

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF MAY 22, 2013**

**TAB 1**

**STUDY SESSION**

**Subject: COLLEGE FEES**

Attachment(s)

- Shoreline Community College, Parent-Child Center Rate Comparison – April 2013
- Fee Revision Proposal: 2013-2014 – Submitted by the Parent-Child Center
  
- Expedited Transcript Fee
- International Diploma Mailing Fee

Submitted by: Robert Francis, Acting Dean – Library & Media; Social Sciences,  
Equity & Social Justice; Parent-Child Center  
Darlene Bakes, Director – Parent-Child Center  
Chris Melton, Registrar – Enrollment Services  
Shoreline Community College  
May 17, 2013

# Shoreline Community College, Parent-Child Center

## Rate Comparison - April 2013

Rates listed are monthly for full time only. The proposed increase is an average of 1.2% overall, 1.6% average for community, .9% average for students and achieves a 17% discount to students.

	<u>PCC 2012/13</u>		<b>Proposed New Rates</b> <u>PCC 2013/14</u>		<u>Edmonds CC*</u>		<u>YMCA</u>	<u>Whizz Kids**</u>
	Students	Community	Students	Community	Students	Community		
Infants	\$1,192	\$1,430	<b>\$1210</b> ^ 1.5%	<b>\$1460</b> ^ 2.1%	\$1,210	\$1,450	\$1,450	\$1,560
Waddlers/ Toddlers	\$967	\$1,160	<b>\$975</b> ^ 0.8%	<b>\$1173</b> ^ 1.9%	\$880	\$1,180	\$1,130	\$1,335
Preschool/ Pre-K	\$817	\$970	<b>\$820</b> ^ 0.4%	<b>\$990</b> ^ 2.1%	\$725	\$1,100	\$915	\$1,165

**Note:** The student discount is dependent upon receiving SS&A funds. Waddlers/Toddlers rates are combined averages for the PCC. The center has both a waddler and toddler classroom; staff to child ratios are lower and rates are higher in the waddler classroom vs. the toddler classroom. Other centers only have one classroom for this age range: toddlers. The PCC, Edmonds CC and Wizz Kids are NAEYC accredited.

\*EDCC plans to increase rates in July 2013

\*\*Rates likely to increase in September 2013

# Fee Revision Proposal: 2013-2014

## Submitted by the Parent-Child Center

1. **Fee code:** P2
2. **Fee title:** Child care charges.
3. **Budgetary account:** 148 063 1305
4. **A change to current fees:** Effective 9/2013.
5. **Current amount of fees:** See attached 2013/2014 Rate Comparison Sheet.
6. **Proposed new fees:** See attached 2013/2014 Rate Comparison Sheet.
7. **Overall purpose of fee:** Parent fees for child care services; the center is self-support – fees support operating expenses.
8. **Detailed justification for the fee implementation/revision:**

Fee increase:

- Allows Parent Child Center to remain self-support.
    - Need to keep up in mandated salary and benefit increases.
    - Anticipated decreases in SS&A funding
  - In line with neighboring programs (see attached)
  - Overall average increase of 1.2% (see attached)
    - For students the average increase is .9%.
    - For community the average increase is 1.6%.
  - Allows program to continue to focus on quality certifications; such as National Association for the Education of Young Children (NAEYC) Accreditation, Eco-Healthy Childcare, and Participation in Early Achiever's -- Washington's Quality Rating and Improvement System (QRIS).
9. **Expected change to revenue:** Approx. \$12,980 increase for 2013/2014.
  10. **Questions:** Contact Darlene Bakes, Director @ x6665 or Lisa Dorgan, Manager @ x4690.

## **EXPEDITED TRANSCRIPT FEE**

**Proposed fee:**           **\$20.00**

**Current fee:**           **Expedited service is not currently offered; transcripts cost \$5.00 each for regular 3–5 day processing time**

**Proposed increase:**   **\$20.00 per request (an unlimited number of transcripts may be ordered in an expedited service request, transcript fee remains at \$5.00 per transcript in addition to \$20.00 expedited service fee)**

**Transcript Budget:**   **148-063-1321**

### **Description:**

Initiating an expedited transcript fee will provide an added service to students, by providing them with the option of having official transcripts produced immediately, while they wait.

### **Background and justification:**

Over the past 5 years Enrollment Services lost five full time employees due to budget cuts. The workload of those five fulltime staff was distributed as evenly as possible to the remaining staff. As a result of those cuts it became necessary to adjust what had been a full time position at the transcript desk to 40% outgoing transcripts and 60% responsibility at our busy front desk.

The resulting 60% staff reduction at the transcript desk has had an impact on our ability to keep up with the normal demands for outgoing transcripts, particularly during peak university application periods. To the credit of the Enrollment Services staff, we are still able to process outgoing transcripts within 3-5 business days of the initial request. This processing time is comparable to other community and technical colleges in the state.

Added to the challenge of limited staffing resources, over the past five years Enrollment Services is receiving an increasing number of urgent requests to produce official transcripts immediately, on-demand. If approved, this expedited transcript fee will provide the revenue necessary to bring in an experienced hourly employee, to assist at the transcript desk and allow for the added service of on-demand processing, particularly during peak periods when demand for expedited processing is greater.

The requested \$20.00 expedited transcript processing fee is consistent with that charged by other community colleges in Washington State. There will be no change to the regular transcript fee or processing time of non-expedited requests.

**Estimated change to annual revenue:**

There has been a 15% increase in official transcript requests overall, 2012 to 2013. Of these there is an estimated 4% increase in requests for expedited processing (approximately 22 per month).

The revenue increase is estimated to be a revenue increase of \$5280.00 annually.

## **INTERNATIONAL DIPLOMA MAILING FEE**

**Proposed Fee:           \$30.00**

**Current Fee:           None; there is currently no additional charge for mailing diplomas to an international address**

**Proposed increase:   \$30.00 mailing fee per diploma sent to an international address**

**Graduation Budget: 148 061-1324**

### **Description:**

This fee would be charged to graduates requesting their diploma be mailed to an international address.

### **Justification:**

An average of 40 diplomas are mailed to international addresses each quarter. This number can be expected to rise with the growth in International Education. The mailing costs are also expected to continue to go up annually. The additional cost of mailing diplomas to international addresses is currently charged to the graduation budget.

Presently the college charges a \$30.00 fee for mailing official transcripts to international addresses, via the U.S. Post Office. That fee offsets the cost of special handling and international mailing. If approved, that \$30.00 fee would be extended to diplomas mailed to international addresses each quarter.

Mailing costs to countries outside of the United States have been steadily rising, and we can expect that they will continue to go up (please see the attached chart for current pricing). If approved, the \$30.00 international diploma mailing fee would offset additional handling and mailing costs.

In addition, a disproportionate number of diplomas mailed to international addresses are returned to the college, for a variety of reasons generally related to an incorrect or inaccurately provided address. When this occurs the Credentials Evaluator takes great care to discover the reason for the return, after which the diploma is mailed a second time, resulting in additional mailing costs. Presently there is no charge to the student for either the initial mailing to an international address, or any subsequent mailing required.

**Estimated change to annual revenue:**

The revenue increase to the graduation budget is estimated to be an average of \$1200.00 per quarter, \$4800.00 annually, for an average of 40 diplomas sent to international addresses each year.

	<u>US Post Office** parcel rate</u>	<u>FedEX Econ</u>	<u>Fed Ex Priority</u>	<u>UPS</u>
Japan	\$9.45	\$55.47	\$59.30	\$53.50
S. Korea	\$9.45	\$55.47	\$59.30	\$62.60
Canada	\$7.35	\$83.34	\$83.76	\$41.63
UK	\$9.45	\$56.65	\$60.92	\$55.94
Thailand	\$9.15	\$63.28	\$64.99	\$64.94
Indonesia	needs specific country	\$63.28	\$64.66	\$93.80
Hong Kong	\$9.45	\$93.86	\$94.44	\$53.50
So Africa	needs specific country	\$75.54	\$106.53	\$148.41

**\*\*Please note that the US Post Office does NOT include any tracking verification**