



**Central Washington University
Tuition Waiver Budget Subcommittee**

**April 21st, 2020
11am – 12pm**

Present

Josh Hibbard, Dennis Francois, David Pena-Alfaro, Faith George, Adrian Naranjo, Mike Harrod, Teena Chase, Gregory Heinselman, Jeff Stinson

Approve Prior Meeting Minutes

Mike motioned to approve the meeting minutes from March 25th, 2020; Gregg seconded the motion. Dennis noted that he had verbiage changes to make to the first section of the minutes; those changes were made during the meeting, and the minutes were unanimously approved.

Review Waiver Requests

There were no waiver requests to review at this meeting

Old Business

1. Tuition Waiver Process

The draft request process was sent out via email previously to this group and was reviewed by the meeting attendees today. Dennis motioned to approve the process as written; Gregg seconded the motion. The motion was unanimously approved.

2. Tuition Waiver Request Form

The draft request form was sent out via email previously to this group and was reviewed by the meeting attendees today. Gregg motioned to approve the request form as written; Jeff seconded the motion. The motion was unanimously approved.

3. Tuition Waiver Request Rubric

The draft rubric for guiding tuition waiver request decisions was sent out via email previously to this group and was reviewed by the meeting attendees today. It was noted that this will be used

only as a guide; it will not be utilized as a determining tool in the final decision to recommend or not recommend a waiver for funding. Dennis suggested adding in verbiage re: matching funds and ROI. Josh offered that that information could be addressed in the existing rubric sections, e.g. matching funds could help to increase new student recruitment (section 1 of the rubric) and ROI could help support student retention (section 3 of the rubric). Josh also offered that we could eliminate the rubric and just vote on waivers as they come in; Mike noted that he liked the simplicity of the form, and Gregg agreed with that and added that it helps with the accountability of this committee and its decisions. David motioned to move forward with the rubric guide as written (guide being the key word); Mike seconded the motion. The motion was unanimously approved.

New Business

1. Review Current Program Waivers

There has been feedback from this committee that we should review existing waivers, evaluate those that are being used, and eliminate those that are not. We will discuss the evaluation and elimination of unused waivers in a future meeting, but today we will be reviewing existing waivers. Adrian provided a list of these waivers for the group to review. The goal is to clean this list up and then be able to analyze the data associated with the waivers that are currently being used.

Adrian walked the committee through the waiver list and explained how the different waivers were coded. Data in the spreadsheet goes back to 2005; until 2010, there was a very limited use of waivers. Historic data is available for waivers that were offered but were never accepted/awarded. Adrian noted that there were multiple waivers that haven't been utilized in some time and asked the group which waivers they were interested in focusing on (type and length of time they haven't been used). Josh suggested that a separate meeting be scheduled (or series of meetings) to go through the list item by item, connect with the departments/individuals who originated the waivers if possible to verify the waiver hasn't and won't be used, and make a recommendation to PBAC/Cabinet to remove waivers that are identified as obsolete. David added that it would be helpful to understand the number of people that are benefitting from each of the waivers listed on the spreadsheet; Adrian took this note and will make adjustments to the spreadsheet view.

- Who: Josh and anyone else from this group that is interested in participating
- Timeline: 1 month
- Goal: Review Adrian's full list of waivers and develop recommendations for action (keep or eliminate) to bring back to this committee for consideration

Next Meeting: May 21st, 2020 from 10am – 11am

1. Departmental Waiver Allocations

Owned by Dept. or by College (for waivers historically awarded to specific departments)