

Minutes: PBAC 12/10/19

Present

Joel Klucking, Gregg Heinselman, Jeff Stinson, Tim Englund, Traci Fjellstad, Duane Dowd, Walter Szeliga, Amy Claridge, Jonathon Henderson, Patrick Stanton, Gail Mackin, Lacy Lampkins, Lynn Franken, Eric Cheney, John Logwood

Approval of Minutes

Gregg Heinselman moved to approve the minutes; Tim Englund seconded the motion. The previous meeting's minutes were passed unanimously.

S&A Supplemental Fee Request

Lacy Lampkins presented to the PBAC. There is currently \$72,960 on the table for consideration today; this includes all of the requests for Fall quarter. Amy brought up the point that in one of the documents it noted that the funds could be used to send students *and* faculty to events, and questioned whether or not we were using those funds to support faculty travel. Duane Dowd agreed and noted that historically, faculty/staff were not allowed to be funded through these requests, and asked whether or not this was a change in policy, or just came in under the radar. Lacy clarified that it wasn't specifically for faculty, it was more for "trip advisors" which could be faculty or staff but help manage the travel experience. She confirmed that for larger group trips faculty S&A funds requests can include faculty or staff if they are attending as the trip advisor. Another change to historical processing of requests is that they are trying to be more consistent regarding meals per diem, and ensuring those are covered as part of the S&A requests

Winter quarter supplemental requests will be due by January 22nd; Lacy noted that they have expended a significant amount of funds already this year, so they have added a deadline for Winter quarter requests to gain a better idea of the requests outstanding for that specific quarter. They've moved to more of a quarter-by-quarter consideration process to allow the committee more time to work on other business in addition to handling the S&A requests.

Duane also asked about two requests from departments for events that have historically been funded through those departments, and might not be specifically student-focused. Lacy clarified that the funding would be applied to the student engagement aspect of these events, and they have been historically supported.

Tim moved to support the requests and move them forward; Amy Claridge seconded the motion. The motion was unanimously passed.

Tuition Waiver Subcommittee

Josh Hibbard reported that they are in the middle of their review process; they are currently reviewing a statistical model created by a consulting firm that gives guidance on CWU's financial waiver options. They will meet with the consultant to further discuss the details of the model later this month. They will also be discussing areas of focus, i.e. what the committee's time should be spent on over next 12 months (policy, line items for all tuition waivers, evaluating success of existing waivers, etc.). If there are any changes in the new year to any policies/practices of the tuition waiver subcommittee, they would of

course come to this committee first, and would not impact the Fall 2020 cohort. Lynn Franken asked if the committee had goals with respect to the waivers; Josh clarified that they have charges that include evaluating the current policies and making recommendations for changes, accepting and evaluating new tuition waiver requests (this hasn't happened yet). Lynn suggested that she would like to add some sort of charge verbiage that speaks to optimizing the positive impact and effectiveness of providing tuition waivers, in addition to generating net tuition revenue.

Space & Equipment Subcommittee

n/a

Budget Allocation Subcommittee (BASC)

The BASC has been working on updating all of the forms for the Budget Summits which are taking place in February; all but one - the College Budget Report - are completed. The Deep Dive document (which was sent out to PBAC previously) was edited slightly and approved today. Gail Mackin will be meeting with John Logwood and the division VPs who are presenting this year to review the documents and clarify what the presentations need to include.

There are two information sessions scheduled for unit budget heads to address any questions they have and to review the process and documents for this year as well. As always, the committee will solicit feedback from the campus community regarding the Budget Summit process, and will use that to inform changes for next year.

Patrick Stanton requested that the most recent version of the Deep Dive document be sent to him, John and Donovan so they can review it and understand what type of reports/data people will be asking for.

Budget Model Changes Subcommittee

Tim Englund and Jeff Stinson reported that during the last presentation they laid out 6-7 changes; a couple of those required some modeling. They are not currently sure who is going to model those, or how that is going to happen. Patrick Stanton suggested that Tim connect with him and John Logwood to discuss which ones need modeling, and the timeline for which that needs to happen. The goal is to be able to post these for campus-wide review at the beginning of January to allow for the charter requirement of a month of review time. They are currently working on summarizing the proposals that have come in (some have been duplicates), and coming up with what they believe are the pros, cons, and impacts of each.

Recommendation(s) to President

Joel confirmed that the President approved the following recommendations from the last PBAC meeting:

- a. Supplemental S&A Fee Requests (\$55,208)
 - a. Approved
- b. Samuelson 155A Moved From COTS to Ops
 - a. Approved

FTGOTO

Amy Claridge reported that one thing that came up in their subcommittee meeting yesterday was the visibility of PBAC. She made the point that since the agenda comes out close to the meeting day and is not posted to Central Today, she's not sure how people are supposed to know that they can attend meetings, especially with the upcoming model change discussions.

It was suggested that it could be helpful to post agendas and minutes on Central Today, or maybe do a quarterly Central Today announcement with information for multiple meetings. Lynn Franken suggested that it would be especially helpful to post/announce when topics come up that would be of particular interest for the entire campus community. The group discussed and noted that this information would be important for both faculty *and* staff to receive.

The tuition waivers came up in discussion again, and the group tried to identify what factors would need to be included in the focus of the waiver process. Retention and persistence were brought up multiple times. It was suggested that perhaps we could reduce the amount of the waiver that is automatically provided to incoming freshman students on a gradual basis to see what impact that has. Gregg Heinselman noted that at his previous institution, they revisited their waiver process and took a percentage of the waiver funds (80%) and reapplied them strategically to support three "pillars" that included retention, undergraduate research and activities, and globalization. The Tuition Waiver Committee is acting in good faith, but need better/more clear guidelines from PBAC if there are additional goals that they feel the waiver committee should be working towards, and what their scope should be. Currently, the majority of the waivers are geared towards growth and recruitment, not retention. Joel Klucking suggested there could be variations on the current process such as using some of the tuition that funds the waiver pool to offer short-term loans, or including a reapplication option. Joel also provided an example of students who are receiving matching waivers, and noted that while it works well for those students they also do not end up generating much tuition revenue as a result. The group agreed that any changes would need to apply to AY 2021-22, as recruiting is already being done for Fall 2020 based on the current available waivers. The consultants over the years have left the impression that all institutions are offering these types of waivers up front, so students are applying to multiple schools and are more likely to choose the option with the most waiver money offered; Josh Hibbard confirmed that this is a significant factor in how students and parents are selecting what school they will go to. Josh also thinks it is a good time to evaluate waivers (and put together a rubric/assessment to do so), but suggested that many schools would look at us and ask why we are changing anything at all since what we are doing currently *is* working. Small changes have been made over the last year or two, but nothing drastic has been done.

After discussion, the suggestions from PBAC for charges to add to the Tuition Waiver Subcommittee include the following:

- The committee should feel free to discuss and analyze all/any waivers
- Be aware of and attempt to understand/maximize changes to Washington College Grant
 - Be aware of implications of elimination of developmental course fees
- All of the West waivers to go through a reapplication process
- Thank you for all of your hard work!

Patrick Stanton motioned to forward these charge recommendations to the subcommittee; Tim Englund seconded the motion. The motion was passed unanimously.

Additionally, there is significant concern about the impact of the removal of developmental course fees on enrollment in developmental classes in the upcoming Winter and Spring quarters. It is also creating a problem of students who are now unable to participate in the STEM program because of the timing of which they'll be taking developmental classes – they're choosing to wait until next year so that those same classes are free, whereas they would have to pay a fee if they enrolled for Winter or Spring 2020. Suggestions included dropping the fees now and communicating that to students so they are not waiting to enroll in these courses until they are available at no cost next year. It was noted that this issue will likely impact all of the colleges over the course of the next year. The Provost and Deans will take this issue up after the meeting.

Conclusion

The meeting was adjourned at 4:25pm.