

**SEATTLE COLLEGES DISTRICT BOARD OF TRUSTEES
NOTICE OF SPECIAL MEETING**

March 18, 2020

REGULAR SESSION 1:00 p.m. Jim Christiansen Room
Siegal Center
1500 Harvard Avenue
Seattle, WA 98122

SPECIAL MEETING AGENDA

1:00 p.m.	CALL TO ORDER	
1:00 p.m.	ACTION / Approval of Agenda	Tab 1
1:00 p.m.	PUBLIC COMMENTS	
1:15 p.m.	INFORMATION ITEMS	
	A. Student Fees Changes – First Reading	Tab 2
	B. COVID-19 update	
1:30 p.m.	ADJOURNMENT	

The next meeting of the Board of Trustees will be held on Thursday, April 9, 2020 at Seattle Central College, 1701 Broadway Avenue, Seattle, WA 98106. There will be a Study Session at 1:30 p.m., and the Regular Meeting will follow at 3:00 p.m.

FEES REQUEST 2019-20

How were new or increased fees being submitted for approval being reviewed with students along with the expected tuition increases?

Central and North have student representatives who were part of the College Council's review of tuition and fee increases. The student representatives will report to their respective student government leadership groups. South Seattle's Vice President of Administration planned to meet with Student Board representative on March 5th to review tuition and fee increases.

REQUEST	Fee Code(if more campus)										
Updated or New.	CENTRAL FEE CODE.	NORTH FEE CODE.	SOUTH FEE CODE.	Fee Title.	Department.	Current Rate.	Proposed Rate round up.	% Change proposed.	Amount Change.	Charged Per.	REF#.
Change/Revised	1-CL	CL	CF	COMPUTER LAB FEE	Auxiliary	\$ 58.50	\$ 62.00	5.91%	\$ 3.50	QTR	1
Microsoft licensing fees increased by 30% this year. We propose to increase this fee by 5.91%, the Washington State fiscal growth factor, to keep up with inflation and software licensing fee increases. Campu- wide discussion occurred and it was agreed the increase was necessary to support increased costs.											
NEW	1-TBD	TBD	TBD	INTERNATIONAL MATERIALS FEDEX TO S	INTL	\$ -	\$ 65.00	New	\$ 65.00	EACH	2
International students have the option to have their acceptance materials sent via express mail (FedEx) for a cost of \$50. Per a recent review of our FedEx billings, the average cost for express mailing is around \$60. In looking at the current fee, there is no official fee code; we instead accept payment via check or online credit card. We currently deposit checks split \$25 into the Intensive English budget (fee code SA) and \$25 into the College-Level International budget (fee code FS). Online credit card payments (via CyberSource) are deposited into the Activities budget (146-111-2948), the same budget used to pay the FedEx billings. Since there is no current fee code, we are using the "New Fee Request" form.											
NEW	2-TBD			NATIONAL CERTIFICATION FINAL FEE	ALIED HEALTH MEDICAL ASSISTING 381	\$ -	\$ 175.00	New	\$ 175.00	ITEM	3
Our students take these exams to be professionally certified. Two of the barriers for our students to obtain certification were remote testing site locations and exam fees. The Health Education Center is now a testing site for three national certification exams offered to MA program graduates. By incorporating the exam cost as a fee it makes it possible for MA students to have the fees included in financial aid awards. Previously they could not. Our scholarship cohort and apprenticeship will have the fees paid for by Kaiser or the hosting healthcare facility. Students outside those two cohorts will now be able to use financial aid to pay the exam cost to the national board.											
Change/Revised	2-UC	3-UC	4-UC	WEB COURSEWARE FEE	ELEARNING	\$ 5.25	\$ 5.50	4.76%	\$ 0.25	COURSE	4
This will be the first increase to this fee in available recorded history and memory of current eLearning staff. The fee increase will help offset the cost of learning management software and providing responsive service and improvements. ELearning administrators across the three colleges and district have agreed to recommend raising this fee at a consistent level across the colleges. Microsoft fee increased 30% this year.											
Change/Revised	2-UN		4-UN	E LEARNING FEE ONLINE	ELEARNING	\$ 7.50	\$ 8.00	6.67%	\$ 0.50	CREDIT	5
Elearning administrators from all 3 colleges have agree that this increase is necessary to due to the 5% regional pay +3% COLA salary increases and other inflationary increases. It will also contribute towards strengthening the elearning programs by providing more resources to fill staffing gaps and to support faculty development around online and hybrid instructional design and practice. Our aim is to keep the fee level consistent accross the colleges. *NORTH has already increased this fee.											
Change/Revised	2-CE			RESPIRATORY CARE DATA ARC	HEALTHCARE AND HUMAN SERVICES	\$ 60.00	25-150	VARIES	VARIES	ITEM	6
The respiratory care program is no longer using the DATA ARC SYSTEM for tracking and reporting immunizations, background checks, etc. for students going into clinical rotations. They are using a different company and would like to change the fee title to be more general. the new company charges a one time fee of 150 per student but the program would like to spread that out and charge the student \$75.00 / year (by putting the CE on one clinical class) for each of the 2 years that the students are in the clinicals.											
Change/Revised	2-AA			STUDENT ID CARD	ID CENTER	\$ 7.50	\$ 10.00	33.33%	\$ 2.50	QTR	7
As a result of the One Card Project, whereby students ID will become mandatory- we will no longer charge a fee for student to obtain their ID card. The new One card will provide a student ID/PROX card to allow enrolled students to enter the Seattle Central facilities through access doors that are otherwise locked for safety reasons.											
NEW	2-TBD			ONE CARD REPLACEMENT FEE	ID CENTER	\$ -	\$ 25.00	New	\$ 25.00	ITEM	8
We are eliminating the ID card fee because having one will become mandatory with the start of Spring Quarter. However, in the event of loss of card, replacement cards will carry a fee of \$25.00 to help minimize loss and to reflect the high costs of producig these newer / more advance cards.											
Change/Revised	2-AK			VESSEL MAINTENANCE	MARITIME	\$ 257.50	\$ 273.00	5.91%	\$ 15.50	QTR	9
Fee increase to keep-up with the increase in costs and inflation.											

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REQUEST											
Updated or New.	Fee Code(if more campus)			Fee Title.	Department.	Current Rate.	Proposed Rate round up.	% Change proposed.	Amount Change.	Charged Per.	REF#.
	CENTRAL FEE CODE.	NORTH FEE CODE.	SOUTH FEE CODE.								
Change/Revised	2-LY			SMA LOCKER RENTAL FEE	MARITIME	\$ 5.50	\$ 6.00	6.00%	\$ 0.50	QTR	10
Fee increase to keep-up with the increase in costs and inflation.											
Change/Revised	2-FG			MARITIME LAB FEE	MARITIME	\$ 54.00	\$ 57.50	5.91%	\$ 3.50	COURSE	11
Fee increase to keep-up with the increase in costs and inflation.											
Change/Revised	2-AL			LABFEE/MARITIME	MARITIME	\$ 566.50	\$ 600.00	5.91%	\$ 33.50	QTR	12
Fee increase to keep-up with the increase in costs and inflation.											
Change/Revised	2-FI			SUPPLIES FOR MARTIME	MARITIME	\$ 55.50	\$ 59.00	5.91%	\$ 3.50	COURSE	13
Fee increase to keep up with the increase in costs and inflation											
Change/Revised	2-BF			MOORAGE & FEES (SIMULATOR FEE)	MARITIME	\$ -	\$ 217.00	VARIES	VARIES	QTR	14
Re-purposing the BF fee code. Fee is necessary to cover costs of operating SMA simulator for student training sessions..											
Change/Revised	2-LW			SMA FIELD TRIP	MARITIME	\$ 15.50	\$ 16.50	5.94%	\$ 1.00	COURSE	15
Fee increase to keep up with the increase in costs and inflation.											
Change/Revised	2-DF			REC CTR - NO S & A	MITCHELL ACTIVITY CENTER	\$ 32.00	\$ 35.00	9.38%	\$ 3.00	QTR	17
Fee hasn't increased in 11 years. Last increase was in 2009. Costs have been steadily increasing for the last 10 years. We request a modest increase of \$3.00 to help cover drastic decreases in enrollments and salary increases recently enacted. MAC is unsustainable with our current Fees.											
Change/Revised	2-DR			PERSNL TRNG STUDENT	MITCHELL ACTIVITY CENTER	\$ 100.00	\$ 35.00	-65.00%	\$ (65.00)	ITEM	18
Changing the way this fee is charged. Current fee is \$100.00 for five sessions. Fee will be charged per person with starting rate of \$35.00. Certified personal trainers will not work for less than \$30.00/hr. We need this rate in order to be able to have a self-sustaining program and cover costs which increased, especially with the recently salary increases. Previously we paid \$30.00 and hour to trainers but charged \$20.00 creating losses.											
Change/Revised	2-DP			REC CTR - PERSONAL TRAIN	MITCHELL ACTIVITY CENTER	\$ 35.00	\$ 45.00	28.57%	\$ 10.00	ITEM	19
Certified personal trainers will not work for less than \$30.00/hr. We need this rate increase in order to be able to have a self-sustaining program and cover costs, especially with the recently salary increases. Current fee is too low, with with payments to Personal Trainers of \$30.00/hr. MAC is allowed to make a 15% profit from personal training services, with 85% covering direct costs of personal trainers. MAC has costs of liability, space, and equipment which are not able to be covered without this fee increase.											

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REQUEST		Fee Code(if more campus)			Fee Title.	Department.	Current Rate.	Proposed Rate round up.	% Change proposed.	Amount Change.	Charged Per.	REF#.
Updated or New.	CENTRAL FEE CODE.	NORTH FEE CODE.	SOUTH FEE CODE.									
Change/Revised	2-TBD			REC CTR - STAFF QURLY	MITCHELL ACTIVITY CENTER	\$ 42.00	\$ 75.00	78.57%	\$ 33.00	QTR	20	
Fee was reduced from \$75.00 per quarter to \$24.00 when staff had a 3% reduction in salary back in 2012 and then slightly normalized to its current \$42 per quarter when the 3% salary decrease was reinstated. That adjustment was the first of 2-phases. Now staff have received an added 8% salary increase in 2019 and will receive another 3% in July 2020. we believe it is fair to restore faculty and staff membership dues to the original intended level. MAC hourly-pay and other costs have increased significantly past 3 years. costs of Pay and benefits has added another \$120,000 in expenses the last 2 years alone-- unsustainable level.												
Change/Revised	2-D8			REC CTR FEE	MITCHELL ACTIVITY CENTER	\$ 24.00	\$ 30.00	25.00%	\$ 6.00	COURSE	21	
The student recreation fee has only increased \$3.00 in last 11 years. (\$21.00 to \$24.00 in 2009). The Washington State fiscal growth factor has risen 60.7% in that same time, which would be equivalent of \$38.00 per quarter today if the fee increased linearly with rising costs. We are asking for a modest increase of \$6.00 making the fee \$30/quarter and allowing for sustainable self-support operations.												
Change/Revised	2-DX			REC CTR FEE	MITCHELL ACTIVITY CENTER	\$ 24.00	\$ 30.00	25.00%	\$ 6.00	CREDIT	22	
The student recreation fee increased only \$3.00 in last 11 years. (\$21.00 to \$24.00 in 2009). In that time, the fiscal growth factor has risen 60.7% which would be the equivalent of \$38.00 quarter had fee increased linearly with rising costs. We are asking a modest increase of \$6.00 making the fee \$30/quarter and allowing Mitchell to cover costs. This is a student fee is for full-time students who do not automatically pay into the system because they are designated as Running Start, ABE or Online Students. it is an optional fee these fee which is not charged for students in these programs who do not wish to utilize the recreation center.												
NEW	2-TBD			NCLEX PREPARATIONS	NURSING	\$ -	135-150	New	135-150	QTR	23	
Fee covers RN Licensing EXAM preparatory programs and resources to help nursing students. These resources provide the students and the faculty information about the preparedness of each student in particular content areas (Medical, Surgical, OB, Pediatrics, Mental Health, etc) and provides specific feedback and a study-plan for individual students. Students have been paying for these resources individually every quarter for the last several years as it is a mandatory component of their education. By having students pay the fee placed on courses via this fee, students may be eligible for covering the cost with financial aid. This fee would be linked to courses and part of their student account fees. The fee is a pass-through fee with fee intended to just cover costs each year. Costs will be \$135-\$150 per quarter-- we are not able to confirm the exact costs at the moment because it depends on the product package chosen but it will be within that range of \$135- \$150.												
Change/Revised	2-EA		4-EA	PLACEMENT TEST	TESTING OFFICE	\$19-25	30-35	50-60%	\$10-15	QTR	24	
Current fee \$19 (Wonderlic English Test), 25 (ALEKS math test). This fee would replace the separate testing fees for English and Math plus evaluation fees for the various multiple other measures available (SBAC, ACT, SAT, TOEFL, IELTS, high school transcripts). It is proposed as a single fee for all assessments, including pre-tests. This fee will allow multiple resources available to students to allow them opportunities to have higher placements without additional charges for further testing. Details being fine tuned.												
Change/Revised	2-ED			COPIES/MATERIALS/RECIPES TIER 1	CULINARY	\$ 31.00	\$ 5.00	-83.87%	\$ (26.00)	COURSE	25	
Seattle Culinary requests Fee Code 'Ed' be replaced with three tiers ff charges for Copies/Materials/Recipes to reflect actual costs of materials.												
Change/Revised	2-ED			COPIES/MATERIALS/RECIPES TIER 2	CULINARY	\$ 31.00	\$ 12.00	-61.29%	\$ (19.00)	COURSE	26	
Seattle Culinary requests Fee Code 'Ed' be replaced with three tiers ff charges for Copies/Materials/Recipes to reflect actual costs of materials.												
Change/Revised	2-ED			COPIES/MATERIALS/RECIPES TIER 3	CULINARY	\$ 31.00	\$ 30.00	-3.23%	\$ (1.00)	COURSE	27	
Seattle Culinary requests Fee Code 'Ed' be replaced with three tiers ff charges for Copies/Materials/Recipes to reflect actual costs of materials.												
Change/Revised	2-EE			WORKSHOP/DEMOS/TASTINGS TIER 1	CULINARY	\$ 93.00	\$ 15.00	-83.87%	\$ (78.00)	COURSE	28	
Seattle Culinary Requests Fee Code 'EE' be replaced with three tiers of charges for Workshops/Demos/Tastings												

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	CENTRAL FEE CODE.	NORTH FEE CODE.	SOUTH FEE CODE.								
Change/Revised	2-EE			WORKSHOPS/DEMOS/TASTINGS TIER 2	CULINARY	\$ 93.00	\$ 30.00	-67.74%	\$ (63.00)	COURSE	29
Seattle Culinary Requests Fee Code 'EE' be replaced with three tiers of charges for Workshops/Demos/Tastings											
Change/Revised	2-EE			WORKSHOPS/DEMOS/TASTINGS TIER 3	CULINARY	\$ 93.00	\$ 85.00	-8.60%	\$ (8.00)	COURSE	30
Seattle Culinary Requests Fee Code 'EE' be replaced with three tiers of charges for Workshops/Demos/Tastings											
Change/Revised	2-EM			CULINARY FIELD TRIP	CULINARY	\$ 15.50	\$ 45.00	190.32%	\$ 29.50	EACH	31
Seattle Culinary requests increase (And Budget Number Change) for Fee Codes 'EM' And 'EV', and their Title, to reflect actual increased bus transportation costs:											
Change/Revised	2-EV			CULIN FIELD TRIP 4	CULINARY	\$ 62.00	\$ 115.00	85.48%	\$ 53.00	EACH	32
Seattle Culinary requests increase (And Budget Number Change) for Fee Codes 'EM' And 'EV', and their Title, to reflect actual increased bus transportation costs:											
Change/Revised	2-F1			CLEANING FEE APRON / One Week	CULINARY	\$ 14.50	\$ 5.00	-65.52%	\$ (9.50)	COURSE	33
Seattle Culinary requests Fee Code 'F1' be replaced by three tiers of Charges – Cleaning Fee Apron to reflect costs for professional cleaning and student use.											
Change/Revised	2-F1			CLEANING FEE APRON / Three Weeks	CULINARY	\$ 14.50	\$ 15.00	3.45%	\$ 0.50	COURSE	34
Seattle Culinary requests Fee Code 'F1' be replaced by three tiers of Charges – Cleaning Fee Apron to reflect costs for professional cleaning and student use.											
Change/Revised	2-F1			CLEANING FEE APRON / Six Weeks	CULINARY	\$ 14.50	\$ 30.00	106.90%	\$ 15.50	COURSE	35
Seattle Culinary requests Fee Code 'F1' be replaced by three tiers of Charges – Cleaning Fee Apron to reflect costs for professional cleaning and student use.											
Change/Revised	2-F3			TOWEL FEE C.A.	CULINARY	\$ 4.50	\$ 17.00	277.78%	\$ 12.50	COURSE	36
Seattle Culinary Requests increase for Fee Code 'F3' and establishment ff new fee to recover actual towel cleaning costs. The two programs, Culinary Arts Vs. Specialty Desserts & Breads have different usage rates:											
NEW	2-TBD			TOWEL FEE SDB	CULINARY	\$ -	\$ 10.00	New	\$ 10.00	COURSE	37
Department requests reconfiguration of existing fee to better align with actual costs Incurred, as categorized by 'tier'; Implementation will require new Fee Codes											

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Updated or New.	CENTRAL FEE CODE.	NORTH FEE CODE.	SOUTH FEE CODE.									
Change/Revised	2-FL			FOOD STUDENT (LUNCH) LAB FEE	CULINARY	\$ 154.50	\$ 180.00	16.50%	\$ 25.50	QTR	38	
Seattle Culinary requests increase to Fee Code 'FI' and establishment of new Fee to recover Lab Costs For The Summer Lunch Program. There Are More Instructional Days In Fall, Winter & Spring Then Summer. This Particular Fee Is For Student Lunch Which Is Required As Part Of The Program.												
NEW	2-TBD			FOOD STUDENT LAB LUNCH FEE - SUMME	CULINARY	\$ -	\$ 125.00	New	\$ 125.00	QTR	39	
Dept Requests Reconfiguration Of Existing Fee To Better Align With Actual Costs Incurred, As Categorized By 'Tier'; Implementation Will Require New Fee Codes												
Change/Revised	2-WI			LAB FEE, WINE TASTING	CULINARY	\$ 46.50	\$ 54.00	16.13%	\$ 7.50	EACH	40	
Dept Requests Reconfiguration Of Existing Fee To Better Align With Actual Costs Incurred, As Categorized By 'Tier'; Implementation Will Require New Fee Codes-Fee Increase To Recover The Actual Lab Costs Increased												
DELETE	2-F2			TASTING MATERIAL FEE	CULINARY	\$ 46.50	\$ -	-100.00%	\$ (46.50)	COURSE	41	
Department Requests Removal Of These Fees; No Longer In Use.												
DELETE	2-F4			TASTING MATERIAL FEE	CULINARY	\$ 4.50	\$ -	-100.00%	\$ (4.50)	COURSE	42	
Department Requests Removal Of These Fees; No Longer In Use.												
DELETE	2-EQ			MATERIALS FEE/CUL GREENH	CULINARY	\$ 8.50	\$ -	-100.00%	\$ (8.50)	COURSE	43	
Department Requests Removal Of These Fees; No Longer In Use.												
DELETE	2-GX			HOSPITALITY SELF SUPPORT	CULINARY	\$ 35.00	\$ -	-100.00%	\$ (35.00)	COURSE	44	
Department Requests Removal Of These Fees; No Longer In Use.												
Change/Revised		3-UD		DIST LEARN FEE	LIBRARY	\$ 7.50	\$ 8.00	6.67%	\$ 0.50	CREDIT	45	
ELearning administrators from the three colleges and district have agreed that this increase is necessary to account for the 5% regional pay + 3% COLA salary changes and other inflationary increases. It will also contribute towards strengthening the eLearning programs by providing more resources to fill staffing gaps and to support faculty development around online and hybrid instructional design and practice. Our aim is to keep the fee level consistent across the colleges.												
Change/Revised	2-TBD	3-FA		AWARD DEGREE COPIES	ARRC	\$ 15.00	\$ 15.50	3.33%	\$ 0.50	EACH	46	
This fee has not been increased in the past 7 years. The increase will be used to maintain operations and the increased demands in admissions, registration and records. This fee is consistent with Edmonds and Shoreline Colleges. This is a new fee for central.												

