



LEARN. DO. LIVE.

## FY 21 BUDGET ALLOCATION INCREASE REQUEST COVER SHEET

Please work with your Division VP as soon as possible if your unit intends to submit a Budget Allocation Increase Request: A list of planned Budget Allocation Increase Requests is due from the Division VP to the Associate Provosts' Office by January 17, 2020.

Please submit all Budget Allocation Increase Request forms to the VP of your unit's Division for review and approval. Once signed, scan and e-mail to Della Gonzales ([Della.Gonzales@cwu.edu](mailto:Della.Gonzales@cwu.edu)) with the other Budget Summit materials by the submission deadline of 5:00p.m., January 29, 2020.

### Student Success

Unit Name

Request to fund a Transfer Counselor position to serve the Eastside Centers

Reason for Budget Allocation Increase Request

\$71,782

Allocation Increase Amount Requested

Gregg Heinselman, Dean of Student Success

Budget Owner Name

Budget Owner Signature

Date

Academic & Student Life

Division Name

Lynn Franken, Provost/VP of ASL

Division VP Name

Division VP Signature

Date

### Office of the Associate Provosts

400 E University Way • Ellensburg WA 98926-7421 • Office: 509-963-1404 • Fax: 509-963-1678

Barge Hall, Office 202 • Email: [associateprovosts@cwu.edu](mailto:associateprovosts@cwu.edu) • Web: [cwu.edu/associate-provost/](http://cwu.edu/associate-provost/)

EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: [DS@CWU.EDU](mailto:DS@CWU.EDU).

This is an electronic communication from Central Washington University.



LEARN. DO. LIVE.

## FY 21 Allocation Increase Request Form

**Unit: Student Success - Student Development and Achievement – Transfer Center**

**Budget Owner: Dr. Aaron Brown, Associate Dean, Student Development and Achievement**

**E-mail Address: aaron.brown2@cwu.edu**

**Highlight/Circle One: One Time Request**

**Continuous Request**

1. *What specifically will the funds be used for?*

We are requesting **\$71,782** to fund a transfer counselor position to serve the Eastside Centers (i.e., Yakima, Wenatchee, Moses Lake, Walla Walla, and Columbia Basin) to be housed at Yakima Valley College (YVC). The funding request includes \$3,500 for goods and services (e.g., travel).

YVC represents our largest feeder school among all the community colleges in Washington. Having a dedicated counselor to continue the Transfer Center priorities is essential and will go a long way in demonstrating our commitment to the Transfer Center and SEM plan. Since 2015, funding by a Title V grant (i.e., FINISH) has offered the university the benefit of piloting a similar position housed at YVC. Unfortunately, the Title V grant ends September 2020.

An investment in transfer counselors was the main priority highlighted by a 2018 Ruffalo Noel Levitz report to CWU. The report emphasizes CWU's need for more resources dedicated to recruitment efforts and outlines the need for at least *"two dedicated transfer counselors, one serving the main campus and the other serving the university centers"*. If funded, this would give us two state funded transfer counselor positions.

Annually, the transfer counselor from the Title V FINISH grant conducts over 600 one-on-one appointments and initiates over 3,200 email or phone contacts. This number would immediately increase by at least 100-150 unique students when including Wenatchee and Moses Lake. That equates to approximately 750 student appointments and over 5,000 student contacts (e.g., email, phone, Skype) annually without even considering the potential for growth.



LEARN. DO. LIVE.

Fall 2019 snapshot identifying the number of transfer students from select colleges and community colleges:

Colleges and Community Colleges	Headcount
Bellevue College	52
Big Bend Community College	34
Edmonds Community College	70
Green River Community College	72
Highline Community College	80
North Seattle College	19
Pierce College	124
Seattle Central College	34
South Seattle College	21
Tacoma Community College	54
Wenatchee Valley College	76
Yakima Valley College	166
<b>Total</b>	<b>802</b>

2. *How does this use align with the University's strategic plan? Specifically, how will these funds support one or more of CWU's core themes?*

The [strategic enrollment plan](#) for the university identifies specific priorities around the transfer student population including increasing retention (81% to 85%), shortening time to degree from 10.0 to 8.7 terms, and investing in the successful launch of the transfer center.

- (Outcomes 1.1.2) The transfer counselor helps CWU support the strategic goals of increasing transfer persistence and graduation rates in the following ways:
  - Early identification and advising for prospective transfer students, with an identifiable, available, and consistent CWU representative to assist with planning beyond the community college.
  - Transfer students will be better informed and prepared to begin their major and career at CWU if they have been working with an advisor who can connect them with their major department.
  - This position will help to decrease actual or perceived roadblocks to students transferring to CWU and persisting at CWU to graduation.
- (Outcome 1.2.1) The transfer counselor helps CWU increase student use and effectiveness of support services:
  - Early identification and connection to available services prior to orientation/start of initial quarter of instruction.



LEARN. DO. LIVE.

- By having a transfer counselor focused on working with students coming from eastern Washington community colleges we can ensure these students are informed on how to connect to departments, academic advisors, Financial Aid, Housing, Career Services and other CWU support services before they begin their career at CWU.

3. *In the 2019-20 State of the University Address, the President identified three goals for the institution for FY25: increase student retention, increase faculty/staff diversity, and improve sustainability. How will this allocation request address one or more of these goals?*

The transfer counselor position helps the university prioritize transfer student success, makes clearer the pathways to CWU degrees, helps us to continue building strong partnership with community colleges, and provides tailored advice making the transition to the university smoother. Each help decrease time-to-degree and supports strategic retention and graduation efforts for transfer students.

Further, the transfer counselor aids CWU's efforts towards increasing the percentage of students from groups traditionally underrepresented in higher education who are recruited, hired or enrolled, and retained at CWU in the following ways:

- Assist in the increase of diversity of the CWU student population, by strengthening the collaborative partnerships with the identified two-year colleges. We anticipate this will help increase the number of diverse students who transfer to CWU and persist to graduation. The community colleges that this position will focus on are:
  - **Big Bend Community College:** 53% Non-White/Caucasian student population by ethnicity (2017-2018 Academic Year: <https://www.bigbend.edu/student-life/diversity/diversity-at-bbcc/>)
  - **Wenatchee Valley College:** 49.5% Latino & Native American student population (Fall 2016: <https://www.wvc.edu/about/wvc-at-a-glance.html>)
  - **Yakima Valley College:** 70% Non-White student population by ethnicity (2018-2019 Academic Year: <https://www.yvcc.edu/oie/quick-facts/>)
  - **Columbia Basin College:** 54% Non-White student population by ethnicity (2019-2020 Academic Year: <https://www.communitycollegereview.com/columbia-basin-college-profile>)
  - **Walla Walla Community College:** 46% Non-White student population by ethnicity (2018-2019 Academic Year: <https://www.wbcc.edu/about-wbcc/research-and-planning/wbcc-quick-facts/>)

4. *If this allocation request serves to mitigate a risk to the University, please articulate.*  
N/A



LEARN. DO. LIVE.

5. *What efforts have there been to find or develop funds within the requesting unit or your VP's division? Include documentation to that effect.*

CWU pursued and received funding through a Title V grant in partnership with YVC, a designated HSI. Through this grant the transfer counselor position, which has been funded the past four and half years, has been able to develop a strong partnership with YVC advising staff, faculty and students interested in transferring to CWU. This grant will end on September 30, 2020.

6. *What funds from within the requesting unit or division are being allocated towards this request?*

<b>Units</b>	<b>Full Allocation from Title V FINISH grant towards this position (includes \$3,500 goods/services)</b>	<b>Current DoSS Contribution towards Similar Positions (149 accounts)</b>	<b>% funded by Title V (rounded)</b>
Professional Advising	\$71,782	\$1,640,547	4%

7. *Are there other ways the request could be funded; for example, through student fees or service fees?*

\$43,000 (2%) of the DoSS advising budget is already being funded by student fees. However, more and more the feedback from students is to question what is reasonable for tuition to fund their academic support services. In short, students expect that their tuition fund advising and not a separate tax/fee to students. Further, charging students at or shortly after time of service would not be recommended as this approach would undermine the integrity of the service and reduce utilization.

8. *Did any of the units within the requestor's division have any unspent budget the last three years? What efforts have been made to reallocate those funds towards this effort? Provide a brief explanation of the unspent budget.*

N/A - The transfer center did not exist prior to this FY20.



LEARN. DO. LIVE.

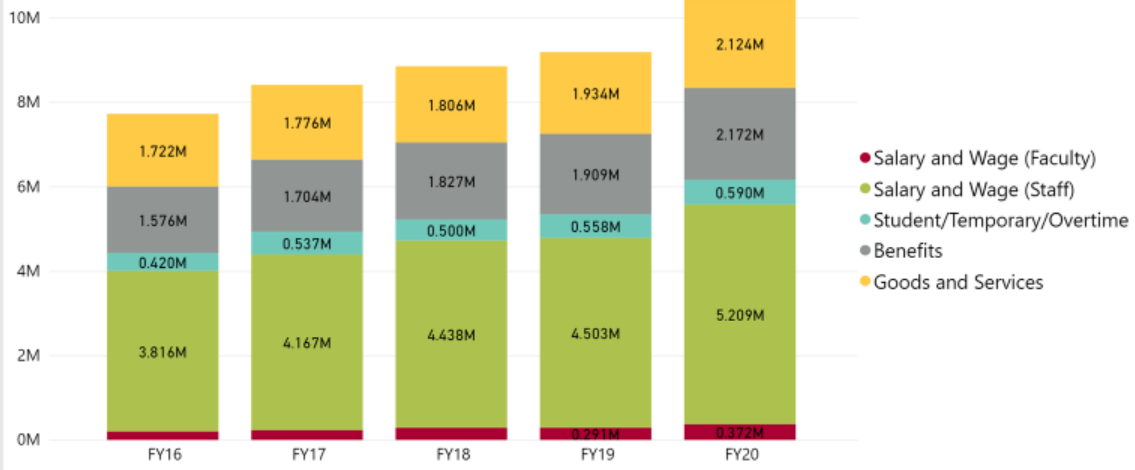


### FY20 Expenses by Account Student Success || State and Local Funds

Central Washington University  
Financial Planning & Analysis

Actuals through October 31, 2019

4 + 8 Forecast

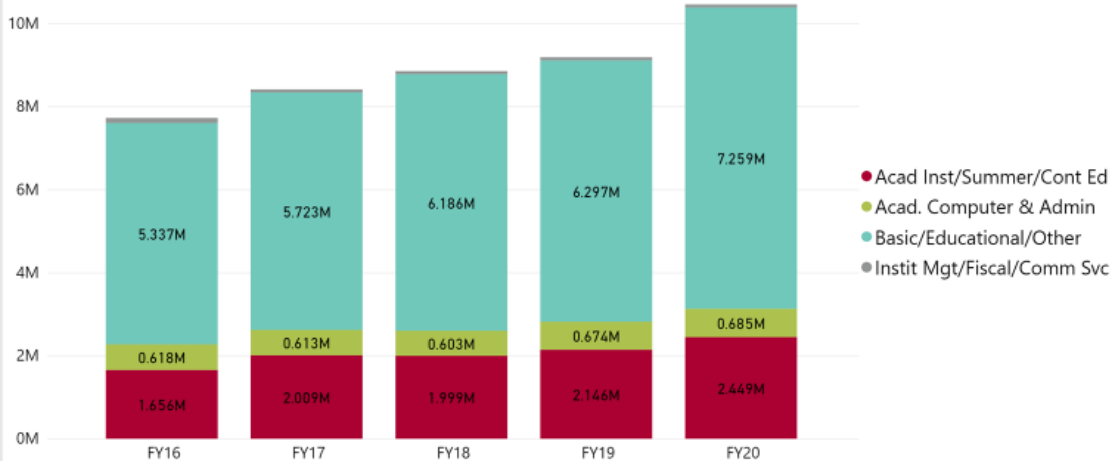


### FY20 Expenses by Program Student Success || State and Local Funds

Central Washington University  
Financial Planning & Analysis

Actuals through October 31, 2019

4 + 8 Forecast





LEARN. DO. LIVE.

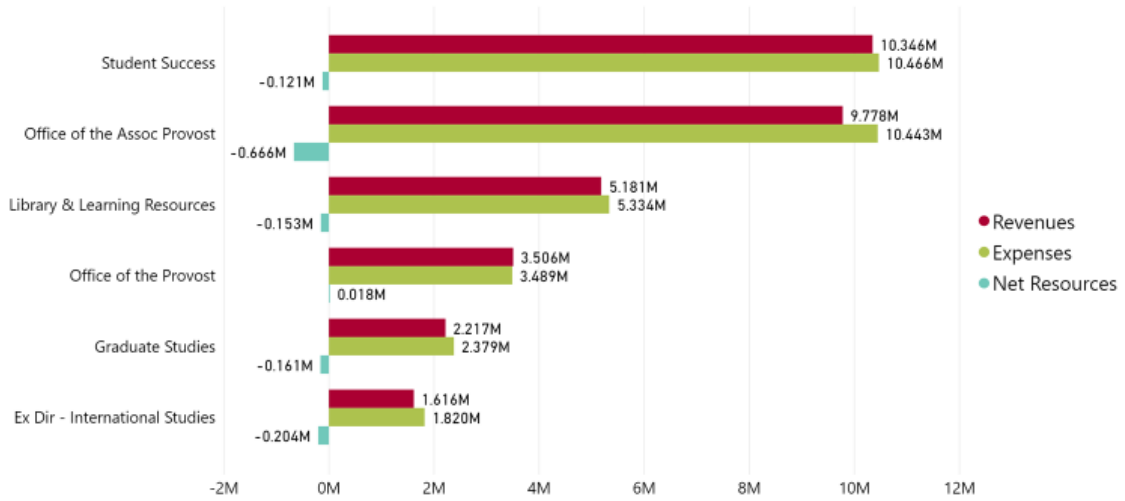


### FY20 Net Resources by Division Academic & Student Life- Support || State and Local Funds

Central Washington University  
Financial Planning & Analysis

Actuals through October 31, 2019

4 + 8 Forecast





Central Washington University

**FY20 Multi-Dept Self Support Funds- Account Detail**

**800-B1-20**

For D:463500

*Transfer Center*

Fund: F:149, Local General Tuition

Program: P:011, Inst & Dept Res - Gen'L

Component: NoComponent, No Component

Project: NoProject, No Project

As of 1/15/20

		Full Year Budget Working FY20	YTD Actual	Full Year Forecast FY20	Full Year Actual Final FY19	Full Year Actual Final FY18	Full Year Actual Final FY17	Full Year Actual Final FY16
D:463500	CWU-Sales and Services	127,213	127,213	127,213	-	-	-	-
<b>Total Resources</b>		<b>127,213</b>	<b>127,213</b>	<b>127,213</b>	-	-	-	-
<b>Wages &amp; Benefits</b>								
D:463500	CWU-Salary and Wage (Staff)	46,260	-	23,130	-	-	-	-
<b>Total Wages</b>		<b>46,260</b>	-	<b>23,130</b>	-	-	-	-
D:463500	Benefits	18,888	-	9,444	-	-	-	-
<b>Total Wages &amp; Benefits</b>		<b>65,148</b>	-	<b>32,574</b>	-	-	-	-
<b>Goods &amp; Services</b>								
D:463500	570-CWU CWU-Goods and Services	62,065	2,024	2,024	-	-	-	-
<b>Total Goods &amp; Services</b>		<b>62,065</b>	<b>2,024</b>	<b>2,024</b>	-	-	-	-
<b>Total Expenses</b>		<b>127,213</b>	<b>2,024</b>	<b>34,598</b>	-	-	-	-
<b>Net</b>		-	<b>125,189</b>	<b>92,615</b>	-	-	-	-