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**Campus Planning and Finance Council  
Minutes of 20 February 2024****Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Campus Planning and Finance Council was called to order at 3:02 p.m. on 20 February 2024 via Webex video conferencing by Geoffrey Lindenberg, chair.

**Members Present:** Cheryl Bruey, Melissa Cattane, David Dakin, Mohammad Daneshvar Kakhki, Betty Dennis, LuMarie Guth, Valerian Kwigizile, Geoffrey Lindenberg, Jan Van Der Kley

**Members Absent:** Todd Barkman, Brett Geier, Lynne Heasley, Colleen Scarff, Tyler Smith

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

**Ex Officio Member Present:** John Jellies

**Guests:** Anantha Sankey, Manager Facility Assets, Maintenance Services; Chad Stirrett, Associate Vice President, Facilities Management

**Quorum**

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

**Agenda**

It was moved by Bruey, seconded by Dennis, to accept the agenda as presented. The motion carried unanimously.

**Minutes**

It was moved by Dennis, seconded by Bruey, to approve the 16 January 2024 minutes as presented. The motion carried unanimously.

**Reports of Officers**

Chair Lindenberg reported on the Faculty Senate election. With Ex Officio Jellies, Chair Lindenberg will be inquiring into the Unaffiliated Units seat with the Faculty Senate Executive Board. The Unaffiliated Units seat did not have a place on the election due to lack of nominee. Guth is willing to serve another term.

Ex Officio Jellies did not provide a report.

**Reports of University Representatives**

Due to her absence, Scarff did not provide a report.

Van Der Kley reported the following:

1. There was a 2.5% increase in appropriation from the governor's budget. There is a 5% restraint on tuition increases from the governor for 2024-25 and 2025-26.
2. There was a shift of scholarship funding to move toward the goal of free community college.
3. Dunbar will be open to the public after spring break.
4. Michigan State Senators McCann and Anthony had a chance to tour Dunbar and Knauss Hall.

Cheatham reported the following:

1. Compared to last year 84 days before census, Summer I headcount is up a total of 11.9% (+259). Of that, undergraduate headcount is up 7% (+107) and graduate headcount is up 23.8% (152). Student credit hours (SCH) for Summer I are up a total of 11.4% (+1,248). Of that, undergraduate SCH is up 5.8% (+464) and graduate SCH is up 27.7% (+784). The budget was based on a decline of 3.2%, outperforming the enrollment forecast at this point.

2. Compared to 137 days before census last year, Summer II total headcount is up 24.5% (+388). Of that, undergraduate headcount is up 7.3% (+157) and graduate headcount is up 58.5% (+231). SCH for Summer II are up a total of 20.8% (+1,135). Of that, undergraduate SCH is up 7.6% (+288) and graduate SCH is up 50.7% (+847). The enrollment forecast for FY25 will be finalized in late May/early June and the Summer II budget will be determined based on that.
3. Compared to 203 days before census last year, fall applications are 9.1% (+1,702) for beginner undergrads and admitted beginner undergrads is up 10.4% (+1,605). Master's applications are down 25.2% (-448) and master's admits are down 2.3%. The decrease for Master's programs is primarily attributed to the shift to a central application system. There is not much of the data yet. Doctoral applications are up 6.6% (+31) and doctoral admits are up 60% (+21). There have been problems with the rollout of the Free Application for Federal Student Aid (FAFSA) this year, which may impact enrollment measures depending on whether or not the issues are resolved.
4. The dean search for the College of Health and Human Services (CHHS) is underway and review starts 4 March. The dean search for Merze Tate review is 26 February. The Director of Lewis Walker Institute review will begin on 26 February. The search for the Director of Academic Labor Relations is underway with review starting in mid-March.

Proudfoot reported ad flights are restarted for the fall. The Office of Marketing and Strategic Communications is working on yield materials for admissions.

Dakin reported the following:

1. Perkins and Will Architectural Services Company was selected last fall and is organizing committees for the campus master plan. The steering committee is composed of the current space advisory committee. There are a number of focus groups, including one dedicated to sustainability. The focus groups will be meeting with Perkins and Will. Ten-12 April is the next Big Ideas workshop. Late September will be the development workshop looking at how the master plan will start to take form. November will have a refinement workshop and in December/January the final review will be sent to the president and trustees. There are two open houses on the master plan scheduled 28 February. There's also an open house on 28 February for Valley 3.
2. The parking facility project is on schedule for fall 2024. There is some concern over the supply of electrical equipment, which is consistent with recent projects.
3. There was discussion of the need to invest in the corridor between campus in the downtown in regards to the new event center. WMU have representation on groups in downtown planning. There is no current agreement for WMU's responsibilities (security, transportation, student ticket prices, etc.) for the proposed event center. This is still to be determined. Dan Bartholomae is the primary representative on this project which is three to four years out on the opening of the event center.

Spaelstra reported that Dr. Steven Bertman has been proceeding in the position of faculty fellow, which included a listening tour with senior leadership and energy personnel on campus. The Office for Sustainability plans to hire a graduate assistant to assist with data analysis and presentation. The Climate Change Working Group is reacting to the severe weather this year with a series of actions and events.

### **Unfinished Business**

None.

### **New Business**

Sankey presented on the Space Utilization and Facility Conditions study results. There was discussion of the comprehensiveness of the data, which was based on information from the Registrar's Office and not from building managers. There were concerns from CPFC members that space utilization is underreported in the study because of the methodology, which is consistent with other space studies conducted by the consulting firm. The Teaching Space Assignment and Use Optimization taskforce will be looking at space utilization data beyond that included in the report. One concern of the task force is to establish more best practices in procuring detailed space utilization data. The space being evaluated in the study is limited to space being used as a classroom in 25Live. Classroom capacity was tracked both by square footage and number of seats. Lab spaces have less flexibility for space utilization compared to multipurpose classrooms.

**Announcements**

None.

**Adjournment**

It was moved by Jellies, seconded by Daneshvar Kakhki, to adjourn the meeting at 4:48 p.m. The motion carried unanimously. The Campus Planning and Finance Council will meet next on 19 March 2024 via Webex video conferencing at 3 p.m.

**Approval**

Submitted by LuMarie Guth, Secretary

Minutes approved 19 March 2024.