

impact on financial aid/FAFSA, and we are monitoring to what extent we can support our students in the FAFSA process. Executive Director of Student Financial Services Melissa Holster will continue to monitor the impacts and ways to support our students.

c. Enrollment:

Vice President Canniff provided a report on the status of Spring 2019 enrollment. Vice President Canniff said that, as of January 6, 2019, while headcount (HCT) enrollment is up 2.25%, the full-time equivalent (FTE) enrollment is down -0.80%. Specific areas to pay continuing special attention include: continuing degree-seeking (down -3.49% HCT), and continuing international (down -10.73% HCY).

There was opportunity for discussion and Q&A.

d. Construction/Renovation Update:

Vice President Pitcher provided an update on the five following construction/renovation projects:

1. B Lobby/Student Central
2. Food Pantry
3. ADA Sidewalks/Lot 5 Walkways
4. E Building/M Building (enabling)
5. Parking Lots

There was opportunity for discussion and Q&A.

IV. COLLEGE FEES STUDY SESSION

Vice President Pitcher reported on an extensive review of the types and values of the fees assessed at the 15 community colleges in Massachusetts.

This study was performed through the BHCC Project Management Office by Stacey Betts under the leadership of Steve Roller.

A brief summary of the findings and conclusions are:

1. In general, the fees assessed by BHCC are in line with those charged by other community colleges. As noted in our prior annual reviews, the BHCC mandatory fees charged all students are the lowest of the 15.
2. The BHCC specialized program fees, such as those for Nursing and Culinary, equate to the program fees generally charged by other colleges. The BHCC method differs from most, but not all, in that BHCC assesses program fees by assigning certain courses with the board approved high cost course fee, currently \$50 per credit (High cost fees will be discussed in more detail later in this memo). Some colleges follow this high cost course fee method, while most assign a specific fee to those enrolled in a high cost program. Regardless of the method, the cost per semester is fairly consistent. Examples for Nursing are: BHCC \$3,243, Bristol \$3,419, Middlesex \$4,855, and Roxbury \$3,500.
3. In general, the BHCC research concluded it is difficult for students and potential students to determine what it costs to attend. While all colleges use a cost calculator based on the mandatory fees charged all students, finding specific costs and fees for a

selected schedule or program is difficult. BHCC was no exception, and as the College moves to the new student self- service intranet, ease of navigation is a priority.

4. The Board is asked to consider one fee recommendation and one fee awareness item that will generate approximately \$700,000 in additional revenue.

Recommendations

PLA Fee

The BHCC Prior Learning Assessment Fee, (PLA) is currently at \$15 per credit. The PLA generates \$30,375 per year and significant growth is anticipated in this area. Research for this fee on the 15 colleges' websites was challenging. While it is believed all 15 assess a fee the research could find only 7. (Note 3 above). The range for the other 6 colleges was \$30 per credit to \$65 per credit. Increasing the BHCC fee to the minimum of \$30 would generate an additional \$30,375.

Board Action: It is recommended that the PLA fee be approved for \$30 per credit hour.

High Cost Course Fee

The BHCC high cost course fee is board approved at \$50 per credit. This fee was adjusted upwards from \$35 per credit two years ago. Currently there are 168 courses assessed a high cost fee, generating \$875,000 per year. There is no recommendation to increase this fee at this time. However, during the research it was determined that 30 courses offered at BHCC are in fact high cost but have not been assessed this fee in the past. These courses consist of science and other courses associated with a corresponding lab.

The general rubric for determining whether or not a course is "high cost" follows these four guidelines:

1. High faculty to student ratios. Examples: nursing, other health related, and culinary.
2. Equipment costs. Examples: nursing, computer labs, health related, and sciences.
3. High consumable supplies, software, and library support. Examples: legal, science and computer labs, health related programs.
4. Additional compensated support: Clinical staffing for nursing, lab assistants for lab prep and monitoring, additional administrative overview for specialized accreditation and certifications.

Based on these guidelines the 30 courses referenced above will generate around \$650,000 per year.

Board action: None. These fees have been previously approved. This is an information and awareness item only.

Conclusion

Bunker Hill Community College continues to assess the lowest mandatory fees and competitive fees in other areas. The college is in the first year of assessing the revenue and expense impact of the Open Education Resource (OER) fee approved by the board in January of 2018. Recommendations on that and other fees are anticipated for January 2020.

The fee adjustment and awareness item referenced above will generate approximately \$700,000 per year and will be a significant factor in determining general fee adjustments in future budgets.

There was opportunity for discussion and Q&A.

V. **ADJOURNMENT**

ACTION: Moved by Walczak; Seconded by Nguyen.
"To adjourn the meeting."

The Motion Passed unanimously.

The meeting adjourned at 7:17 p.m.