

WENATCHEE VALLEY COLLEGE
BOARD WORK SESSION
AGENDA

May 16, 2018
10:00 a.m. Room 5015A, Van Tassell

	<u>PAGE #/TIME</u>
I. CALL TO ORDER	
II. DISCUSSION WITH AHE PRESIDENT PATRICK TRACY	10:00
III. COMMUNICATIONS	10:15
IV. REPORT FROM TRUSTEES	10:20
• ACT Conference on May 10-11	
V. PRESIDENT’S REPORT	10:30
• Financial Report (Brett Riley)	
• 2018-2019 Operating Budget (Brett Riley)	
• 2018-2019 Student Fee Schedule (Brett Riley)	P#2
• Capital Projects Review (Brett Riley)	
• President’s Update (Jim Richardson)	
VI. EXECUTIVE SESSION (Personnel Issues)	11:30
LUNCH	12:00
VII. BOARD AGENDA ACTION ITEMS	1:00
• 2018-2019 ASWVC Budget: Chio Flores	BP#33
• Extension of Faculty Collective Bargaining Agreement: Reagan Bellamy	BP#49
VIII. BOARD MEETING AGENDA REVIEW	1:30
IX. BOARD DEVELOPMENT – Classroom Visitations	1:35

Rationales for Student Fees

Presented to the Board of Trustees March 15, 2017

GENERAL ADJUSTMENTS

While many fees are adjusted each year to address inflationary factors, WVC staff spent considerable time and effort to evaluate our course and administrative fees to better reflect the true cost of our programs and our staff time to provide services to our students.

INSTRUCTIONAL TECHNOLOGY

This change is actually a consolidation of fees under one fee to address technology improvements and address inequities in the existing fees structure. Related technology fees W1 and CT will be eliminated and recaptured under the CL lab fee.

MLS ITV Fee

This is a pass through fee that is being charges by partner colleges to WVC to provide remote access for our students that are enrolled in the MLT program. Currently, this is only being applied to students located in Walla Walla.

OUTDOOR RECRETION EQUIPMENT FEE

New fee to cover the cost to replace program equipment as it becomes old and deteriorated over time.

BAS ENGINEERING EQUIPMENT FEE

BAS program previous shared the same fee with the Industrial Technology program. This structure was determined to not be sustainable. Therefore, this new fee is being proposed to provide ongoing funding for the ET program to adapt to changing technologies going forward.

ATHLETIC TRAINING EQUIPMENT/SUPPLIES

This fee is more of a process change rather than a new fee. Currently, this cost is part of a pass through expense to students. WVC typically buys a large volume of materials for the program and then the student buys the supplies piecemeal from the cashier's office. The proposed model allows the program to buy supplies for the program and the student does not have to go the extra step of buying the material from the cashier's office.

INSTRUCTIONAL SUPPORT FEE

This is another restructure and not necessarily a new fee. WVC evaluated the average application fee for other community college international programs and WVC was \$30 higher

than other schools. The proposed change decouples the international application fee and specialized instruction support services that our international students currently get access to.

DUPLICATE COPIES (W2, 1099, 1098T)

This fee is being proposed as a result of a cost evaluation process. WVC staff looked at the true cost of providing these services over the course of the year. The proposed rate is the estimated cost going forward.

PAYMENT PLAN LATE CHARGE

This is another procedure change for WVC. We are proposing to eliminate a second late charge and push that fee to the third missed payment plan deadline. Instead of have three deadlines with a potential of three \$20 late payment fees, a student would have a first late fee of \$20 dollars and a third late fee of \$40.

ADMISSION/APPLICATION FEE

We are proposing to reduce and transition this fee over to the registration fee over the next two or three years.

BAS APPLICATION FEE

We are proposing increases to both existing BAS/BSN programs we offer on campus. This was the result of a market analysis of other BAS programs in the state and a need to address specific program support efforts to grow and sustain these programs.

DROP FOR NON-PAYMENT

This is a new fee applied to students that are dropped from their classes for non-payment. This fee may be waived if the student enrolls in the STEPP payment plan. This fee is being proposed to address the cost of students that are registering multiple times after the tuition due date without making a payment.

TESTING

The current fee is not covering the cost of offering the testing service

Experiential Learning Fee (field Trip)

This fee is also a correction to address the true cost of providing the service. This change is largely due to the increase in fuel, maintenance, and insurance costs.

Automotive Toolkit/Refrigeration Toolkit

This proposed fee is similar to the Athletic Training Equipment fee. Given the higher cost of technical equipment we are introducing this as an optional fee. This will serve as a pass through fee to cover the cost of the kits provided to students.

Clinical Placements

This fee is designed to cover the cost to provide student placements to Eastern State Hospital.

Student Housing

WVC staff has spent considerable time evaluating the Student Housing fee structure. Many of the proposed fees are being proposed after a thorough market analysis, both locally and reviewing other community colleges that operate campus housing. Additionally, we are proposing a formal payment plan modeled after the revised STEPP tuition payment plan.

Student Recreation Center (SRC)

SRC staff and WVC student leadership have spent the last year refining their operation manual. As part of that process, the students have developed the proposed fee schedule for guests and rentals. These fees were established to minimize the impact on private sector entities.

Brett Riley, Vice President Administrative Services

9. Outdoor Recreation Equipment Fee				2		\$15.00	class		
10. Radiologic Technology		BO		3		\$75.00	quarter	148.012.LJ63 0430 LK	
11. Refrigeration/Industrial Technology		BP	NP	2		\$31.20	\$32.40	class	148.012.LJ28 0430 LR
12. Industrial Electronics Technology Software Fee		BT		2		\$48.20	\$50.10	class	148.012.LJ34 0430 CI
13. Science Lab		AC or AD	MR	2		\$26.60	\$31.60	2 hr lab	148.011.LG50 0430 LS 148.011.2G50 0430 QB
Anatomy & Physiology, Biology, Chemistry, Geology, Bio Anthropology,		AC or AD	MR	2		\$53.20	\$58.20	4 hr lab	148.011.LG50 0430 SG 148.011.2G50 0430 QB
Physics, Earth Science & Astronomy		AC or AD	MR	2		\$79.80	\$84.80	6 hr lab	148.011.LG50 0430 SH 148.011.2G50 0430 QB
14. Welding		BW	NX	2		\$75.00		class	148.012.LJ20 0430 LW 148.012.2G00 0430 QW
15. Machining				1		\$15.60	\$16.20	credit	148.012.LJ33 0430 ML
16. Computer Technology & Systems		BR	NR	3		\$48.20	\$50.10	class	148.012.LI15 0430 L5 148.012.2I15 0430 Q5
17. HOEEP		BV		3		\$150.00		quarter	148.012.IJ11 0430 BH
18. Technical Professional Software									
BCT Software		BE	ND	2		\$32.10	\$33.30	class	148.012.LI16 0430 L8 148.012.2I16 0430 Q8
Natural Resources		AW		2		\$32.10	\$33.30	class	148.012.LJ57 0430 LO
19. Technical Professional Labs									
Agriculture/Tree Fruit		BV	NW	2		\$28.10	\$29.20	class	148.012.LJ26 0430 L6 148.012.2J26 0430 QS
Criminal Justice		BQ		2		\$28.10	\$29.20	class	148.012.LJ13 0430 CJ
Natural Resources		AW		2		\$28.10	\$29.20	class	148.012.LJ57 0430 LU
20. Engineering Software (\$100: 25 waived; 75 collected)				3		\$75.00		quarter	148.012.LJ34 0430 LI
21. BAS Engineering Equipment Fee				3		\$100.00	quarter	148.012.LJ56 0430	
22. Theater (THTR 170 only)		AF		2		\$51.60	\$53.60	class	148.011.LG34 0430 OP
23. ABE/ESL Materials Fee		NZ		3		\$10.00		quarter	148.018.1L84 0430 AC
24. Private Music Instruction		AN		1		\$300.00	\$350.00	credit	148.011.LG33 0430 NP
25. Brewing Class Fee				2		\$19.40	\$20.10	class	148.011.LG31 0430 BW
26. Athletic Training Equipment/Supplies		AO		2		\$25.00	class		
B. MISCELLANEOUS SERVICE FEES									
1. ASWVC Identification Card Replacement Fee Wenatchee campus only.				0		\$5.00	\$7.50	request	522.264.1P19 0420 19
2. ABE/ESL Identification Card				0		\$10.00		request	522.264.1P19 0430 1C
3. International Student Application Fee				0		\$80.00	\$50.00	application	148.061.1D24 0430 AI
4. Instructional Support Fee (International Student)				3			\$10.00	quarter	148.061.1D24.0430
5. Service Fees									
NSF Check Processing Fee				0		\$40.00		item	148.082.1B00 0405 NS
Lost Keys/Other WVC Items				0		up to 10		item	148.0962.1E05 0405 MR
Invoice Fee				3		\$10.00	\$12.00	quarter	145.182.1B80 0420 BO

DRAFT

	Duplicate Copies (W2, 1099, 1098T)			0		\$7.50	item	145.182.1B80 0420		
6.	Parking Fees (\$2-\$40 quarter; \$70-\$150 annual)						varies			
	Wenatchee campus only.									
	New Permit							528.252.1B92 0402 PN		
	Permit Renewal							528.252.1B92 0402 PP		
	Evening Permit							528.252.1B92 0402 P5		
	Reserved Permit							528.252.1B92 0402 PR		
	Parking Permit Staff							528.252.1B92 0402 PS		
	Parking Fine							528.252.1B92 0405 PF		
7.	Registration Fee			3	\$5.46	\$15.00	quarter	148.066.1D01 0430 FY		
	Used to support registration. and the Wenatchee campus athletic scholarship program.									
8.	Transcript Fee			0	\$4.50	\$10.00	request	148.500.1404 0430 FT		
9.	Payment Plan Charge			3	\$25.00		quarter	148.082.1B81 0420 PC		
10.	Payment Plan Late Charge	STEPP procedure change								
	First due date late payment			0	\$20.00	\$20.00		148.082.1B81 0405 PL		
	Third due date late payment			0		\$40.00		148.082.1B81 0405 PL		
11.	Application Fee - Limited Enrollment Programs			0	\$50.00		each	148.043.1J60 0430 AG		
11.	Online Class Fee	eliminate and add to Computer Lab Fee A.3.			\$8.00		credit	148.053.1L30 0430 W4		
	Fees cover online enrollment charges, testing, online periodical service and other associated costs.									
12.	Allied Health Key/ID Replacement			0	\$20.00		item	148.012.LJ60 0405 KR		
	Fee covers the cost of replacing lost keys and clinical ID cards.									
13.	Admission Application Fee			0	\$25.00	\$15.00		148.066.1D01 0430 AA		
	Fee covers the initial application process and graduation fee.									
14.	Tech Prep			0	\$15.00	\$15.00	one-time	148.012.1D68 0430 EU		
15.	BAS Bachelors Application Fee									
	Fee covers the initial application process to Bachelors programs									
	Engineering			0	\$35.00	\$50.00	one-time	148.012.LJ56 0430 EY		
16.	BSN Application Fee									
	Fee covers the initial application process to BSN program									
	Nursing			0	\$35.00	\$50.00	one-time	148.012.LJ65 0430 AJ		
17.	Drop for Non-Payment			2		\$10.00	class			
	Fee is applied each time a student is dropped for non payment after the tuition due date deadline.									
C. TESTING FEES										
	Fees cover the cost of test materials, processing, proctors, transcribing, and activities pertaining to assessment.									
1.	Challenge									
	Testing	Fee not covering the review of test		0	\$25.00	\$50.00	test	148.063.1D61 0430 ET	148.063.2D61 0430 QT	
	Per credit fee			1	\$10.00		credit (max 15)	145.111.1U20 0430 EX	145.111.1U20 0430 EX	
2.	Accuplacer			0	\$24.00 \$8.00/section		3 sections	148.063.1D61 0430 EB	148.063.2D61 0430 QH	
3.	Radiologic Technology Test			0	\$52.00		test	148.012.LJ63 0430 EK		

DRAFT

4. Proctor Fee			0	\$25.00		test	148.063.1D69 0420 EP	148.063.2D69 0420 EQ
Any test administered independently for individuals who are not students at Wenatchee Valley College.								
D. PASS THROUGH FEES - EXTERNAL PROGRAMS AND INSURANCE								
Fees that are collected as an amount to be remitted to an outside agency, e.g., insurance, field trips, ski lift tickets, testing fees are established by the third party or to cover the cost of the service.								
Rates are subject to change. Wenatchee Valley College collects these fee amounts only as a service to students.								
1. Insurance - Allied Health Care Liability Malpractice							148.011.1G0L 0430 IL	148.011.1G0L 0430 IL
Rates subject to change from the insurance company. All health care students in clinicals are required to obtain this coverage.								
2. Insurance - Student Intern Liability			3	\$12.00	\$12.00	quarter	148.011.1G0L 0430 II	
3. Telecourse Fee				Varies per class			148.053.1L00 0430 EL	
This fee is dedicated to paying applicable license costs for tape copy or other materials with copyright charges.								
The fee applies to each telecourse class.								
4. Additional Diploma Cover			0	\$3.20	\$5.00	each	148.061.1D21 0430 AH	
5. Experiential Learning Fee (Field Trips)								
Covers the estimated cost of transportation and related expenses for experiential learning activities.								
Science			0	7.50 min;35 Max	50 min; 50 max	class	148.011.LG50 0430 L3	148.011.2G50 0430 QP
Music			0				148.011.LG33 0430 NK	
Miscellaneous - Omak			0					148.011.2A19 0430 2F
Natural Resources			0				148.012.LJ57 0430 NF	
Agriculture			0				148.012.LJ26 0430 AF	
Outdoor Recreation			0				148.012.LJ19 0430 OF	
Machining			0				148.012.LJ33 0430 MH	
Art			0				148.011.LG31 0430 NG	
Industrial Tech			0				148.012.LJ34 0430 OT	
English	Added for learning communities		0					
6. First Aid			0	\$6.00		per card	148.012.1J60 0430 L1	148.011.2G20 0430 QU
7. CPR Replacement Card			0	\$20.00		per card	148.012.1J61 0430 L7	
8. Book Fee								
Fee covers the actual cost of books or specialized supplies for a course.								
SDS Book Fee			0	variable	\$21.00	item	148.063.1D04 0430 BF	
Omak Book Fee			0	variable		item		148.011.2A19 0430 Q3
9. OSHA Safety Certification								
Fee covers the actual cost of the test.								
Industrial Tech			0	variable			148.012.LJ34 0430 OS	
Refrigeration			0	variable			148.012.LJ28 0430 OA	
10. Program Required Tests								
Fee covers the actual cost of the test.								
TEAS			0	variable			148.012.LJ61 0430 EN	
Workkey Assessments			0	variable			148.012.LJ42 0430 AW	
11. One-On-One Tutoring Services			0	\$15.00		hour	148.011.1L28 0430 OO	
Fee covers the cost of the tutor's time.								
12. Automotive Toolkit (Optional if std brings own)	previously not on schedule; change org code		0	\$75.00		refundable	148.011.1G00 0430 LC	
13. Refrigeration Toolkit (Optional if std brings own)	previously not on schedule; change org code		0	\$50.00		refundable	148.011.1G00 0430 LC	

14. Clinical Placements		0		\$100.00	each	148.012.LJ61 0430	
	Fee covers the cost of placement to Eastern State Hospital						
<u>E. FOOD SERVICE, STUDENT HOUSING AND STUDENT RECREATION CENTER</u>							
1. Food Service		0	variable			573.262.1B90 0430 DB	
	Charges are based upon food service costs.						
2. Student Housing							
	Dorm Deposit/Administrative/Programming Fee	0	\$400.00		one time	573.262.1B91 0430 DD	50/50 split?
	Application Fee	0	\$50.00		one time	573.262.1B91 0430 DF	
	Dorm Damage Charge	0	variable		occurance	573.262.1B91 0405 DC	
	Student housing damage charges vary depending on damage assessment.						
	Dorm Room	0	as needed to max			573.262.1B91 0423 DR	
	Dorm Technology Fee	0	\$60.00		quarter	573.262.1B91 0430 DT	
	Weekly Fee	0		\$111.00	per week		
	Resident Life Payment Plan	0		\$25.00	quarter		
	Resident Life Payment Plan Late Fee						
	First due date late payment	0		\$20.00	late payment		
	Third due date late payment	0		\$40.00	late payment		
	General Contract Violations	0		\$5-\$50	each		
	These fees apply to residents who violate rules/policies outlined in the Housing Handbook						
	Improper Check Out Fee	0		\$35.00	each		
	Conduct Violations						
	First Offense	0		\$35.00	occurance		
	Second Offense	0		\$50.00	occurance		
	Third Offense	0		\$75.00	occurance		
	Roof Access	0		\$100.00	occurance		
	Tampering/Disabling Fire Safety Devices	0		\$250.00	occurance		
	Early Contract Termination Fee	0		\$750.00	occurance		
	Overnight Guest Violation	0		\$40.00	per night		
	Lost Key	0		\$10.00	per lock out		
	Garbage	0		\$25.00	per occurance		
	Lost Key	0		\$10.00	per each		
	Lock Out	0		\$10.00	after 3		
2. Student Recreation Center (SRC)							
	WVC Guest	0	up to \$5.50 includes tax		occurance	522.264.1PVW 0430 VW	
	WVC Student Guest (with current student ID)	0	up to \$3.50 includes tax		occurance	522.264.1PVW 0430 VW	
	WVC Transitional Studies (Optional)	0		\$5.00	quarter	522.264.1PVW 0430 VW	
	SRC Equipment Rental	0		variable		522.264.1PVW 0430 VW	
	SRC Room Rental	0		variable		522.264.1PVW 0430 VW	
<u>F. PROFESSIONAL DEVELOPMENT AND COMMUNITY EDUCATION COURSES</u>							
	Fees vary to cover costs of the courses.						
<u>G. ADJUNCT PROGRAM SALES</u>							
	Funds collected are subsequently used to support the program generating the sales. These sales of goods or services are created as an adjunct to the instructional programs.						
1. Automotive Repair		0	variable			148.042.1J23 0420 AT	
2. Tree Fruit/Horticultural Sales		0	variable			148.042.1J2P 0420 AP	
<u>H. STUDENT SELF IMPOSED FEES</u>							

1. Technology Fee	eliminate and increase CL fee		1	\$3.00/credit \$75.00 max.	\$3.00/credit \$75.00 max.	quarter	148.041.1G0T 0430 CT	
2. Comprehensive Fee			1	\$1.00/credit \$10.00 max.	\$1.50/credit;\$1 5.00 max.	quarter		528.252.2B93 0430 QR
This north campus fee is dedicated to various student areas rather than collecting individual fees. (i.e. graduation, parking lot maintenance)								
3. Student Recreation Center (SRC)			1	\$5.00/credit \$75.00 max.	\$5.00/credit;\$7 5.00 max.	quarter	522.264.1PVW 0430 VW	
II. APPROVAL PROCESS AND ACCOUNTING FOR FEES AND SALES								
A. LAB, MATERIALS AND SERVICE FEES								
All new fees or changes in fees require approval by the Board of Trustees. Annually, information is distributed about current fee revenue and expenses and fees are reviewed by area directors, deans or others. Recommendations for changes are made by deans or directors and discussed by the president's cabinet before being presented to the Board for approval.								
B. PASS THROUGH FEE CHARGES - TESTING, INSURANCE & EXTERNAL PROGRAM FEES								
Fees collected and remitted to an outside agency, (e.g., insurance, field trips, ski lift tickets, testing fees) are established by the third party. Wenatchee Valley College collects these fee amounts only as a service to students. These fees are not subject to legislative restrictions and are reported to the Board as an information item.								
C. SALES								
Departments producing goods or a service as a by-product of the educational program may retain the revenues for use in the instructional program.								
D. ANNUAL APPROVAL BY THE BOARD OF TRUSTEES								
All fees are approved by the Board on an annual basis.								
E. STUDENT APPROVED FEES								
The computer/technology fee (\$3.00 per credit, maximum of \$30.00 per quarter), the Student Center Construction Fee (\$5.00 per credit, maximum of \$75.00 per quarter) and the Omak Comprehensive Fee (\$1.00 per credit, maximum of \$10.00 per quarter) are student initiated and approved fees, and are presented to the Board for information only.								
F. ACCOUNTING AND BUDGETING								
The fiscal services office is responsible for maintaining current fee code and rate tables for ensuring correct assessment of fees.								
All fees and program revenues are budgeted for the coming fiscal year, based upon historical revenue collections and projected program changes. Updates may be made to budgets in response to enrollment or other program changes. Any balance at the close of a fiscal year is carried forward to the next fiscal year. This process will allow for planned expenditures that exceed the annual revenue collected. All budget adjustments are processed through the district budget manager for reporting to the Board. Laboratory and material fees may not be used to cover salary expenses unless directly related to the lab environment.								