Central Washington University

LEARN. DO. LIVE.

MEMORANDUM

DATE: **January 27, 2017**

TO: **Board of Trustees**

FROM: **Joel Klucking**
Vice President for Business and Financial Affairs

SUBJECT: **SUMMER SESSION 2017 BUDGET PROPOSAL**

This proposal presents the anticipated revenues and costs for summer 2017, assuming enrollment levels and enrollment distribution that equals what was achieved in summer 2016.

State policy controls tuition rates for fall, winter, and spring quarters. Universities set summer session "fees." CWU historically has set summer fees to equal the tuition rate applied in the previous fall quarter. In fall 2016, tuition declined 15 percent. Rather than decreasing summer 2017 tuition, staff recommend holding the summer 2017 fee rate to the level charged for the 2016 summer session, with the following exception:

A tiered rate be implement for out-of-state attendance, leveraging a 50% rate increase. The approximate percentage of out-of-state enrollments for summer is 10%. Those out-of-state students, attending in a capacity as an on-line student, would receive a waiver, bringing their rate equal to the in-state rate.

Projected Budget

Table 1 (page 3) displays the projected summer 2017 budget. Revenues and expenditures incurred in prior years are reported for reference.

The summer 2017 budget reflects spending plans for the four academic colleges, assuming the same level of student credit-hour enrollment. The estimated summer 2017 enrollment is distributed among undergraduate and graduate students. If colleges achieve a significant increase in enrollment, they may experience a corresponding increase in instructional costs.

Waivers

Deans' Discretionary Waivers and employee dependent waivers have been continued and will be monitored to gauge impact on recruitment, enrollment, and retention.

Veterans' Waivers will continue to be monitored. The demand has increased over the past two years due to increased enrollments by veterans and their dependents.

Students seeking Need-based Waivers, which also have been increasing, will be required to apply through the financial aid process, in an effort to control costs.

Instructional Costs

- **Instruction -** College costs reflect the direct cost of paying faculty to provide instruction. The proposed budget for summer 2017 instructional costs includes faculty salary adjustments for the current Collective Bargaining Agreement, which provided a 3-percent increase. Also included are support costs representing the following: (a) department chair salaries, stipends and benefits; (b) graduate assistant salaries and benefits; (c) goods and services; and (d) travel.
- **Direct staff support** costs include staff who provide student financial services, including financial aid, and information technology support. An additional allocation is planned for Disability Services for their summer session support of various student accommodation needs.
- **Academic & Student Life Costs** include enrollment marketing costs, direct staff support, and, where appropriate, goods and services for numerous ASL units: Student Success, Library Services, Graduate School & Research, University Centers, and Registrar Services.

2017 Summer Session Budget Project
Recommended by Business and Finance Committee

17 CWU Summer Session	**FY16 Actual**	**FY17 Actual**	**FY18 Projection**
REVENUE			
College of Arts & Humanities	1,546,069	1,517,555	1,633,656
College of Business	1,397,062	1,454,751	1,549,869
College of Education & Professional Studies	3,610,242	3,592,759	3,767,868
College of the Sciences	2,476,741	2,393,603	2,511,203
IDST	52,543	24,609	24,609
Total Revenue	**9,082,656**	**8,983,278**	**9,487,204**
Waivers	(233,233)	(150,738)	(450,738)
Bad Debt	(5,471)	(51,830)	(51,830)
	(238,705)	**(202,567)**	**(502,567)**
Net Revenue/Waivers	**8,843,952**	**8,780,710**	**8,984,636**
INSTRUCTIONAL COSTS**			
College of Arts & Humanities	713,759	611,820	630,174
College of Business	790,871	763,095	785,988
College of Education & Professional Studies	1,498,195	1,530,735	1,576,657
College of the Sciences	1,177,422	1,114,918	1,148,365
Total Instructional Costs	**4,180,247**	**4,020,568**	**4,141,184**
INSTITUTIONAL COSTS			
Registrar Services	68,402	68,402	68,402
Financial Aid	47,503	69,724	85,374
Disability Services	0	10,000	10,000
Information Technology Services			16,389
MTIS/Multimedia Technology (help desk)	31,474	29,267	26,034
Total Institutional Costs	**147,379**	**177,393**	**206,199**
ASL SUPPORT COSTS			
Summer School Promotion/Advertising	40,000	40,000	40,000
Academic Advising Center	7,083	4,631	10,269
Student Achievement (Learning Commons)	17,149	16,722	19,784
Library & Media Services	55,347	55,348	55,348
Graduate Studies (Under Review)	43,155	43,155	43,155
University Centers	14,988	0	18,771
Asset Replenishment Fund			
Total ASL Support Costs	**177,722**	**159,856**	**187,327**
Total Support Costs	325,100	337,249	393,526
Total All Costs Including Instructional	4,505,347	4,357,817	4,534,710
Projected Net	**4,338,604**	**4,422,894**	**4,449,926**
Projected Distribution:			
Provost	695,655	707,663	710,036
CAH	624,243	684,462	713,310
CB	441,522	509,755	518,693
CEPS	1,599,226	1,551,079	1,541,673
COTS	971,446	953,654	945,544
IDS (see breakdown, summer sheet)	49,513	16,281	20,672
Summer Session Net Balance	**4,378,604**	**4,422,894**	**4,449,926**

**FY16 Distribution includes $40K held from prior year for marketing