



Date: March 2, 2018  
10:00 – 11:00am  
Location: Boyle Boardroom

Attending	Absent	Guest
Forrest Towne, Chair		Dan Cecchini
President Shirley Metcalf		Betsy Julian
	Matt McCoy	Wayne Yeatman
Sara Evans		
Tony Russell		
John Mundy		
Jenni Newby		
	Steve Huddleston	
Amy Harper		
Makenzie Hice		
Angel Ortiz		
Erica Waldbillig, Recorder		

Chair Forrest Towne called the meeting to order at 10:04am.

Old Business

A. Minutes from February 2, 2018 – Forrest Towne

No motion needed for Minutes to be approved, changed or apposed.

Minutes approved

New Business

A. Technology Fee Increase (Information item) – Shirley Metcalf

- Enrollment is continuing to decline. Since 2006, nine new buildings and remodels have occurred and expenses have kept increasing with what we have done with technology, mobile apps and WIFI.
- This technology fee increase will be presented to the Board at the next meeting, possibly in April.
- The technology fee is not just applied to one course but across all college courses.
- This information item will be presented to the Student Affairs Committee for additional input.
- Wickiup Hall has money accounted for technology upgrades and changes.
- Wickiup Hall was setup with a labor charge-back module, which includes CPS and Campus Services. There is an Auxiliary fund to hold the money.
- Ask Dave to look at the life-cycle of current equipment for total charge and how much longer we need to charge for equipment.



- Look at additional technology needs and wants. Each building has different needs and different costs.
  - The college has not raised the technology fee in 3 years. Raising the fee \$6 at one time seems too steep of an increase to make at one time.
  - The Board members prefer incremental increases and are sensitive to state ranking of Community Colleges. It is important to keep cost equitable for the students.
  - Community Colleges didn't get financial relief from State money.
  - We are still comparable to other colleges like us even with this technology fee increase.
  - Be more proactive with media on our increase in fees and competitive with other colleges
  - This fee increase will help alleviate budget deficiency but not cover all losses. The College is looking out 2 years with two \$3 fee increases.
  - We will look at indexing so we don't have these increases in fees every few years.
  - There are more unfunded mandates and the funds needed are increasing.
  - We don't know how this increase in fees will affect Oregon Promise Students.
  - Technology costs will continue to increase by changing needs and demands.
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B. Nursing Program Course Fee Increase (1<sup>st</sup> reading) – Betsy Julian

- This fee increase seems significant because it is over a term and the students take one course that could be 12 to 15 credits.
- Need to add the narrative presented to the Board that Nursing is one large class per term not per credit hours. The costs are per term not just credit hours.
- Nursing cost the college more than other programs and is becoming a larger draw on the college budget. This fee would help balance the costs.
- This is a top performing Nursing program in the state and the students would be able to recoup the additional costs once they get a full time position in their field.
- The Nursing program has the same issues of large costs as other colleges with Nursing programs.

Action:

Motion – Nursing Program course fee increase – (1st reading) – Betsy Julian

Motion made by Jenni Newby, seconded by Sara Evans

Motion passed unanimously by all members present

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C. Adult Basic Skills Course Fee Increase (1<sup>st</sup> reading) – Betsy Julian

- Scholarships that could cover the fees are advertised to the students.
- The fees are low priced fees and we haven't increased in a while.
- Funding from the Government has decreased and the requirements on how we use the funds has changed because we have to spend more time on tracking. Used to be 90% for instruction, now with the changes in tracking requirements only 60% for instruction.



- The narrative that this fee is needed to cover funding that has decreased over time and the future of funding is uncertain for the Board proposal.
- Once they finish this course, they could become paying students, if that is what they want to do.

Action:

Motion – ABS Course Fee increase – (1<sup>st</sup> reading) – Betsy Julian

Motion made by Tony Russell, seconded by Sara Evans

- Motion passed unanimously by all members present
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D. Culinary Course Fee Removal (1<sup>st</sup> reading) – Betsy Julian

- Correction on proposal course 160 Wine & Beverage should be course 150 Procurement because this course does not have consumables.
- Historically the Culinary department was accounted in the non-general fund budget. The Culinary department was told they had to move their accounting into the General fund budget and needed to account for their expenses differently thus added fees to cover expenses and show revenue.
- This is an expensive program and compared to other programs, students were charged more fees than expenses incurred for the courses.
- All classes that use the expensive equipment and consumables should pay the fees not just courses that have a CUL prefix before the course number.
- For the Board proposal add column with what the projected fees would be to the right of the table, this will show right sizing and make more sense of the table.
- A big increase in fees was for cost recovery not for maintenance of the program, now there needs to be an adjustment to make it right.
- The department is looking internally to help right the wrong of the extra fees and to help reduce the impact on the College budget.
- This adjustment of fees could also make this program more comparable to other culinary programs and attract more students. This will also make this program more comparable to other programs in our college.
- Fiscal Services is accounting for expenses but not including the revenue from the restaurant to represent an accurate picture of the financial position of the Culinary program.
- Need to assign fiscal impact for these fees adjustment to the program.
- Betsy is recommending the first option to reduce fees for classes that don't use consumables.

Action:

Motion – Culinary Course Fee removal – (1<sup>st</sup> reading) – Betsy Julian

Motion made by Tony Russell, seconded by Jenni Newby

- Motion passed unanimously by all members present
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E. Human Development Course Fee Proposal – (1<sup>st</sup> reading) – Betsy Julian

- This is an operational fee with no budget effect.
- This option will cost the students less.

Action:

Motion to approve (1<sup>st</sup> Reading) for Human Development Course Fee Proposal

Discussion: This proposal can be approved for both 1<sup>st</sup> & 2<sup>nd</sup> reading because this item has already been brought to this committee.

Action:

Amended Motion to approve (1<sup>st</sup> and 2<sup>nd</sup> Reading) for Human Development Course Fee Proposal

Motion made by Tony Russell, seconded by Sara Evans

- Motion passed unanimously by all members present
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F. College Now Fee Increase (1<sup>st</sup> reading) – Betsy Julian

- This fee is needed to cover faculty positions to operate this program.
- Families of students pay these fees.
- The College Now fee hasn't been raised in many years, possibly since 2002.
- Need to charge employee expenses to this program instead of being paid by another program and need to accurately account for this expense in the budget.

Action:

Motion – College Now fee increase– (1<sup>st</sup> reading) – Betsy Julian

Motion made by Tony Russell, seconded by Sara Evans

- Motion passed unanimously by all members present
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Meeting adjourned 11:22 am.

NEXT MEETING: May 4, 2018, 3pm – 4pm BEC Boardroom