
**Campus Planning and Finance Council
Minutes of 16 April 2024****Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Campus Planning and Finance Council was called to order at 3:06 p.m. on 16 April 2024 via Webex video conferencing by Geoffrey Lindenberg, chair.

Members Present: Cheryl Bruey, Melissa Cattane, David Dakin, Mohammad Daneshvar Kakhki, Betty Dennis, Brett Geier, LuMarie Guth, Valerian Kwigizile, Geoffrey Lindenberg, Colleen Scarff

Members Absent: Todd Barkman, Lynne Heasley, Tyler Smith, Jan Van Der Kley

Advisory Members Present: Christopher Cheatham, Tony Proudfoot, Jeff Spoelstra

Ex Officio Member Present: John Jellies

Guest: Will Stutz, Data Scientist and Associate Director, Office of Institutional Research

Quorum

A quorum was present with 11 members in attendance, of the 10 needed to establish quorum.

Agenda

An amendment was made to include election of 2024-25 CPFC officers following the approval of minutes. **[MOTION]** It was moved by Kwigizile, seconded by Jellies, to accept the amendment of the agenda. The motion carried.

New Business

Stutz presented for Charge 3 on enrollment forecasting. In early December, the forecast committee will begin meeting for the upcoming fall. Fall registration begins in early March and the final forecast is made in early June for budget purposes. The model does not include students enrolled in partnered institutions (i.e. Guizhou University of Finance Economics, Taiwan Master's in Business Administration, and WMU School of Medicine students enrolled in WMU classes). The goal of the model is to predict headcount for each year, and credit hours are derived from the headcount. This year, the Office of Institutional Research (OIR) will attempt to determine credit hours by college in support of the SRM budget model. The three primary groups of students are: 1) newly admitted (beginning, transfer, and re-entry), 2) returning (from fall cohort), and 3) others (i.e. spring/summer starters, fall stop-outs, new non-degree seeking). OIR needs to forecast the total number of expected admits, the expected yield rate, and the expected retention rate of returning students. The primary groups will be separated into student class, residency, campus, college (new this year), and application source groups. Starting with admits, yield, and retention from last year and update them throughout the cycle based on daily snapshots comparing the current year to prior year. A live headcount to change the forecast will be kept. In March, fall enrollment for returning students will be monitored to update the retention rate compared to the previous year. Forecasting has been adapting to trends across higher education such as Covid and online classes as well as institutional changes like salesforce enrollment management implementation and tuition differentials by instruction mode.

Fall 2021 over-estimated students by 2.2%, mainly due to an over-estimated in graduate student retention. Fall 2022 was similarly over-estimating retention of graduate students which led to a total over-estimate of 2.5%. This led to an increased focus by the committee on graduate registration and retention trends. In Fall 2023, retention was underestimated by 1.4% with an underestimate of 7.9% for graduate students, forecast was purposefully dropped beyond the model because of the gap in previous years. The increase in graduate students in 2023 is attributed in large part to the statewide "grow your own" program. The undergraduate estimates for all three years deviated less than half a percent from the forecast.

Future alterations to the model will include changes due to discoveries from the inclusion of college categories in the analysis and new ways to estimate graduate student yield. Other potential changes

could include adding non-degree students to “newly admitted students” instead of “other,” breaking down graduates into masters/doctoral for retention and admits/yield, expanding the fall process to the spring/summer terms, incorporating graduation rates into retention, refining estimates for “other” (about 5% of students), and explicitly modeling summer “melt.” There was discussion of the Free Application for Federal Student Aid (FAFSA) situation leading to fewer commits because of the delay. There is a lot of attention from the forecasting committee. There may be some manual adjustments made in June. For next year, OIR will be looking at 2024 but may include 2023 if the FAFSA phenomenon proves to be significant. OIR is trying to get need based packages out by the end of this week. The budget submitted to the board of trustees is traditionally slightly more conservative than the forecast to account for outliers such as the “grow your own” program.

Minutes

[MOTION] It was moved by Dennis, seconded by Daneshvar Kakhki, to approve the 19 March 2024 minutes as presented. The motion carried unanimously.

Election of Officers

Guth expressed interest in the CPFC 2024-25 chair position pending the determination by the Faculty Senate Executive Board of her membership status.

[MOTION] It was moved by Lindenberg, seconded by Bruey to elect Lindenberg as 2024-25 CPFC vice chair. The motion carried.

There were no nominations for 2024-25 CPFC secretary.

Reports of Officers

Chair Lindenberg reported on the March Faculty Senate meeting.

Ex Officio Jellies did not provide a report.

Reports of University Representatives

Scarff reported that University Budgets have the governor’s proposal. The house version is expected early next week and the senate version a week later. State revenues are going down. WMU is expecting a 2.5% increase in alignment with the governor’s proposal. Any changes from the legislature will likely only be one-time money versus a percentage change.

Van Der Kley did not provide report due to absence.

Cheatham reported that Summer I is up 6.1% in student credit hours compared to last year. The budget was based on a 3% decline which is approximately 9% above projections. Summer II is up 9.5% compared to this time last year. Fall student credit hours are 0.5% higher than last year. There is a 4.3 percentage point increase in sophomore retention from this time last year and a 1.2 percentage point increase for junior retention. Freshman retention is currently flat.

Proudfoot left the meeting at 4:23 p.m. and did not provide a report.

Dakin reported the following:

1. The master plan workshops last week went well. The next workshop will be in early September.
2. Campus Facilities Development will have a booth at Bronco Bash.
3. Perkins & Will is scheduled to present an update at the May meeting.
4. The parking deck structure is complete and finishing touches are being made. The mix of parking allotments is yet to be determined.
5. The Michigan Geological Repository Research and Education Lab is still determining the future site.
6. There is an upcoming Request for Proposal (RFP) for the pickle ball courts.
7. The capital building outlay list will be shared at the May meeting.

Spaelstra reported that there has been a lot of discussion of stormwater treatment in the master planning process. There has also been some attention to carbon neutrality. There is some grant funding for

stormwater treatment. Steve Bertman, Professor, School of Environment, Geography, and Sustainability, will have discussions with the alumni foundation and development about future possibilities for sustainability funding. There have been requests for electric scooters, so this may be an issue in future planning. There has been interest from students in raising the student sustainability fee in the fall. Western Student Association (WSA) spoke to the Faculty Senate Executive Board regarding student sustainability fee.

Unfinished Business

None.

Announcements

Ex Officio Jellies announced his retirement and thanked CPFC.

Adjournment

[MOTION] It was moved by Dennis, seconded by Daneshvar Kakhki, to adjourn the meeting at 4:53 p.m. The motion carried unanimously. The Campus Planning and Finance Council will meet next on 21 May 2024 via Webex video conferencing at 3 p.m.

Approval

Submitted by LuMarie Guth, Secretary

Minutes approved on 17 September 2024.