline Community College via table cloth, table banners, pennants, and marketing materials for both domestic and international students.
- Staying competitive with other area colleges who also provide similar services

Proposal

We are proposing adding a \$40 optional fee for airport pickup. Adding this new optional service fee will cover a portion of International Education’s expenses related to college vehicle use, staffing and services, and allow us to continue offering this service during a time of budget reductions.

Here are comparisons of fees for similar services charged by other colleges, homestay agents, and private transportation companies:

Airport pickup fee charged by other colleges:

- Everett Community College: \$100.00
- Edmonds Community College: \$25.00
- Green River College: Airport pickup service is included in the housing placement fee.

Alternative modes of transportation from the airport are as follows:

- ShuttleExpress: \$47.00 for shared one-way ride from SEATAC to ShorelineCC
- Taxi: about \$83
- Uber: about \$46 for UberX, \$64 for Comfort
- Lyft: about \$52

4. PROPOSED NEW FEE – EQUIPMENT FEE

Background

Physical Education is a department that offers elective credits from 1 to 3 credits. The fee of \$10 per course would fund purchase and maintenance of equipment for these classes, which are currently by through the operational budget.

Student fees are a more appropriate way to pay for the equipment because the students that take the courses are paying for the equipment they use to enhance their learning experience.

Edmonds Community College charges a \$37.75 fee for similar courses.

Proposal

Implement a \$10 per course fee for each PE class, effective Summer 2020.

Projected Revenue:

Projected enrollments for 2020-21 = 750 X \$10 =

\$7,500 Additional Revenue

5. PROPOSED NEW FEE - GOLF

Physical Education is a department that offers elective credits from 1 to 3 credits. We have more students on-campus this year with the residence hall and we are trying to create more courses that build community.

The fee would cover Green Fees per student: \$6 per round for 10 weeks, as well as miscellaneous administrative fees.

As a comparison, neighbor colleges charge \$100 for Kayaking and \$70 for a Driving Range course.

A round of golf is significantly more than \$6.00 for the Green Fees. At Shoreline Golf Links it is \$73 per Green Fee. At Jackson Park the rates are \$31 per person.

Proposal

The proposed fee would be \$85 per course, applied to PE 109 Golf I effective summer 2020.

If we fill the course at 24 students this fee could generate \$2040.00. It would generally be offered spring and fall.

6. PROPOSED INCREASE TO PRIVATE MUSIC INSTRUCTION FEE

Background

Shoreline Community College offers private instruction in piano as well as a variety of instruments for any student. Students receive credit for these courses and pay tuition as well as course fees to cover instructional costs for one-on-one lessons.

These fees have not changed since Summer of 2014, when the fee was increased from \$275 per credit to \$495 per course. This calculation did not include the cost of benefits for instructors. The cost of private instruction has historically exceeded the revenue garnered from these fees.

The new proposed fee amounts (\$609 per course) is comparable to other colleges' fees for private instruction (\$522 per course at Edmonds, and \$395 per credit at North Seattle College).

Proposed Fee

The proposed increase was calculated to include cost-of-living increases in the hourly wage paid to instructors as well as 50% of estimated benefits costs.

Summary of Fee Changes

Fee Code	Previous Amount	Proposed New Amount	Courses
S2 – Private Music Instruction	\$495	\$609	MUSC 170, MUSC 184, MUSC 196, MUSC 270, MUSC 280, MUSC 284, MUSC 296

Total projected increase revenue

Projected 96 enrollments in 2020-2021 X \$114

\$10,944 additional revenue

7. PROPOSED INCREASE TO STEM LAB FEES

Background

Student course fees for lab-based courses cover the costs of equipment and materials necessary for students to engage in hands-on learning. These fees have not changed since summer of 2009, despite increased costs of those materials over the last 11 years.

Research from other colleges indicates that the proposed fees (ranging from \$16.50 to \$60.50 per course) are substantially lower than fees for the same classes at other colleges (\$27.50 - 97.60 at Edmonds Community College; \$21.60 to \$142.15 at Everett Community College).

The proposed increase will allow for additional funds to absorb the increasing costs of materials used in current lab classes and allow for potential innovation in lab-based learning.

Proposal

This proposal would increase current fees in biology, chemistry, and physics classes by 10%, effective Summer 2020.

Fee Code	Previous Amount	Proposed New Amount	Courses
B1 - BIOL 260	\$44.00	\$48.40	BIOL& 211, BIOL& 260
B3 - BIOSCI 100-LEVEL LAB	\$15.00	\$16.50	BIOL 107, BIOL 124, BIOL 126, BIOL 144, BIOL 244, BIOL& 170
B4 - BIOSCI 200-LEVEL LAB	\$30.00	\$33.00	BIOL 244, BIOL& 211, BIOL& 212, BIOL& 213, BIOL& 231, BIOL& 232, BIOL& 241, BIOL& 242
B5 - BIOTECH 200-LEVEL LAB	\$55.00	\$60.50	BIOL 276, BIOL 293, BIOL 249, BIOL 265, BIOL 266, BIOL 270, BIOL 274, BIOL 275, BIOL 277, BIOL 279, BIOL 280, BIOL 285, BIOL 286, BIOL 288
CI - CHEMISTRY LABORATORY	\$15.00	\$16.50	CHEM 181, CHEM 182, CHEM 183, CHEM 271, CHEM 272, CHEM 273, CHEM& 110, CHEM& 121, CHEM& 131, CHEM& 243
PX - NON-MAJR PHYS/ASTR LAB	\$15.00	\$16.50	PHYS 110, PHYS& 222, ASTR& 101
PY - PHYSICS LABORATORY	\$25.00	\$27.50	PHYS& 114, PHYS 115, PHYS& 116, PHYS& 221, PHYS& 222, PHYS& 223
GO - PHYSICAL GEOLOGY	\$25.00	\$27.50	GEOL& 101, GEOL& 101H, GEOL& 110
GP - GEOLOGY FIELD COURSE	\$40.00	\$44.00	GEOL& 115
EM - OCEANOGRAPHY 101	\$22.95	\$25.25	OCEA& 101

The total estimate *additional* revenue generated by the increase is as follows:

Fee	Project enrollments 2020-21	Fee increase	Increased revenue
Biology	1769	\$1.50 - \$4.40	\$5,705
Chemistry	1046	\$1.50	\$1,569
Physics	431	\$1.50 - \$2.50	\$1,013
Geology	228	\$1.50 - \$4.00	\$600
Oceanography	53	\$1.50	\$122

Total increased revenue: \$9,009

8. PROPOSED CHANGE TO FEE – ALEKS ASSESSMENT

Background

ALEKS PPL is the assessment our math department uses for placement into math classes. If a student doesn't have a credit or debit card of their own to pay for it online, they can purchase an ALEKS code at the cashiers. They then bring their receipt to the Assessment & Testing Center to receive the actual code.

The ALEKS cost has gone down. Initially starting at \$20 (\$22.01 with tax), it is now \$18.75 with tax. McGraw Hill Education, who owns ALEKS, uses volume benchmarks for pricing. When the state of Washington ALEKS users hits a benchmark of codes sold statewide, the price drops for everyone. That occurred earlier this year.

The purchase price for the student at the Cashiers needs to match what the student's price is online and what the Assessment & Testing Center is buying through McGraw Hill. This fee reduction will do that.

Proposal

Reduce the fee for ALEKS starting Summer of 2020, as follows.

Fee Code	Previous Amount	Proposed New Amount	Courses
EB	\$20.00 (\$22.01 with tax)	\$18.75 (inclusive of tax)	ALEKS PPL

No revenue will be made. The discrepancy of cost will now be corrected.

9. PROPOSED NEW FEE – HONORLOCK REMOTE PROCTORING

Background

ALEKS PPL is the assessment our math department uses for placement into math classes. If a student cannot make it to the Assessment & Testing Center for their proctored attempt, we want to offer a remote option using a webcam through Honorlock. This proctoring is available on-demand 24/7 with no scheduling required.

Honorlock charges \$10 per attempt at point of service, and the College is currently reimbursing students utilizing this service while Shoreline is operating fully remotely. Once students have the option of an in-person proctoring session, this charge would be considered a fee and there would not be reimbursement for the fee.

Currently if a student needs to take a remote ALEKS assessment, they must find a testing site located near them. This could include a university, community college testing center, or library. Most testing sites charge a proctoring fee which can start at \$35 and work their way up. This is an added burden to our students.

Proposal

The \$10 fee, paid directly to Honorlock, will go into effect when Shoreline operations are no longer fully remote; at that point, students will no longer be reimbursed for the payment they make to Honorlock.

Starting Summer of 2020 as follows

Fee Code	Previous Amount	Proposed New Amount	Courses
New	-	\$10.00	Honorlock Remote Proctoring Service

No revenue will be made; students will pay the fee directly to Honorlock

10. PROPOSED NEW FEE – POST-BACCALAUREATE STUDIES FOR THE HEALTH PROFESSIONS

Background

Shoreline's Postbaccalaureate Studies for the Health Professions at Shoreline Community College began in Fall of 2016 as a comprehensive program designed to support college graduates who intend to pursue careers in the health professions, and need additional college courses to prepare for graduate level professional schools, such as dental, medical, nutrition, pharmacy, physical therapy, physician assistant, and more.

Students in the program enroll in key prerequisite courses for health professions and concurrently enroll in a seminar focused on exploring professional health professions and preparing for application and entrance into these programs. Participants also receive enhanced services such as:

- Additional advising and support to identify the correct courses to apply to their chosen programs and in writing their personal statements for application
- Ongoing updates and communication from the faculty coordinator throughout the year as they go through the application process
- Workshops on interview practice and visits from health school representatives
- The coordinator provides students with opportunities to connect and support each other through networking lunches and events, and to share information about volunteer/work/shadow opportunities and other tips.
- Support from the faculty coordinator in liaising with chosen schools' admissions departments through relationships fostered in the National Association of Advisors for Health Professions (NAAHP).

The program was funded from a Shoreline Community College innovation grant through 2020; in order to make the program sustainable, the coordinator is proposing a fee that will fund the additional support services provided to these students.

In Fall 2019, there were 62 students participating in the program, compared to 58 in Fall 2018 and 22 in Fall 2017. The proposed fee would fund a faculty coordinator either ½ or 1 full day per month, 12 hours per month of program assistant support, and membership and participation in NAAHP for the faculty coordinator.

The additional proposed fee of \$45 per quarter for enrollment is minimal, compared to what students pay for both tuition and fees in other postbaccalaureate programs at four-year universities, which can exceed \$40,000 per year. A survey of enrollees suggests that most students do not oppose a fee for the program and the \$45 is within the range of what students would be willing to pay.

Proposed Fee

A fee of \$45 will be charged quarterly to students who opt to enroll in the Post Baccalaureate Studies for the Health Professions. Students will submit an online enrollment, and the fee will be charged until the student opts out or is no longer enrolled.

Total estimated revenue

\$45 per quarter for 60 students fall, winter, spring, and 30 students in summer

\$9,450 per year