

**Faculty Senate Chair Statement
Board of Trustees Meeting
Shoreline College**

January 28, 2026

Good Evening,

Happy New Year, the Senate have met twice so far, and have continued to work on cultivating an inclusive and representative group of all faculty across campus. Fall term concluded with our election for the Senate Officer roles, and I have the privilege to continue to serve as Chair. The Senate also voted to approve extending term lengths to two years, and are engaged in reviewing/revising our bylaws to align with this change.

Higher Education faces a complex, and at times, existential threat, that stems from many fronts, and is being felt at all levels. The role of the Faculty Senate as the standard bearers for institutional academic, and instructional excellence will be ever-needed for us to serve our students, one another, and our community best.

In support of this I will prioritize the following strategic areas:

Campus-Wide Relations

Inclusiveness, Transparency, and Equity in Senate Processes

Academic Excellence, Freedom, Access, and Quality

Leaning in to our shared Mission & Values

Many curricular proposals through MC Curriculum have and continue to be reviewed by the Senate actively. Collaboration across campus between Enrollment Services, our Union and student government leadership, fellow Councils, administration, among other partners, continue to occur. The Senate acknowledges the recent unsettling events across the country regarding federal immigration enforcement that are distressing to our learning community. Many of our faculty are ourselves immigrants, and all faculty work with international and/or immigrant students. This diversity is a key to what makes us a great learning community. This heterogeneity

Faculty Senate Chair Statement
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of ideas, backgrounds, identities, nationalities, is what the American mosaic needs, in order to form a ‘more perfect union’. Faculty affirm our shared commitment to the core values that guide our work as educators, and as academic faculty: respect for human dignity, academic freedom, and the responsibility to foster a learning environment in which all students are able to pursue their education without fear or undue disruption. Thank you to our Union, College, Classified Staff, Student, and Faculty leaders who have shared and disseminated resources/references for their constituents at this difficult time. Those directly and indirectly impacted by the recent events remain in our hearts and minds.

This is a time for us to ensure that we love and care for others and ourselves. Recent events impacting our Classified Staff have come to our attention. Our students, faculty, administration, and College rely on our professional staff to accomplish our mission, and for student success; faculty stand in solidarity with our Classified Staff colleagues, and in doing right by them. As the College’s representative faculty body charged with academic excellence, we remain a safe forum for dialogue about how broader social, and political developments intersect with our academic mission. I welcome thoughtful conversation about how we, as faculty, can best support our students, and one another during this time while respecting the diversity of perspectives within our community.

/s/ [A.J. Mendoza](#)

Chair, Faculty Senate

**SHORELINE COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 25, 2026**

TAB 1

FIRST READING

Subject: 2028-2029 Academic Calendar

Background

The **2028-2029** draft academic calendar is presented to the Board of Trustees for a first reading.

When developing the **2028-2029** academic calendar, the Calendar Committee worked to adhere to the parameters set forth by the JU/MC (Joint Union/Management Committee).

To follow: **2028-2029** draft academic calendar.

Prepared by: David Berner, Director of Admissions, Enrollment & Outreach
Shoreline College
February 2026

SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN 2028-2029 CALENDAR

(Draft Tentative Calendar)

KEY

Shaded, bolded areas = Instructional Days
 Boxed, bolded, italic numbers = Holidays
 () Faculty Prep Days
 < > Exam Days
 ○ Grades Due
 [] First/Last Day Instruction
 FT Faculty Contract Days
 * Campus closed

FALL QTR 2028	
INSTR	50
FAC/PREP	1
EXAMS	3
TOTAL	54

WINTER QTR 2029	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SPRING QTR 2029	
INSTR	49
FAC/PREP	1
EXAMS	3
TOTAL	53

SUMMER QTR 2029	
INSTR	31
FAC/PREP	0
EXAMS	--
TOTAL	31

Additional undesignated FT faculty days = 7 (excluding summer quarter)

SEPTEMBER 2028

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	[19]	[20]	<21>	<22>	<23>	24
25	26	(27)	28	29	30	21

10/11 - 11/21 Drops show as W
After 11/21 Drops show as Z or NP
11/2 Last day for P/NP option

FALL QUARTER

9/4 Holiday - Campus Closed *
 9/21 Opening Week Begins
 9/27 Instruction Begins
 11/10 Holiday - Campus Closed *
 11/23 & 11/24 Holiday - Campus Closed *
 12/8 Instruction Ends
 12/11 Prep Day
 12/12, 12/13, 12/14 Exams
 12/19 Grades Due
 12/25 Holiday - Campus Closed *

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	T	F	S
1	[2]	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1/23 - 3/2 Drops show as W
After 3/2 Drops show as Z or NP
2/14 Last day for P/NP option

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WINTER QUARTER

1/1 Holiday - Campus Closed *
 1/8 Instruction Begins
 1/15 Holiday - Campus Closed *
 2/19 Holiday - Campus Closed *
 3/19 Instruction Ends
 3/20 Prep Day
 3/21, 3/22, 3/23 Exams
 3/27 Grades Due

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	[8]	9
10	[11]	<12>	<13>	<14>	15	16
17	18	(19)	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	[11]	[12]	<13>	<14>	<15>	16
17	18	19	(20)	21	22	23
24	25	26	27	28	29	30

4/16 - 5/25 Drops show as W
After 5/25 Drops show as Z or NP
5/9 Last day for P/NP option

SPRING QUARTER

4/2 Instruction Begins
 5/4 SCC Professional Development
 5/28 Holiday - Campus Closed *
 6/11 Instruction Ends
 6/12 Prep Day
 6/13, 6/14, 6/15 Exams
6/15 Commencement
 6/19 Holiday - Campus Closed *
 6/20 Grades Due

JANUARY 2029

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	[8]	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY

S	M	T	W	T	F	S
1	[2]	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

7/12 - 8/9 Drops show as W
After 8/9 Drops show as Z or NP
7/27 Last day for P/NP option

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	[23]	24	25
26	27	(28)	29	30	31	

SUMMER QUARTER

7/2 Instruction Begins
 7/4 Holiday - Campus Closed *
 8/23 Instruction Ends
 (Exams on last day of class)
 8/28 Grades Due

**SHORELINE COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 25, 2026**

TAB 2

FIRST READING

Subject: Lab/Course Fees for Fall 2026

Background

The following Lab/Course fees are proposed to take effect fall quarter 2026 unless otherwise indicated:

	Department	Course Number or Fee Description	Current Fee	Proposed Fee	Increase / (Decrease)
1	Nursing	NURS 141 & NURSE 141	\$300.00	\$326.00	\$26.00
2	Nursing	NURS 142 & NURSE 142	\$300.00	\$326.00	\$26.00
3	Nursing	NURS 143 & NURSE 143	\$300.00	\$326.00	\$26.00
4	Nursing	NURS 144 & NURSE 144	\$300.00	\$326.00	\$26.00
5	Nursing	NURS 221 & NURSE 221	\$300.00	\$326.00	\$26.00
6	Nursing	NURS 222 & NURSE 221	\$300.00	\$326.00	\$26.00
7	Nursing	NURS 223 & NURSE 221	\$300.00	\$326.00	\$26.00
8	Biology	BIOL 211	\$33.00	\$41.25	\$8.25
9	Biology	BIOL 212	\$33.00	\$41.25	\$8.25
10	Biology	BIOL 213	\$33.00	\$41.25	\$8.25
11	Biology	BIOL 241	\$33.00	\$41.25	\$8.25
12	Biology	BIOL 242	\$33.00	\$41.25	\$8.25
13	Biology	BIOL 260	\$48.40	\$58.40	\$10.00
14	Automotive	AUTOA 121	\$100.00	\$300.00	\$200.00
15	Automotive	AUTOA 122	\$100.00	\$300.00	\$200.00
16	Automotive	AUTOA 123	\$100.00	\$300.00	\$200.00
17	Automotive	AUTOA 124	\$100.00	\$300.00	\$200.00
18	Automotive	AUTOA 125	\$100.00	\$300.00	\$200.00
19	Automotive	AUTOA 170	\$75.00	\$150.00	\$75.00
20	Automotive	AUTOA 171	\$75.00	\$150.00	\$75.00
21	Automotive	AUTOA 172	\$75.00	\$150.00	\$75.00
22	Automotive	AUTOA 173	\$75.00	\$150.00	\$75.00
23	Automotive	AUTOA 174	\$75.00	\$150.00	\$75.00
24	Automotive	AUTOA 175	\$75.00	\$150.00	\$75.00
25	Automotive	AUTOA 176	\$75.00	\$150.00	\$75.00
26	Automotive	AUTOA 177	\$75.00	\$150.00	\$75.00
27	Automotive	AUTOA 178	\$75.00	\$150.00	\$75.00

	Department	Course Number or Fee Description	Current Fee	Proposed Fee	Increase / (Decrease)
28	Automotive	AUTOF 170	\$75.00	\$150.00	\$75.00
29	Automotive	AUTOF 171	\$75.00	\$150.00	\$75.00
30	Automotive	AUTOF 172	\$75.00	\$150.00	\$75.00
31	Automotive	AUTOF 173	\$75.00	\$150.00	\$75.00
32	Automotive	AUTOF 174	\$75.00	\$150.00	\$75.00
33	Automotive	AUTOF 175	\$75.00	\$150.00	\$75.00
34	Automotive	AUTOF 176	\$75.00	\$150.00	\$75.00
35	Automotive	AUTOF 177	\$75.00	\$150.00	\$75.00
36	Automotive	AUTOF 178	\$75.00	\$150.00	\$75.00
37	Automotive	AUTOF 179	\$75.00	\$150.00	\$75.00
38	Automotive	AUTOF 180	\$75.00	\$150.00	\$75.00
39	Automotive	AUTOG 170	\$75.00	\$150.00	\$75.00
40	Automotive	AUTOG 171	\$75.00	\$150.00	\$75.00
41	Automotive	AUTOG 172	\$75.00	\$150.00	\$75.00
42	Automotive	AUTOG 173	\$75.00	\$150.00	\$75.00
43	Automotive	AUTOG 174	\$75.00	\$150.00	\$75.00
44	Automotive	AUTOG 175	\$75.00	\$150.00	\$75.00
45	Automotive	AUTOG 176	\$75.00	\$150.00	\$75.00
46	Automotive	AUTOG 177	\$75.00	\$150.00	\$75.00
47	Automotive	AUTOG 178	\$75.00	\$150.00	\$75.00
48	Automotive	AUTOH 170	\$75.00	\$150.00	\$75.00
49	Automotive	AUTOH 171	\$75.00	\$150.00	\$75.00
50	Automotive	AUTOH 172	\$75.00	\$150.00	\$75.00
51	Automotive	AUTOH 173	\$75.00	\$150.00	\$75.00
52	Automotive	AUTOH 174	\$75.00	\$150.00	\$75.00
53	Automotive	AUTOH 175	\$75.00	\$150.00	\$75.00
54	Automotive	AUTOH 176	\$75.00	\$150.00	\$75.00
55	Automotive	AUTOH 177	\$75.00	\$150.00	\$75.00
56	Automotive	AUTOH 178	\$75.00	\$150.00	\$75.00
57	Automotive	AUTOT 130	\$75.00	\$150.00	\$75.00
58	Automotive	AUTOT 180	\$75.00	\$150.00	\$75.00
59	Automotive	AUTOT 181	\$75.00	\$150.00	\$75.00
60	Automotive	AUTOT 182	\$75.00	\$150.00	\$75.00
61	Automotive	AUTOT 183	\$75.00	\$150.00	\$75.00
62	Automotive	AUTOT 184	\$75.00	\$150.00	\$75.00
63	Automotive	AUTOT 185	\$75.00	\$150.00	\$75.00
64	Automotive	AUTOT 186	\$75.00	\$150.00	\$75.00
65	Automotive	AUTOT 187	\$75.00	\$150.00	\$75.00
66	Automotive	AUTOT 188	\$75.00	\$150.00	\$75.00
67	Automotive	AUTOT 189	\$75.00	\$150.00	\$75.00
68	Dental Hygiene	DENHY 220 (eff. 7/1/2026)	\$1,840.00	\$2,390.00	\$550.00

	Department	Course Number or Fee Description	Current Fee	Proposed Fee	Increase / (Decrease)
69	Dental Hygiene	DENHY 322 (eff. 7/1/2026)	\$1,840.00	\$2,390.00	\$550.00
70	Dental Hygiene	DENHY 323 (eff. 7/1/2026)	\$1,840.00	\$2,390.00	\$550.00
71	Dental Hygiene	DENHY 324 (eff. 7/1/2026)	\$1,840.00	\$1,910.00	\$70.00
72	Dental Hygiene	DENHY 421 (eff. 7/1/2026)	\$1,840.00	\$1,910.00	\$70.00
73	Dental Hygiene	DENHY 422 (eff. 7/1/2026)	\$1,840.00	\$1,910.00	\$70.00
74	Dental Hygiene	DENHY 423 (eff. 7/1/2026)	\$1,840.00	\$1,910.00	\$70.00

To follow: Lab/Course fee proposals.

Prepared by: Ryan Aiello, Vice President of Student Affairs/Interim Vice President of Academic Affairs
Joe Mazur, Vice President of Business & Administrative Services
Shoreline College
February 2026

Proposal to Increase Biology Student Lab Fees

Situation:

This proposal is to request an increase in the student lab fees for the following classes: BIOL& 211, BIOL& 212, BIOL& 213, BIOL& 241, BIOL& 242, BIOL& 260.

Background:

These fees are used to purchase lab supplies and consumables, live and preserved specimens used by students in labs, and software for virtual labs and courses. The equipment and materials purchased with these fees are shared across classes, and often only purchased once or a few times a year, to be used for multiple quarters. In addition, these fees will be used for maintenance of equipment used by students during lab. Overall prices for lab equipment have increased over the last few years, and maintenance costs are being passed on to the department. Shoreline's lab fees are well below that of other colleges in the area and are not sufficient to cover increased costs.

Recommendation:

An increase of 25% to fees for the listed classes will allow the department to cover these increased costs.

Key Benefits:

This increase will allow us to better support our students by ensuring that they have the supplies needed to learn valuable lab skills they will need for their future careers, while also ensuring that we are following best practices for student safety during labs, and appropriate waste storage and disposal after the fact – for example, through maintenance of fume hoods and autoclaves, and ensuring students have appropriate PPE. These tools are necessary to support student success and the health of everyone working in the labs.

Relevant Program Document Links

Please see attached Fee Request Forms following.

Requesting Department Information

Department: Biology
Requester Name: Marie Bunker
Course/Subject: Biol211 -- Cellular Biology

Fee Information

Is this a New Fee Request? **Or Request to Adjustment to an Existing Fee?**

Fee Description*: BIOL-general CLS fee

Fee Short Description*: BIOL-general CLS fee

(*If requesting changes to an existing fee, provide the existing fee's description. If requesting a new fee, enter suggested fee description that is aligned with the fee function.)

For Existing Fee Provide Associated Item Type: 220000015445

Effective Date: 8/26/2026 **Is the Fee Refundable?** Yes No

Fee Classification: Payment Charge Fin Aid Refund Write-off Waiver

Purpose of the Fee:

Support additional supplies needed for students to learn lab skills

Rationale for the Request:

These fees are used to purchase lab supplies and consumables, live and preserved specimens used by students in labs, and software for virtual labs and courses. The equipment and materials purchased with these fees is shared across classes, and often only purchased once or a few times a year, to be used for multiple quarters. In addition, these fees will be used for maintenance of equipment used by students during lab. Overall prices for lab equipment have increased over the last few years, and maintenance costs are being passed on to the department. Shoreline's lab fees are well below that of other colleges in the area and are not sufficient to cover increased costs. An increase of 25% to fees for the listed classes will allow the department to cover these increased costs. This increase will allow us to better support our students by ensuring that they have the supplies needed to learn valuable lab skills they will need for their future careers, while also ensuring that we are following best practices for student safety during labs, and appropriate waste storage and disposal after the fact – for example, through maintenance of fume hoods and autoclaves, and ensuring students have appropriate PPE. These tools are necessary to support student success and the health of everyone working in the labs.

Calculation

	Lab or User	Insurance	Testing	Total
Current \$:	\$ 33.00			\$ 33.00
Proposed \$:	\$ 41.25			\$ 41.25

Indicate if course will be taught via Distance Learning (DL) (yes/no):

No

If yes, should the lab fee be assessed in addition to the DL fee? (yes/no):

No

ACADEMIC YEAR DEDICATED STUDENT FEE REVENUES:

If course has been taught for a full academic year, get section and enrollment data from ctLink.

Course Summary

Academic Year Enrollments (most recent):

Number of Course Sections:

17

Student Enrollment per Section:

24

Total Enrollment (should agree to cTcLink, unless new course):

408

Proposed Lab, User, Insurance, or Testing Fee per student (from above):

\$ 41.25

PROJECTED TOTAL DEDICATED STUDENT FEE REVENUE:

\$ 16,830.00

ACADEMIC YEAR LAB OPERATING EXPENSES

Provide only those costs and expenses to be funded by lab or user fees from the most recent academic period.

1. Supplies Consumed in Lab (please itemize costs):

a: Lab supplies, consumables, reagents, and bacterial cultures (across 9 companies)	\$ 8,934.40
b: live and preserved specimens	\$ 1,038.90
c:	
d:	
e:	

2. Specialized Software Costs for Lab or User Use:

\$ 5,194.40

3. Hazardous Materials Waste Storage, Removal, or Disposal:

4. Small Tools and Minor Equipment:

a: Transferred to Student or Replaced Annually:

b: Annual Rental or Lease costs:

5. Personnel Costs for Lab (NOTE: Prior approval from Human Resources & Budget Office required):

a: Lab Student Assistant/Lab Manager/Paraprofessionals:

b: Technical Support:

6. Van Rental, Gasoline, and Tolls for Student Field Trips:

7. Equipment Inspection, Repairs, Maintenance, and Depreciation:

a: Depreciation (annual portion only)

b: Repairs, Maintenance, Inspections, and Certifications

\$ 1,662.30

8. Other:

9. ACADEMIC YEAR INSURANCE COST, if any:

10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES:

\$ 16,830.00

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0:

\$ 0.00

[CTCLINK Fee Information \(This is required to ensure the correct setup in ctcLink\)](#)

Charge Priority List:

If you are not sure of the Charge Priority List, lookup here: [ADD LINK TO EXCEL FILE](#)

Account Type: TUT FEE MISC TPC PPL

1098-T Eligible?

Yes No

Node (Fee Type):

TERM_FEES MANDATORY_FEES CLASS_FEES CLS_FEE_STATE_FUNDED CLS_FEE_SELF_SUP_NCR COURSE_FEES CRS_FEE_STATE_FUNDED
 CRS_FEE_SELF_SUP_NCR ABE_BASIC_SKILLS APPLICATION_FEES

Priority:

Course Description: Majors Cellular: Biology

Subjects Covered: Examines the cell as the basic unit of life. Topics covered include: the function of cell organelles, metabolic processes, cell division signaling, the genetics of individuals and populations. For life science majors and allied health students. Laboratory class.

Graded Course Component: laboratory, lecture

Grading Basis: graded

Fee Rate: Low 41.25 High 41.25

Credit: Min 5 Max 5

Pass Through: Yes No

Fee Type Function Component: laboratory, lecture

Department Comments:

Department Approver Name: Dalila Paredes

Signature Dalila Paredes

Date 1/14/26

General Ledger Information: For Budget Office use only.

Is charged fee has an split % among different chartstrings?

1st Journal Set (Chartstring)

Split %:

Line 1 - Fund: 148 Appropriation: Class: 011 Program: Department: 22515 Account: 4000050

Split %:

Line 2 - Fund: Appropriation: Class: Program: Department: Account:

Split %:

Line 3 - Fund: Appropriation: Class: Program: Department: Account:

2nd Journal Set (Chartstring) For the Fin Aid Fees Only

Split %:

Line 1 - Fund: Appropriation: Class: Program: Department: Account:

Split %:

Line 2 - Fund: Appropriation: Class: Program: Department: Account:

Split %:

Line 3 - Fund: Appropriation: Class: Program: Department: Account:

Budget Office Comments:

No changes to the existing item type required.

E-Team Approver Name: Dr. Ryan Aiello

Signature Dr. Ryan Aiello

Date 1/14/26

Board Approved Date:

Requesting Department Information

Department: Biology
Requester Name: Marie Bunker
Course/Subject: Biol212 -- Animal Biology

Fee Information

Is this a New Fee Request? **Or Request to Adjustment to an Existing Fee?**

Fee Description*: BIOL-general CLS fee

Fee Short Description*: BIOL-general CLS fee

(*If requesting changes to an existing fee, provide the existing fee's description. If requesting a new fee, enter suggested fee description that is aligned with the fee function.)

For Existing Fee Provide Associated Item Type: 220000015445

Effective Date: 8/26/2026 **Is the Fee Refundable?** Yes No

Fee Classification: Payment Charge Fin Aid Refund Write-off Waiver

Purpose of the Fee:

Support additional supplies needed for students to learn lab skills

Rationale for the Request:

These fees are used to purchase lab supplies and consumables, live and preserved specimens used by students in labs, and software for virtual labs and courses. The equipment and materials purchased with these fees is shared across classes, and often only purchased once or a few times a year, to be used for multiple quarters. In addition, these fees will be used for maintenance of equipment used by students during lab. Overall prices for lab equipment have increased over the last few years, and maintenance costs are being passed on to the department. Shoreline's lab fees are well below that of other colleges in the area and are not sufficient to cover increased costs. An increase of 25% to fees for the listed classes will allow the department to cover these increased costs. This increase will allow us to better support our students by ensuring that they have the supplies needed to learn valuable lab skills they will need for their future careers, while also ensuring that we are following best practices for student safety during labs, and appropriate waste storage and disposal after the fact – for example, through maintenance of fume hoods and autoclaves, and ensuring students have appropriate PPE. These tools are necessary to support student success and the health of everyone working in the labs.

Calculation

	Lab or User	Insurance	Testing	Total
Current \$:	\$ 33.00			\$ 33.00
Proposed \$:	\$ 41.25			\$ 41.25

Indicate if course will be taught via Distance Learning (DL) (yes/no):

No

If yes, should the lab fee be assessed in addition to the DL fee? (yes/no):

No

ACADEMIC YEAR DEDICATED STUDENT FEE REVENUES:

If course has been taught for a full academic year, get section and enrollment data from ctLink.

Course Summary

Academic Year Enrollments (most recent):

Number of Course Sections:

3

Student Enrollment per Section:

24

Total Enrollment (should agree to cTcLink, unless new course):

72

Proposed Lab, User, Insurance, or Testing Fee per student (from above):

\$ 41.25

PROJECTED TOTAL DEDICATED STUDENT FEE REVENUE:

\$ 2,970.00

ACADEMIC YEAR LAB OPERATING EXPENSES

Provide only those costs and expenses to be funded by lab or user fees from the most recent academic period.

1. Supplies Consumed in Lab (please itemize costs):

a: Encumbrances for lab supplies, consumables, reagents, and bacterial cultures (across 9 companies)	\$ 1,576.70
b: additional live and preserved specimens	\$ 183.30
c:	
d:	
e:	

2. Specialized Software Costs for Lab or User Use:

\$ 916.70

3. Hazardous Materials Waste Storage, Removal, or Disposal:

4. Small Tools and Minor Equipment:

a: Transferred to Student or Replaced Annually:

b: Annual Rental or Lease costs:

5. Personnel Costs for Lab (NOTE: Prior approval from Human Resources & Budget Office required):

a: Lab Student Assistant/Lab Manager/Paraprofessionals:

b: Technical Support:

6. Van Rental, Gasoline, and Tolls for Student Field Trips:

7. Equipment Inspection, Repairs, Maintenance, and Depreciation:

a: Depreciation (annual portion only)

b: Repairs, Maintenance, Inspections, and Certifications

\$ 293.30

8. Other:

9. ACADEMIC YEAR INSURANCE COST, if any:

10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES:

\$ 2,970.00

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0:

\$ 0.00

[CTCLINK Fee Information \(This is required to ensure the correct setup in ctLink\)](#)

Charge Priority List:

If you are not sure of the Charge Priority List, lookup here: [ADD LINK TO EXCEL FILE](#)

Account Type: TUT FEE MISC TPC PPL

1098-T Eligible? Yes No

Node (Fee Type):

TERM_FEES MANDATORY_FEES CLASS_FEES CLS_FEE_STATE_FUNDED CLS_FEE_SELF_SUP_NCR COURSE_FEES CRS_FEE_STATE_FUNDED
 CRS_FEE_SELF_SUP_NCR ABE_BASIC_SKILLS APPLICATION_FEES

Priority:

Course Description: Majors Animal: Biology

Subjects Covered: A survey of animals involving a study of the identification structure and function. Evolution, embryology, and ecology of the kingdom is included. The emphasis is on phylogenetic relationships among animals and the ecological relationships within the kingdom. Laboratory class

Graded Course Component: laboratory, lecture

Grading Basis: graded

Fee Rate: Low 41.25 High 41.25

Credit: Min 5 Max 5

Pass Through: Yes No

Fee Type Function Component: Laboratory, lecture

Department Comments:

Department Approver Name: Dalila Paredes Signature Dalila Paredes Date 1/14/2026

General Ledger Information: For Budget Office use only.

Is charged fee has an split % among different chartstrings?

1st Journal Set (Chartstring)

Split %:					
Line 1 - Fund:	148	Appropriation:	Class: 011	Program:	Department: 22515
					Account: 4000050
Split %:					
Line 2 - Fund:		Appropriation:	Class:	Program:	Department:
					Account:
Split %:					
Line 3 - Fund:		Appropriation:	Class:	Program:	Department:
					Account:

2nd Journal Set (Chartstring) For the Fin Aid Fees Only

Split %:					
Line 1 - Fund:		Appropriation:	Class:	Program:	Department:
					Account:
Split %:					
Line 2 - Fund:		Appropriation:	Class:	Program:	Department:
					Account:
Split %:					
Line 3 - Fund:		Appropriation:	Class:	Program:	Department:
					Account:

Budget Office Comments:

No change to the existing item type required.

E-Team Approver Name: Dr. Ryan Aiello Signature Dr. Ryan Aiello Date 1/14/2026

Board Approved Date:

Requesting Department Information

Department: Biology
Requester Name: Marie Bunker
Course/Subject: Biol213 -- Plant Biology

Fee Information

Is this a New Fee Request? **Or Request to Adjustment to an Existing Fee?**

Fee Description*: BIOL-general CLS fee

Fee Short Description*: BIOL-general CLS fee

(*If requesting changes to an existing fee, provide the existing fee's description. If requesting a new fee, enter suggested fee description that is aligned with the fee function.)

For Existing Fee Provide Associated Item Type: 220000015445

Effective Date: 8/26/2026 **Is the Fee Refundable?** Yes No

Fee Classification: Payment Charge Fin Aid Refund Write-off Waiver

Purpose of the Fee:

Support additional supplies needed for students to learn lab skills

Rationale for the Request:

These fees are used to purchase lab supplies and consumables, live and preserved specimens used by students in labs, and software for virtual labs and courses. The equipment and materials purchased with these fees is shared across classes, and often only purchased once or a few times a year, to be used for multiple quarters. In addition, these fees will be used for maintenance of equipment used by students during lab. Overall prices for lab equipment have increased over the last few years, and maintenance costs are being passed on to the department. Shoreline's lab fees are well below that of other colleges in the area and are not sufficient to cover increased costs. An increase of 25% to fees for the listed classes will allow the department to cover these increased costs. This increase will allow us to better support our students by ensuring that they have the supplies needed to learn valuable lab skills they will need for their future careers, while also ensuring that we are following best practices for student safety during labs, and appropriate waste storage and disposal after the fact – for example, through maintenance of fume hoods and autoclaves, and ensuring students have appropriate PPE. These tools are necessary to support student success and the health of everyone working in the labs.

Calculation

	Lab or User	Insurance	Testing	Total
Current \$:	\$ 33.00			\$ 33.00
Proposed \$:	\$ 41.25			\$ 41.25

Indicate if course will be taught via Distance Learning (DL) (yes/no):

No

If yes, should the lab fee be assessed in addition to the DL fee? (yes/no):

No

ACADEMIC YEAR DEDICATED STUDENT FEE REVENUES:

If course has been taught for a full academic year, get section and enrollment data from ctLink.

Course Summary

Academic Year Enrollments (most recent):

Number of Course Sections:

3

Student Enrollment per Section:

24

Total Enrollment (should agree to cTLink, unless new course):

72

Proposed Lab, User, Insurance, or Testing Fee per student (from above):

\$ 41.25

PROJECTED TOTAL DEDICATED STUDENT FEE REVENUE:

\$ 2,970.00

ACADEMIC YEAR LAB OPERATING EXPENSES

Provide only those costs and expenses to be funded by lab or user fees from the most recent academic period.

1. Supplies Consumed in Lab (please itemize costs):

a: Encumbrances for lab supplies, consumables, reagents, and bacterial cultures (across 9 companies)	\$ 1,576.70
b: additional live and preserved specimens	\$ 183.30
c:	
d:	
e:	

2. Specialized Software Costs for Lab or User Use:

\$ 916.70

3. Hazardous Materials Waste Storage, Removal, or Disposal:

4. Small Tools and Minor Equipment:

a: Transferred to Student or Replaced Annually:

b: Annual Rental or Lease costs:

5. Personnel Costs for Lab (NOTE: Prior approval from Human Resources & Budget Office required):

a: Lab Student Assistant/Lab Manager/Paraprofessionals:

b: Technical Support:

6. Van Rental, Gasoline, and Tolls for Student Field Trips:

- 7. Equipment Inspection, Repairs, Maintenance, and Depreciation:
 - a: Depreciation (annual portion only)
 - b: Repairs, Maintenance, Inspections, and Certifications

\$ 293.30

8. Other:

- 9. ACADEMIC YEAR INSURANCE COST, if any:
- 10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES:

\$ 2,970.00

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0:

\$ 0.00

CTCLINK Fee Information (This is required to ensure the correct setup in ctLink)

Charge Priority List:

If you are not sure of the Charge Priority List, lookup here: ADD LINK TO EXCEL FILE

Account Type: TUT FEE MISC TPC PPL

1098-T Eligible? Yes No

Node (Fee Type):

- TERM_FEES MANDATORY_FEES CLASS_FEES CLS_FEE_STATE_FUNDED CLS_FEE_SELF_SUP_NCR COURSE_FEES CRS_FEE_STATE_FUNDED
- CRS_FEE_SELF_SUP_NCR ABE_BASIC_SKILLS APPLICATION_FEES

Priority:

Course Description: **Major Plant: Biology**

Subjects Covered: **Survey of major taxonomic groups Fungi, Protista and Plantae, Study of morph**

Graded Course Component: **Laboratory, lecture**

Grading Basis: **graded**

Fee Rate: Low \$1.25 High \$1.25

Credit: Min 3 Max 3

Pass Through: Yes No

Fee Type Function Component: **Laboratory, lecture**

Department Comments:

Department Approver Name: **Dalila Paredes**

Signature Dalila Paredes

Date 1/14/26

General Ledger Information: For Budget Office use only.

Is charged fee has an split % among different chartstrings?

1st Journal Set (Chartstring)

Split %:

Line 1 - Fund: 148 Appropriation: Class: 011 Program: Department: 22515 Account: 4000050

Split %:

Line 2 - Fund: Appropriation: Class: Program: Department: Account:

Split %:

Line 3 - Fund: Appropriation: Class: Program: Department: Account:

2nd Journal Set (Chartstring) For the Fin Aid Fees Only

Split %:

Line 1 - Fund: Appropriation: Class: Program: Department: Account:

Split %:

Line 2 - Fund: Appropriation: Class: Program: Department: Account:

Split %:

Line 3 - Fund: Appropriation: Class: Program: Department: Account:

Budget Office Comments:

No changes to the existing item type required.

E-Team Approver Name: Dr. Ryan Aiello

Signature Dr. Ryan Aiello

Date 1/14/2026

Board Approved Date:

Requesting Department Information

Department: Biology
Requester Name: Dalila Paredes
Course/Subject: Biol241 -- Anatomy and Physiology I

Fee Information

Is this a New Fee Request? **Or Request to Adjustment to an Existing Fee?**

Fee Description*: BIOL-general CLS fee

Fee Short Description*: BIOL-general CLS fee

(*If requesting changes to an existing fee, provide the existing fee's description. If requesting a new fee, enter suggested fee description that is aligned with the fee function.)

For Existing Fee Provide Associated Item Type: 220000015445

Effective Date: 8/26/2026 **Is the Fee Refundable?** Yes No

Fee Classification: Payment Charge Fin Aid Refund Write-off Waiver

Purpose of the Fee:

Support additional supplies needed for students to learn lab skills

Rationale for the Request:

These fees are used to purchase lab supplies and consumables, live and preserved specimens used by students in labs, and software for virtual labs and courses. The equipment and materials purchased with these fees is shared across classes, and often only purchased once or a few times a year, to be used for multiple quarters. In addition, these fees will be used for maintenance of equipment used by students during lab. Overall prices for lab equipment have increased over the last few years, and maintenance costs are being passed on to the department. Shoreline's lab fees are well below that of other colleges in the area and are not sufficient to cover increased costs. An increase of 25% to fees for the listed classes will allow the department to cover these increased costs. This increase will allow us to better support our students by ensuring that they have the supplies needed to learn valuable lab skills they will need for their future careers, while also ensuring that we are following best practices for student safety during labs, and appropriate waste storage and disposal after the fact – for example, through maintenance of fume hoods and autoclaves, and ensuring students have appropriate PPE. These tools are necessary to support student success and the health of everyone working in the labs.

Calculation

	Lab or User	Insurance	Testing	Total
Current \$:	\$ 33.00			\$ 33.00
Proposed \$:	\$ 41.25			\$ 41.25

Indicate if course will be taught via Distance Learning (DL) (yes/no):

No
No

If yes, should the lab fee be assessed in addition to the DL fee? (yes/no):

ACADEMIC YEAR DEDICATED STUDENT FEE REVENUES:

If course has been taught for a full academic year, get section and enrollment data from ctLink.

Course Summary

Academic Year Enrollments (most recent):

Number of Course Sections:

Student Enrollment per Section:

Total Enrollment (should agree to cTcLink, unless new course):

Proposed Lab, User, Insurance, or Testing Fee per student (from above):

PROJECTED TOTAL DEDICATED STUDENT FEE REVENUE:

16
24
384
\$ 41.25
\$ 15,840.00

ACADEMIC YEAR LAB OPERATING EXPENSES

Provide only those costs and expenses to be funded by lab or user fees from the most recent academic period.

1. Supplies Consumed in Lab (please itemize costs):

a: Lab supplies, consumables, reagents, and bacterial cultures (across 9 companies)	\$ 8,408.90
b: Additional live and preserved specimens	\$ 977.80
c:	
d:	
e:	

2. Specialized Software Costs for Lab or User Use:

\$ 4,888.90

3. Hazardous Materials Waste Storage, Removal, or Disposal:

4. Small Tools and Minor Equipment:

a: Transferred to Student or Replaced Annually:

b: Annual Rental or Lease costs:

5. Personnel Costs for Lab (NOTE: Prior approval from Human Resources & Budget Office required):

a: Lab Student Assistant/Lab Manager/Paraprofessionals:

b: Technical Support:

6. Van Rental, Gasoline, and Tolls for Student Field Trips:

- 7. Equipment Inspection, Repairs, Maintenance, and Depreciation:
 - a: Depreciation (annual portion only)
 - b: Repairs, Maintenance, Inspections, and Certifications

\$ 1,564.40

8. Other:

- 9. ACADEMIC YEAR INSURANCE COST, if any:
- 10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES:

\$ 15,840.00

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0:

\$ 0.00

[CTCLINK Fee Information \(This is required to ensure the correct setup in ctLink\)](#)

Charge Priority List:

If you are not sure of the Charge Priority List, lookup here: [ADD LINK TO EXCEL FILE](#)

Account Type: TUT FEE MISC TPC PPL 1098-T Eligible? Yes No

Node (Fee Type):

TERM_FEES MANDATORY_FEES CLASS_FEES CLS_FEE_STATE_FUNDED CLS_FEE_SELF_SUP_NCR COURSE_FEES CRS_FEE_STATE_FUNDED
 CRS_FEE_SELF_SUP_NCR ABE_BASIC_SKILLS APPLICATION_FEES

Priority:

Course Description: Human A&P I

Subjects Covered: The first of a two-quarter sequence of human anatomy and physiology intended for students pursuing careers in allied health fields. The course covers histology and the structure and function of the intergumentary, skeletal, muscular, and nervous systems and the special senses.

Graded Course Component: laboratory, lecture Grading Basis: graded

Fee Rate: Low 41.20 High 41.20 Credit: Min 5 Max 5

Pass Through: Yes No Fee Type Function Component: Laboratory, lecture

Department Comments:

Department Approver Name: Dalila Paredes Signature Dalila Paredes Date 1/14/26

General Ledger Information: For Budget Office use only.

Is charged fee has an split % among different chartstrings?

1st Journal Set (Chartstring)

Split %:					
Line 1 - Fund:	148	Appropriation:	Class: 011	Program:	Department: 22515 Account: 4000050
Split %:					
Line 2 - Fund:		Appropriation:	Class:	Program:	Department: Account:
Split %:					
Line 3 - Fund:		Appropriation:	Class:	Program:	Department: Account:

2nd Journal Set (Chartstring) For the Fin Aid Fees Only

Split %:					
Line 1 - Fund:		Appropriation:	Class:	Program:	Department: Account:
Split %:					
Line 2 - Fund:		Appropriation:	Class:	Program:	Department: Account:
Split %:					
Line 3 - Fund:		Appropriation:	Class:	Program:	Department: Account:

Budget Office Comments:

No changes to the existing item type required.

E-Team Approver Name: Dr. Ryan Aiello Signature Dr. Ryan Aiello Date 1/14/26

Board Approved Date:

Requesting Department Information

Department: Biology
Requester Name: Dalila Paredes
Course/Subject: Biol242 -- Anatomy and Physiology II

Fee Information

Is this a New Fee Request? **Or Request to Adjustment to an Existing Fee?**

Fee Description*: BIOL-general CLS fee

Fee Short Description*: BIOL-general CLS fee

(*If requesting changes to an existing fee, provide the existing fee's description. If requesting a new fee, enter suggested fee description that is aligned with the fee function.)

For Existing Fee Provide Associated Item Type: 220000015445

Effective Date: 8/26/2026 **Is the Fee Refundable?** Yes No

Fee Classification: Payment Charge Fin Aid Refund Write-off Waiver

Purpose of the Fee:

Support additional supplies needed for students to learn lab skills

Rationale for the Request:

These fees are used to purchase lab supplies and consumables, live and preserved specimens used by students in labs, and software for virtual labs and courses. The equipment and materials purchased with these fees is shared across classes, and often only purchased once or a few times a year, to be used for multiple quarters. In addition, these fees will be used for maintenance of equipment used by students during lab. Overall prices for lab equipment have increased over the last few years, and maintenance costs are being passed on to the department. Shoreline's lab fees are well below that of other colleges in the area and are not sufficient to cover increased costs. An increase of 25% to fees for the listed classes will allow the department to cover these increased costs. This increase will allow us to better support our students by ensuring that they have the supplies needed to learn valuable lab skills they will need for their future careers, while also ensuring that we are following best practices for student safety during labs, and appropriate waste storage and disposal after the fact – for example, through maintenance of fume hoods and autoclaves, and ensuring students have appropriate PPE. These tools are necessary to support student success and the health of everyone working in the labs.

Calculation

	Lab or User	Insurance	Testing	Total
Current \$:	\$ 33.00			\$ 33.00
Proposed \$:	\$ 41.25			\$ 41.25

Indicate if course will be taught via Distance Learning (DL) (yes/no): No
 If yes, should the lab fee be assessed in addition to the DL fee? (yes/no): No

ACADEMIC YEAR DEDICATED STUDENT FEE REVENUES:

If course has been taught for a full academic year, get section and enrollment data from ctLink.

Course Summary

Academic Year Enrollments (most recent):	
Number of Course Sections:	12
Student Enrollment per Section:	24
Total Enrollment (should agree to cTcLink, unless new course):	288
Proposed Lab, User, Insurance, or Testing Fee per student (from above):	\$ 41.25
PROJECTED TOTAL DEDICATED STUDENT FEE REVENUE:	\$ 11,880.00

ACADEMIC YEAR LAB OPERATING EXPENSES

Provide only those costs and expenses to be funded by lab or user fees from the most recent academic period.

1. Supplies Consumed in Lab (please itemize costs):

a: Lab supplies, consumables, reagents, and bacterial cultures (across 9 companies)	\$ 6,306.70
b: additional live and preserved specimens	\$ 733.30
c:	
d:	
e:	

2. Specialized Software Costs for Lab or User Use: \$ 3,667.00

3. Hazardous Materials Waste Storage, Removal, or Disposal:

4. Small Tools and Minor Equipment:

a: Transferred to Student or Replaced Annually:

b: Annual Rental or Lease costs:

5. Personnel Costs for Lab (NOTE: Prior approval from Human Resources & Budget Office required):

a: Lab Student Assistant/Lab Manager/Paraprofessionals:

b: Technical Support:

6. Van Rental, Gasoline, and Tolls for Student Field Trips:

7. Equipment Inspection, Repairs, Maintenance, and Depreciation:

a: Depreciation (annual portion only)

b: Repairs, Maintenance, Inspections, and Certifications

\$ 1,173.00

8. Other:

9. ACADEMIC YEAR INSURANCE COST, if any:

10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES:

\$ 11,880.00

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0:

\$ 0.00

[CTCLINK Fee Information \(This is required to ensure the correct setup in ctLink\)](#)

Charge Priority List:

If you are not sure of the Charge Priority List, lookup here: [ADD LINK TO EXCEL FILE](#)

Account Type: TUT FEE MISC TPC PPL

1098-T Eligible? Yes No

Node (Fee Type):

TERM_FEES MANDATORY_FEES CLASS_FEES CLS_FEE_STATE_FUNDED CLS_FEE_SELF_SUP_NCR COURSE_FEES CRS_FEE_STATE_FUNDED
 CRS_FEE_SELF_SUP_NCR ABE_BASIC_SKILLS APPLICATION_FEES

Priority:

Course Description: Human A&P II

Subjects Covered: The second of a two-quarter sequence of human anatomy and physiology intended for students pursuing careers in allied health fields. The course covers structure and function of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Laboratory includes dissection of animal specimens

Graded Course Component: laboratory, lecture

Grading Basis: graded

Fee Rate: Low 41.25 High 41.25

Credit: Min 5 Max 5

Pass Through: Yes No

Fee Type Function Component: Laboratory, lecture

Department Comments:

Department Approver Name: Dalila Paredes

Signature Dalila Paredes

Date 1/14/2026

General Ledger Information: For Budget Office use only.

Is charged fee has an split % among different chartstrings?

1st Journal Set (Chartstring)

Split %:					
Line 1 - Fund: 148	Appropriation:	Class: 011	Program:	Department: 22515	Account: 4000050
Split %:					
Line 2 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 3 - Fund:	Appropriation:	Class:	Program:	Department:	Account:

2nd Journal Set (Chartstring) For the Fin Aid Fees Only

Split %:					
Line 1 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 2 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 3 - Fund:	Appropriation:	Class:	Program:	Department:	Account:

Budget Office Comments:

No Changes to the existing item type required.

E-Team Approver Name: Dr. Ryan Aiello

Signature Dr. Ryan Aiello

Date 1/14/26

Board Approved Date:

Requesting Department Information

Department: Biology
Requester Name: Dalila Paredes
Course/Subject: Biol260 -- Microbiology

Fee Information

Is this a New Fee Request? **Or Request to Adjustment to an Existing Fee?**

Fee Description*: BIOL-general CLS fee

Fee Short Description*: BIOL-general CLS fee

(*If requesting changes to an existing fee, provide the existing fee's description. If requesting a new fee, enter suggested fee description that is aligned with the fee function.)

For Existing Fee Provide Associated Item Type: 220000015445

Effective Date: 8/26/2026 **Is the Fee Refundable?** Yes No

Fee Classification: Payment Charge Fin Aid Refund Write-off Waiver

Purpose of the Fee:

Support additional supplies needed for students to learn lab skills

Rationale for the Request:

These fees are used to purchase lab supplies and consumables, live and preserved specimens used by students in labs, and software for virtual labs and courses. The equipment and materials purchased with these fees is shared across classes, and often only purchased once or a few times a year, to be used for multiple quarters. In addition, these fees will be used for maintenance of equipment used by students during lab. +

Calculation

	Lab or User	Insurance	Testing	Total
Current \$:	\$ 48.40			\$ 48.40
Proposed \$:	\$ 58.40			\$ 58.40

Indicate if course will be taught via Distance Learning (DL) (yes/no): No
 If yes, should the lab fee be assessed in addition to the DL fee? (yes/no): No

ACADEMIC YEAR DEDICATED STUDENT FEE REVENUES:

If course has been taught for a full academic year, get section and enrollment data from ctLink.

Course Summary

Academic Year Enrollments (most recent):	
Number of Course Sections:	12
Student Enrollment per Section:	24
Total Enrollment (should agree to cTcLink, unless new course):	288
Proposed Lab, User, Insurance, or Testing Fee per student (from above):	\$ 58.40
PROJECTED TOTAL DEDICATED STUDENT FEE REVENUE:	\$ 16,819.20

ACADEMIC YEAR LAB OPERATING EXPENSES

Provide only those costs and expenses to be funded by lab or user fees from the most recent academic period.

1. Supplies Consumed in Lab (please itemize costs):

a: Lab supplies, consumables, reagents, and bacterial cultures (across 9 companies)	\$ 8,928.20
b: live and preserved specimens	\$ 1,038.00
c:	
d:	
e:	

2. Specialized Software Costs for Lab or User Use:

\$ 5,192.00

3. Hazardous Materials Waste Storage, Removal, or Disposal:

4. Small Tools and Minor Equipment:

a: Transferred to Student or Replaced Annually:

b: Annual Rental or Lease costs:

5. Personnel Costs for Lab (NOTE: Prior approval from Human Resources & Budget Office required):

a: Lab Student Assistant/Lab Manager/Paraprofessionals:

b: Technical Support:

6. Van Rental, Gasoline, and Tolls for Student Field Trips:

--

7. Equipment Inspection, Repairs, Maintenance, and Depreciation:

a: Depreciation (annual portion only)

b: Repairs, Maintenance, Inspections, and Certifications

\$ 1,661.00

8. Other:

9. ACADEMIC YEAR INSURANCE COST, if any:

10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES:

\$ 16,819.20

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0:

\$ 0.00

[CTCLINK Fee Information \(This is required to ensure the correct setup in ctLink\)](#)

Charge Priority List:

If you are not sure of the Charge Priority List, lookup here: [ADD LINK TO EXCEL FILE](#)

Account Type: TUT FEE MISC TPC PPL

1098-T Eligible? Yes No

Node (Fee Type):

TERM_FEES MANDATORY_FEES CLASS_FEES CLS_FEE_STATE_FUNDED CLS_FEE_SELF_SUP_NCR COURSE_FEES CRS_FEE_STATE_FUNDED
 CRS_FEE_SELF_SUP_NCR ABE_BASIC_SKILLS APPLICATION_FEES

Priority: No Change

Course Description: Microbiology

Subjects Covered: Survey of microorganisms with focus on healthcare applications. Structure, classification, metabolism and genetics of bacteria and viruses are main themes. Emphasis on disease process, microbial control and immunology. Laboratory techniques include isolation and identification of bacteria.

Graded Course Component: Laboratory, lecture Grading Basis: graded

Fee Rate: Low 58.50 High 58.50 Credit: Min 5 Max 5

Pass Through: Yes No Fee Type Function Component: Laboratory, lecture

Department Comments:

Department Approver Name: Dalila Paredes Signature Dalila Paredes Date 1/14/26

General Ledger Information: For Budget Office use only.

Is charged fee has an split % among different chartstrings?

1st Journal Set (Chartstring)

Split %:					
Line 1 - Fund: 148	Appropriation:	Class: 0111	Program:	Department: 22010	Account: 400000
Split %:					
Line 2 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 3 - Fund:	Appropriation:	Class:	Program:	Department:	Account:

2nd Journal Set (Chartstring) For the Fin Aid Fees Only

Split %:					
Line 1 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 2 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
Split %:					
Line 3 - Fund:	Appropriation:	Class:	Program:	Department:	Account:

Budget Office Comments:

No changes to the existing item type required.

E-Team Approver Name: Dr. Ryan Aiello Signature Dr. Ryan Aiello Date 1/14/26

Board Approved Date:



Proposal to Increase the Automotive Student Fees

Situation: This proposal is to request an increase in the Automotive Tech Factory lab fees by \$75.00 (total new fee \$150) and Auto Tech GST fee by \$200 (total new fee \$300) per student for the 8-quarter program in which 4 quarters have fees.

Background: The automotive program has kept the fees the same since 2018, with the increase of consumables and automotive parts doubling over the years this has added strain to the program to provide needed resources for learning hands on skills.

Recommendation: The Automotive program is recommending the fee schedule for each following programs per the following course schedule to be implemented for the 2026-2027 academic year.

Current Courses and Associated Fees:

Auto Tech Factory Courses and Fees:

Course Number		Current Student Fees	Course Number		Current Student Fees	Course Number		Current Student Fees
AUTOC	170	\$ 75.00	AUTOG	170	\$75.00	AUTOT	180	\$ 75.00
AUTOC	171	\$ 75.00	AUTOG	171	\$75.00	AUTOT	181	\$ 75.00
AUTOC	172	\$ 75.00	AUTOG	172	\$75.00	AUTOT	182	\$ 75.00
AUTOC	173	\$ 75.00	AUTOG	173	\$75.00	AUTOT	183	\$ 75.00
AUTOC	174	\$ 75.00	AUTOG	174	\$75.00	AUTOT	184	\$ 75.00
AUTOC	175	\$ 75.00	AUTOG	175	\$75.00	AUTOT	185	\$ 75.00
AUTOC	176	\$ 75.00	AUTOG	176	\$75.00	AUTOT	186	\$ 75.00
AUTOC	177	\$ 75.00	AUTOG	177	\$75.00	AUTOT	187	\$ 75.00
AUTOC	178	\$ 75.00	AUTOG	178	\$75.00	AUTOT	188	\$ 75.00
						AUTOT	189	\$ 75.00
AUTOF	171	\$ 75.00	AUTOH	170	\$75.00	AUTOT	130	\$ 75.00
AUTOF	172	\$ 75.00	AUTOH	171	\$75.00			
AUTOF	173	\$ 75.00	AUTOH	172	\$75.00			
AUTOF	174	\$ 75.00	AUTOH	173	\$75.00			
AUTOF	175	\$ 75.00	AUTOH	174	\$75.00			
AUTOF	176	\$ 75.00	AUTOH	175	\$75.00			
AUTOF	177	\$ 75.00	AUTOH	176	\$75.00			
AUTOF	178	\$ 75.00	AUTOH	177	\$75.00			
AUTOF	179	\$ 75.00	AUTOH	178	\$75.00			
AUTOF	180	\$ 75.00						

Auto Tech GST Courses and Fees:

Course Number		Current Student Fees
AUTOA	121	\$ 100.00
AUTOA	122	\$ 100.00
AUTOA	123	\$ 100.00
AUTOA	124	\$ 100.00
AUTOA	125	\$ 100.00

Key Benefits: Automotive is a career where real shop experience is essential. Every hands-on class uses consumables that must be replaced frequently:

- Oils and fluids
- Brake cleaner
- Chemicals
- Fuses, bulbs, electrical connectors
- Gaskets, seals, fasteners

Without fees, our program struggles to cover these recurring costs, the fees also offer:

- Live vehicle work
- Modern diagnostic scenarios
- Opportunities to practice with new tools and technologies

This makes students more employable and keeps the program competitive

Relevant Program Document Links

Comparison:

- Lake Washington Institute of Technology \$250.00
- Renton Technical College \$25.00 per credit, ranges \$300.00-\$450.00 per class
- South Seattle College \$163.00

Requesting Department Information

Department: Automotive
Requester Name: Gary Fantozzi
Course/Subject: Automotive manufacture programs- List of all course numbers is attached.

Fee Information

Is this a New Fee Request? **Or Request to Adjustment to an Existing Fee?**

Fee Description*: Auto Tech Factory Fee

Fee Short Description*: Auto Fee

(*If requesting changes to an existing fee, provide the existing fee's description. If requesting a new fee, enter suggested fee description that is aligned with the fee function.)

For Existing Fee Provide Associated Item Type: 220000070000

Effective Date: 7/1/26 **Is the Fee Refundable?** Yes No

Fee Classification: Payment Charge Fin Aid Refund Write-off Waiver

Purpose of the Fee:

To pay for consumables automotive parts, tools and testing for training and lab work

Rationale for the Request:

Fees have not been changed in years, consumables and parts have increased in cost

Calculation

	Lab or User	Insurance	Testing	Total
Current \$:	\$ 75.00	\$ 0.00	\$ 0.00	\$ 75.00
Proposed \$:	\$ 150.00	\$ 0.00	\$ 0.00	\$ 150.00

Indicate if course will be taught via Distance Learning (DL) (yes/no):

No

If yes, should the lab fee be assessed in addition to the DL fee? (yes/no):

No

ACADEMIC YEAR DEDICATED STUDENT FEE REVENUES:

If course has been taught for a full academic year, get section and enrollment data from ctLink.

Course Summary

Academic Year Enrollments (most recent):

Number of Course Sections:

12

Student Enrollment per Section:

72

Total Enrollment (should agree to cTLink, unless new course):

864

Proposed Lab, User, Insurance, or Testing Fee per student (from above):

\$ 150.00

PROJECTED TOTAL DEDICATED STUDENT FEE REVENUE:

\$ 129,600.00

ACADEMIC YEAR LAB OPERATING EXPENSES

Provide only those costs and expenses to be funded by lab or user fees from the most recent academic period.

1. Supplies Consumed in Lab (please itemize costs):

a: Automotive parts

\$ 31,180.00

b: Consumable goods and related items

\$ 21,180.00

c: Uniforms

\$ 9,930.00

d: Tools/Subscriptions

\$ 27,430.00

e: other

\$ 18,750.00

2. Specialized Software Costs for Lab or User Use:

3. Hazardous Materials Waste Storage, Removal, or Disposal:

4. Small Tools and Minor Equipment:

a: Transferred to Student or Replaced Annually:

b: Annual Rental or Lease costs:

5. Personnel Costs for Lab (NOTE: Prior approval from Human Resources & Budget Office required):

a: Lab Student Assistant/Lab Manager/Paraprofessionals:

b: Technical Support:

6. Van Rental, Gasoline, and Tolls for Student Field Trips:

\$ 1,200.00

7. Equipment Inspection, Repairs, Maintenance, and Depreciation:

a: Depreciation (annual portion only)

b: Repairs, Maintenance, Inspections, and Certifications

\$ 19,930.00

8. Other:

9. ACADEMIC YEAR INSURANCE COST, if any:

10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES:

\$ 129,600.00

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0:

\$ 0.00

[CTCLINK Fee Information \(This is required to ensure the correct setup in ctLink\)](#)

Charge Priority List:

If you are not sure of the Charge Priority List, lookup here: [ADD LINK TO EXCEL FILE](#)

Account Type: TUT FEE MISC TPC PPL

1098-T Eligible? Yes No

Node (Fee Type):

TERM_FEES MANDATORY_FEES CLASS_FEES CLS_FEE_STATE_FUNDED CLS_FEE_SELF_SUP_NCR COURSE_FEES CRS_FEE_STATE_FUNDED
 CRS_FEE_SELF_SUP_NCR ABE_BASIC_SKILLS APPLICATION_FEES

Priority: No Change

Course Description: Automotive AUTOC AUTOG, AUTOH, AUTOF, AUTOT

Subjects Covered: ENGINE, ELECTRICAL, PERFORMANCE, BRAKES, STEERING, TRANSMISSIONS, HVAC, DRIVETRAINS

Graded Course Component:

Grading Basis: POINT

Fee Rate: Low 150 High 150

Credit: Min 1 Max 20

Pass Through: Yes No

Fee Type Function Component:

Department Comments:

Department Approver Name: Gary Fantozzi

Signature Gary Fantozzi

Date 01/14/2026

General Ledger Information: For Budget Office use only.

Is charged fee has an split % among different chartstrings?

1st Journal Set (Chartstring)

Split %:

Line 1 - Fund: 148 Appropriation: Class: 012 Program: Department: 22526 Account: 4000050

Split %:

Line 2 - Fund: Appropriation: Class: Program: Department: Account:

Split %:

Line 3 - Fund: Appropriation: Class: Program: Department: Account:

2nd Journal Set (Chartstring) For the Fin Aid Fees Only

Split %:

Line 1 - Fund: Appropriation: Class: Program: Department: Account:

Split %:

Line 2 - Fund: Appropriation: Class: Program: Department: Account:

Split %:

Line 3 - Fund: Appropriation: Class: Program: Department: Account:

Budget Office Comments:

No changes to the existing item type needed.

E-Team Approver Name:

Signature

Date

Board Approved Date

Requesting Department Information

Department: Automotive
Requester Name: Gary Fantozzi
Course/Subject: GST/AST --See full list of course numbers attached.

Fee Information

Is this a New Fee Request? **Or Request to Adjustment to an Existing Fee?**

Fee Description*: Auto Tech GST Fee

Fee Short Description*: Auto Fee

(*If requesting changes to an existing fee, provide the existing fee's description. If requesting a new fee, enter suggested fee description that is aligned with the fee function.)

For Existing Fee Provide Associated Item Type: 220000070010

Effective Date: 7/1/26 **Is the Fee Refundable?** Yes No

Fee Classification: Payment Charge Fin Aid Refund Write-off Waiver

Purpose of the Fee:

To pay for consumables automotive parts, tools and testing for training and lab work

Rationale for the Request:

Fees have not been changed in years, consumables and parts have increased in cost

Calculation

	Lab or User	Insurance	Testing	Total
Current \$:	\$ 100.00	\$ 0.00	\$ 0.00	\$ 100.00
Proposed \$:	\$ 300.00	\$ 0.00	\$ 0.00	\$ 300.00

Indicate if course will be taught via Distance Learning (DL) (yes/no):

No

If yes, should the lab fee be assessed in addition to the DL fee? (yes/no):

No

ACADEMIC YEAR DEDICATED STUDENT FEE REVENUES:

If course has been taught for a full academic year, get section and enrollment data from ctLink.

Course Summary

Academic Year Enrollments (most recent):

Number of Course Sections:

4

Student Enrollment per Section:

25

Total Enrollment (should agree to cTLink, unless new course):

100

Proposed Lab, User, Insurance, or Testing Fee per student (from above):

\$ 300.00

PROJECTED TOTAL DEDICATED STUDENT FEE REVENUE:

\$ 30,000.00

ACADEMIC YEAR LAB OPERATING EXPENSES

Provide only those costs and expenses to be funded by lab or user fees from the most recent academic period.

1. Supplies Consumed in Lab (please itemize costs):

a: Automotive parts

\$ 11,500.00

b: Consumables

\$ 5,500.00

c: Uniforms

\$ 1,200.00

d: Tools/subscriptions

\$ 4,500.00

e: Other Expenses

\$ 3,000.00

2. Specialized Software Costs for Lab or User Use:

3. Hazardous Materials Waste Storage, Removal, or Disposal:

4. Small Tools and Minor Equipment:

a: Transferred to Student or Replaced Annually:

b: Annual Rental or Lease costs:

5. Personnel Costs for Lab (NOTE: Prior approval from Human Resources & Budget Office required):

a: Lab Student Assistant/Lab Manager/Paraprofessionals:

b: Technical Support:

6. Van Rental, Gasoline, and Tolls for Student Field Trips:

\$ 800.00

- 7. Equipment Inspection, Repairs, Maintenance, and Depreciation:
 - a: Depreciation (annual portion only)
 - b: Repairs, Maintenance, Inspections, and Certifications

\$ 3,500.00

8. Other:

9. ACADEMIC YEAR INSURANCE COST, if any:
 10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES:

\$ 30,000.00

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0:

\$ 0.00

CTCLINK Fee Information (This is required to ensure the correct setup in ctLink)

Charge Priority List:

If you are not sure of the Charge Priority List, lookup here: ADD LINK TO EXCEL FILE

Account Type: TUT FEE MISC TPC PPL

1098-T Eligible? Yes No

Node (Fee Type):

TERM_FEES MANDATORY_FEES CLASS_FEES CLS_FEE_STATE_FUNDED CLS_FEE_SELF_SUP_NCR COURSE_FEES CRS_FEE_STATE_FUNDED
 CRS_FEE_SELF_SUP_NCR ABE_BASIC_SKILLS APPLICATION_FEES

Priority: No change

Course Description: Automotive GST/AST

Subjects Covered: Engine, Electrical, performance, brakes, steering, drivetrains, HVAC, suspension,

Graded Course Component:

Grading Basis:

Fee Rate: Low 300 High 300

Credit: Min 17 Max 17

Pass Through: Yes No

Fee Type Function Component:

Department Comments:

Department Approver Name: Gary Fantozzi

Signature Gary Fantozzi

Date 01/14/2026

General Ledger Information: For Budget Office use only.

Is charged fee has an split % among different chartstrings?

1st Journal Set (Chartstring)

Split %:

Line 1 - Fund: 148	Appropriation:	Class: 012	Program:	Department: 22526	Account: 4000050
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Split %:

Line 2 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
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Split %:

Line 3 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
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2nd Journal Set (Chartstring) For the Fin Aid Fees Only

Split %:

Line 1 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
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Split %:

Line 2 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
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Split %:

Line 3 - Fund:	Appropriation:	Class:	Program:	Department:	Account:
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Budget Office Comments:

No changes to the existing item type needed.

E-Team Approver Name: Dr. Ryan Aiello

Signature Dr. Ryan Aiello

Date 1/14/26

Board Approved Date:



Proposal to Increase the Nursing Student Textbook Fees

Situation:

This proposal is to request an increase in the nursing student fees for academic resources by a total of \$155 per student for students in the 6 Quarter program. Students in the advanced placement LPN to RN, and the 11 Quarter programs would have an increase as well per the recommendation below.

Background:

The nursing program faculty approved in the Spring of 2025 to adopt a new learning resource for 1 year, **Lippincott Client Cases for Clinical Judgement**, which will support the implementation of case-based active learning in the curriculum. The current student Academic Resource Fees do not reflect the adoption of this learning resource. The nursing program would like to ensure fiscal responsibility and ensure the academic resource fees cover the full cost of this new resource. For further details about Lippincott Client Cases, please see **Appendix A**.

Nursing students currently pay an academic resource fee for learning resources from our publisher, Wolters Kluwer/Lippincott which is approximately \$300 per quarter. For a full list of current student Academic Resource fees, see **Appendix B**. To contextualize this academic resource fee within all fees (within the exception of tuition and college wide fees) see the current nursing program fees in **Appendix C**.

Recommendation:

The nursing program is recommending the fee schedule for each of the three nursing programs per the following course schedule to be implemented for the 2026-2027 academic year.

	Course Number	Academic Resource Fee	Advanced Placement LPN> RN Program	Course Number	Academic Resource Fee	11Q Program	Course Number	Academic Resource Fee
	6Q program	NURS 141		\$326			NURS 143	\$326
NURS 142		\$326	NURS 221	\$326		NURSE 142	\$326	
NURS 143		\$326	NURS 222	\$326		NURSE 143	\$326	
NURS 221		\$326	NURS 223	\$326		NURSE 144	\$326	
NURS 222		\$326	Totals	\$1,304		NURSE 221	\$326	
NURS 223		\$326			NURSE 222	\$326		
TOTALS		\$1,956			NURSE 223	\$326		
					TOTALS	\$2,282		

Appendix A:

Lippincott® Client Cases for Clinical Judgment is an active learning tool written by practicing nurses from actual experiences designed to engage students. From day one, nursing students will immerse themselves in nurturing their “clinical judgment muscle” through its realistic and challenging scenarios presented through an EHR. Next-Gen NCLEX-style questions provide decision-making and critical thinking practice to inform prioritization, delegation, and clinical judgment.

Key Benefits:

- **Real Cases, Real Impact:** Developed by expert nurses, Lippincott® Client Cases for Clinical Judgment’s extensive cases collection based on clinical encounters mirroring real-life patient care, resonating with authenticity and diversity that heightens student engagement and learning.
- **Educator Empowerment:** Faculty can leverage the flexibility of this tool for dynamic teaching—stimulating classroom discussions, as pre-and post-clinical assignments, or to reinforce concepts throughout the nursing program.
- **Grading Simplicity:** Assignability and gradebook allow educators to focus more on teaching while building accountability in students for learning outside the classroom.
- **Realistic Practicum:** Students interact with sample electronic health records, gaining exposure to the actual documentation they will encounter in clinical settings.
- **Versatility in Application:** Whether utilized in complex simulation exercises, in class active learning, as a reflective tool in post-clinical settings, or as remediation for NCLEX prep, **Lippincott® Client Cases for Clinical Judgment** adapts to the evolving pedagogical needs of nursing education. Interweaving clinical exposure with these patient scenarios expands learning opportunities.

Appendix B:

6Q program	Course Number	Academic Resource Fee	Advanced Placement LPN> RN Program	Course Number	Academic Resource Fee	11Q Program	Course Number	Academic Resource Fee
	NURS 141	\$300		NURS 143	\$300		NURSE 141	\$300
NURS 142	\$300	NURS 221	\$300	NURSE 142	\$300			
NURS 143	\$300	NURS 222	\$300	NURSE 143	\$300			
NURS 221	\$300	NURS 223	\$300	NURSE 144	\$300			
NURS 222	\$300	Totals	\$1,200	NURSE 221	\$300			
NURS 223	\$300			NURSE 222	\$300			
TOTALS	\$1,800			NURSE 223	\$300			
				TOTALS	\$2,100			

Appendix C:

Additional Nursing Program Fees	
Vaccinations	Varies
Immunotrax/Background Check	\$92.30
Malpractice Insurance each quarter (\$6.25 X 8)	\$50.00
Skills Lab Equipment Fees	\$401.00
Vital Sign Equipment: stethoscope, pen light, pulse ox, thermometer	\$115.00
ExamSoft \$35 per quarter	\$210.00
Scrubs, shoes, lab coat	\$180.00
Academic Resource Fee (Wolters Kluwer) \$300 per quarter	\$1,800.00

FY2026-27 Proposal to Increase Student Fees **FALL 2026**

Other mandatory textbooks	354.59
Other optional text books	321.03
Clinical Placement Fee	\$210.00
Simulation Fee	\$480.00
Totals	\$4,213.92

Relevant Program Document Links

- [WoltersKluwer Learning Resource Analysis Discussion](#)
- [2025-26 DRAFT Estimated Nursing Program Expenses](#)

- 7. Equipment Inspection, Repairs, Maintenance, and Depreciation:
 - a: Depreciation (annual portion only)
 - b: Repairs, Maintenance, Inspections, and Certifications

8. Other:

9. ACADEMIC YEAR INSURANCE COST, if any:
 10. ACADEMIC YEAR TESTING COST, if any:

Name of test(s):

PROJECTED TOTAL LAB, USER, INSURANCE & TESTING EXPENSES:

EXCESS FEE REVENUES or (EXCESS LAB EXPENSES)-- should be \$0:

[CTCLINK Fee Information \(This is required to ensure the correct setup in ctcLink\)](#)

Charge Priority List:

If you are not sure of the Charge Priority List, lookup here: [ADD LINK TO EXCEL FILE](#)

Account Type:	TUT	FEE	MISC	TPC	PPL	1098-T Eligible?	Yes	No
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Node (Fee Type):

TERM_FEES	MANDATORY_FEES	CLASS_FEES	CLS_FEE_STATE_FUNDED	CLS_FEE_SELF_SUP_NCR	COURSE_FEES	CRS_FEE_STATE_FUNDED
CRS_FEE_SELF_SUP_NCR	ABE_BASIC_SKILLS	APPLICATION_FEES				

Priority:

Course Description:

Subjects Covered:

Graded Course Component:

Grading Basis:

Fee Rate:	Low	High	Credit:	Min	Max
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Pass Through:	Yes	No	Fee Type Function Component:
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Department Comments:

Department Approver Name:	Signature	Date
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General Ledger Information: For Budget Office use only.

Is charged fee has an split % among different chartstrings?

1st Journal Set (Chartstring)

Split %:						
Line 1 - Fund:	Appropriation:	Class:	Program:	Department:	Account:	
Split %:						
Line 2 - Fund:	Appropriation:	Class:	Program:	Department:	Account:	
Split %:						
Line 3 - Fund:	Appropriation:	Class:	Program:	Department:	Account:	

2nd Journal Set (Chartstring) For the Fin Aid Fees Only

Split %:						
Line 1 - Fund:	Appropriation:	Class:	Program:	Department:	Account:	
Split %:						
Line 2 - Fund:	Appropriation:	Class:	Program:	Department:	Account:	
Split %:						
Line 3 - Fund:	Appropriation:	Class:	Program:	Department:	Account:	

Budget Office Comments:

E-Team Approver Name:	Signature	Date
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Board Approver Name:

**SHORELINE COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF FEBRUARY 25, 2026**

TAB 4

ACTION

Subject: Appointment of Administrative Law Judge (ALJ)

Background

The College is conducting a reduction in force, and the faculty collective bargaining agreement (CBA) provides tenured faculty who receive notice of lay off a right to a dismissal hearing conducted by a hearing officer and heard by a dismissal review committee. The CBA requires that "Upon receipt of a request for a hearing from an affected academic employee, the College President shall notify the Board of Trustees and request that the Board appoint an impartial hearing officer after consultation with the Federation President." At the present time, two faculty members have requested a hearing.

Administrative Law Judges (ALJ) at the Washington Office of Administrative Hearings (OAH) are impartial and have expertise in conducting administrative hearings. President Kahn requests that the Shoreline College Board of Trustees authorize the College to send a request to OAH to assign an ALJ as the hearing officer for any reduction in force faculty hearings.

Recommendation

That the Board of Trustees by motion and subsequent action, authorize the College to send a request to the Washington Office of Administrative Hearings to assign an Administrative Law Judge to be the presiding officer for faculty reduction in force dismissal hearings.

Prepared by: Jack Kahn, President
Shoreline College
February 2026