

**REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE
COUNCIL OF TRUSTEES
Indiana University of Pennsylvania
March 17, 2022**

The Administration and Finance Committee reviewed and discussed the items appearing on pages 118 through 125 in the Docket Report and in Exhibits 1 through 4, which depict highlights of the Administration and Finance Division.

PRESENTATION: Comments by Vice President

Debra Fitzsimons presented action and discussion items related to the Administration and Finance Committee. She provided comments related to the general business, administrative, and financial operations of the university. An update regarding the Tuition Affordability Plan and undergraduate tuition pricing was provided, along with reports about quarterly procurement activity and Kovalchick Convention and Athletic Complex financial information.

Proposed Five-Year Priority Capital Project Spending Plan

The committee reviewed the proposed five-year capital spending plan as distributed.

The following motion is recommended for approval:

**THAT THE FIVE-YEAR CAPITAL SPENDING PLAN BE APPROVED AS
DISTRIBUTED FOR SUBMISSION TO PENNSYLVANIA'S STATE
SYSTEM OF HIGHER EDUCATION ON OR BEFORE MAY 1, 2022.**

Comprehensive Planning Process (CPP) Mid-Year Progress Report

The committee reviewed the FY2021-22 Mid-Year Comprehensive Planning Process Budget Report, which was submitted to the State System on February 22, 2022.

The following motion is recommended for approval:

**THAT THE FY2021-22 COMPREHENSIVE PLANNING PROCESS
BUDGET REPORT THAT WAS SUBMITTED TO THE STATE SYSTEM
ON FEBRUARY 22, 2022, BE APPROVED.**

Resolution for the Endorsement of the Revisions to the IUP Academy of Culinary Arts Master Plan

The committee reviewed the Resolution for the Endorsement of the Revisions to the IUP Academy of Culinary Arts Master Plan:

The following motion is recommended for approval:

NOW, THEREFORE, BE IT RESOLVED, that this resolution is approved by action of the IUP Council of Trustees and endorses the proposed revisions to the IUP Academy of Culinary Arts Master Plan as presented during the quarterly meeting held March 17, 2022, in Indiana, Pennsylvania.

Resolution of the Council of Trustees of Indiana University of Pennsylvania to Authorize the Co-op to Refinance Prior Bonds

The committee reviewed the Resolution of the Council of Trustees of Indiana University of Pennsylvania to Authorize the Co-op to Refinance Prior Bonds.

The following motion is recommended for approval:

NOW, THEREFORE, BE IT RESOLVED, that:

1. The University's Council of Trustees hereby approves the issuance of the Bonds upon such terms and conditions as may be consented to by the President or the University (the "President"), it being expressly determined and declared hereby that the University will derive both direct and indirect benefits from the refinancing.

2. The President or the University's Vice President for Administration and Finance is hereby authorized to execute such contracts, instruments, or agreements, including the Sublease, and to take any and all such action as shall be necessary or appropriate, in the discretion of the President, and the advice of counsel, in connection with the Project.

3. The Council of Trustees hereby authorizes the Preliminary Official Statement and the Official Statement to contain such information in respect of the University as shall be deemed necessary or appropriate by the Association or PNC, including the use of the names of the members of the Council of Trustees.

4. The Association is hereby authorized to prepare and submit to municipal bond rating agencies and municipal bond insurance companies any materials and information concerning the University as shall be deemed necessary or appropriate by the Association or PNC in connection with the issuance and sale of the Bonds.

5. All prior resolutions of the University or parts of such resolutions not in accord with this Resolution are hereby repealed insofar as they conflict herewith.

6. This Resolution shall become effective immediately.

Installment Plan Fee Revision

The committee reviewed the Installment Plan Fee Revision.

The following motion is recommended for approval:

THAT THE INSTALLMENT PLAN FEE REVISION, AS SHOWN IN ATTACHMENT I, BE APPROVED.

Late Payment Fee Revision

The committee reviewed the Late Payment Fee Revision.

The following motion is recommended for approval:

THAT THE LATE PAYMENT FEE REVISION, AS SHOWN IN ATTACHMENT II, BE APPROVED.

This concludes my report.

**Tim Cejka, Chair
Administration and Finance Committee**

Installment Payment Plan Fee Revision

Changes to university fees are typically presented to the IUP Council of Trustees for approval during the council's December meeting. To positively impact students beginning in the summer 2022 semester, off-cycle approval is being requested.

The Office of Student Billing has been reviewing and evaluating current processes and procedures, with a focus on providing improved services to students. After review of the university's installment payment plan, IUP has determined that its installment payment plan fees are higher when compared to other State System universities. Additionally, reducing this fee would be in alignment with the IUP strategic plan goal to transform the culture at IUP and enhance the student experience by fostering student centeredness. It also supports the strategic enrollment plan (SEP), which places a high priority on affordability.

IUP's installment payment billing module software is being enhanced, and, as a result, several aspects of the student installment payment plan are being reevaluated by the Student Billing office.

The recommendation, after this evaluation, is to change the installment payment plan fee structure to make it simpler for students, parents, and the Student Billing office.

IUP will continue to offer payment plan options ranging from one to five months for students to pay their bills each semester. Over the course of the academic year, the most liberal payment plan would allow 10 payments, providing families with more flexibility in their personal budgeting for university expenses.

Each of the five payment plan options currently charges different fee levels, ranging from \$40 to \$55, depending on the payment plan option selected. IUP is recommending that all payment plan options be assessed at a \$35 fee. Having a consistent payment plan fee will be simpler to communicate to students and will also reduce system maintenance by staff.

IUP is the only State System institution that charges a different fee based on the number of installments, and it currently charges the second highest fee. Payment plan fees range from \$25 to \$40 at the other State System universities, with one exception.

This request to assess a \$35 installment payment fee for all installment payment plans will both reduce the amount of the fee and provide ease of understanding to students and their families who enroll in an installment payment plan.

The following motion will be presented for approval at the public meeting.

Installment Plan Fee Revision

The committee reviewed the Installment Plan Fee Revision.

The following motion is recommended for approval:

**THAT THE INSTALLMENT PLAN FEE REVISION, AS SHOWN IN
THE ATTACHED, BE APPROVED.**

**Indiana University of Pennsylvania
AY2022-23 and AY2023-24 (two-year) Student Fee Change Request Form**

Part 1: Title and Rate			
Fee Title:	Installment Payment Plan <i>(If current fee, list title exactly as approved by the IUP Council of Trustees.)</i>		
<i>Note: Enter the exact dollar amount. Percent change will calculate automatically.</i>			
Please check one:			
<input type="checkbox"/> New Fee	Year 1:	Rate as of Fall 2021: <i>(N/A if new fee)</i>	\$ <u>47.00</u>
<input type="checkbox"/> Fee Increase		Proposed Rate: Summer 2022: <i>(Please explain if beginning date is different from summer 2022 semester.)</i>	\$ <u>35.00</u>
<input checked="" type="checkbox"/> Fee Decrease			
<input type="checkbox"/> Fee Title Change		Change:	\$ <u>(12.00)</u>
		Change %:	<u>-25.5%</u>
	Year 2:	Proposed Rate as of Summer 2022: <i>(N/A if new fee)</i>	\$ <u>35.00</u>
		Proposed Rate: Summer 2023: <i>(Please explain if beginning date is different from summer 2023 semester.)</i>	\$ <u>35.00</u>
		Change:	\$ <u>-</u>
		Change %:	\$ <u>-</u>

Part 2: Rate Assessment
If the fee varies based on student classification, please provide assessment criteria here; if not, skip to Part 3.

Part 3: Description
Describe the purpose of the fee, what activities it will support, and the fund center in which revenue should be recorded.
To support general fund expenses and give students the option to pay balances due in up to five installments per semester. IUP's installment payment plan fees currently range from \$40 to \$55 and averaged \$47 in fiscal year 2020-21. IUP is recommending that the fee be \$35 for all installment payment plans, which is a reduction by \$5 to \$20. IUP is the only State System institution that charges a different fee based on the number of installments, and it currently charges the second highest enrollment fee, which ranges from \$25 to \$40 at the other State System universities, with one exception.

Part 4: Justification - Attachments Required:

A) Complete the Total Cost of Attendance Analysis: Attachment A N/A

B) Provide comparative analysis of the respective system institution fees: Attachment B

C) Provide a revenue/expense summary: Attachment C

Part 5: Originating Department

William Buttz _____
Originator's Name Vice President Approval Date

For Official Use Only:

Beginning Fund Balance (if applicable) _____

COT Approval Date: _____
Cost Center Posting: _____ Detail Code: _____

Attachment I-B

Fee Comparative Analysis of System Institutions

Fee Title: Installment Payment Fee

	FY2021-22	FY2022-23	FY2023-24
Indiana	\$ 47	\$ 35	\$ 35
Bloomsburg	\$ 35	\$ 35	\$ 35
California	\$ 30	\$ 30	\$ 30
Cheyney	\$ 25	\$ 25	\$ 25
Clarion	\$ 40	\$ 40	\$ 40
East Stroudsburg	\$ 35	\$ 35	\$ 35
Edinboro	\$ 40	\$ 40	\$ 40
Kutztown	\$ 35	\$ 35	\$ 35
Lock Haven	\$ 25	\$ 25	\$ 25
Mansfield	\$ 50	\$ 50	\$ 50
Millersville	\$ 30	\$ 30	\$ 30
Shippensburg	\$ 40	\$ 40	\$ 40
Slippery Rock	\$ 40	\$ 40	\$ 40
West Chester	\$ -	\$ -	\$ -

Note: If System Institution Fee is unknown for future years, use the FY2021-22 rate throughout.

IUP’s installment payment plan fees currently range from \$40 to \$55 and averaged \$47 in fiscal year 2020-21. IUP is recommending that the fee be \$35 for all installment payment plans, which is a reduction by \$5 to \$20.

IUP is the only State System institution that charges a different fee based on the number of installments, and it currently charges the second highest enrollment fee, which ranges from \$25 to \$40 at the other State System universities, with one exception.

Revenue/Expenses Summary

Fee Title: Installment Payment Plan Fee

Estimated Beginning Balance as of July 1, 2022 (If applicable) _____

Revenues: (Provide head count or credit hours used)

Total Revenues \$ 68,000

Expenditures:

Total Expenditures _____

Estimated Ending Balance as of June 30, 2023 (If applicable) _____

Narrative Justification:

Changes to university fees are typically presented to the IUP Council of Trustees for approval during the council's December meeting. To positively impact students beginning in the summer 2022 semester, off-cycle approval is being requested.

The Office of Student Billing has been reviewing and evaluating current processes and procedures, with a focus on providing improved services to students. After review of the university's installment payment plan, IUP has determined that its installment payment plan fees are higher when compared to other State System universities. Additionally, reducing this fee would be in alignment with the IUP strategic plan goal to transform the culture at IUP and enhance the student experience by fostering student centeredness. It also supports the strategic enrollment plan (SEP), which places a high priority on affordability.

IUP's installment payment billing module software is being enhanced, and, as a result, several aspects of the student installment payment plan are being reevaluated by the Student Billing office.

The recommendation, after this evaluation, is to change the installment payment plan fee structure to make it simpler for students, parents, and the Student Billing office.

IUP will continue to offer payment plan options ranging from one to five months for students to pay their bills each semester. Over the course of the academic year, the most liberal payment plan would allow 10 payments, providing families with more flexibility in their personal budgeting for university expenses.

Each of the five payment plan options currently charges different fee levels, ranging from \$40 to \$55, depending on the payment plan option selected. IUP is recommending that all payment plan options be assessed at a \$35 fee. Having a consistent payment plan fee will be simpler to communicate to students and will also reduce system maintenance by staff.

IUP is the only State System institution that charges a different fee based on the number of installments, and it currently charges the second highest fee. Payment plan fees range from \$25 to \$40 at the other State System universities, with one exception.

This request to assess a \$35 installment payment fee for all installment payment plans will both reduce the amount of the fee and provide ease of understanding to students and their families who enroll in an installment payment plan.

Late Payment Fee Revision

Changes to university fees are typically presented to the IUP Council of Trustees for approval during the council's December meeting. To positively impact students in the summer 2022 semester, off-cycle approval is being requested.

The Office of Student Billing has been reviewing and evaluating current processes and procedures, with a focus on providing improved services to students. After review of IUP's late payment fee, a fee assessed when a student's university bill is not paid by the date it is due, IUP has determined that its late payment fee is higher when compared to other State System universities. Additionally, reducing this fee is in alignment with the IUP strategic plan goal to transform the culture at IUP and enhance the student experience by fostering student centeredness. It also supports the strategic enrollment plan (SEP), which places a high priority on affordability.

IUP's late fee is currently \$30 per month, for a maximum of \$120 per semester, while the other State System universities most commonly charge \$50 to \$100 per semester.

IUP, after evaluating this fee, is requesting a reduction of the monthly late payment fee from \$30 to \$20 and a reduction of the maximum late payment fee from \$120 to \$100 per semester. The reduction of the late fee makes it more consistent with other State System schools while still incentivizing timely payments from students.

The following motion will be presented for approval at the public meeting.

Late Payment Fee Revision

The committee reviewed the Late Payment Fee Revision.

The following motion is recommended for approval:

THAT THE LATE PAYMENT FEE REVISION, AS SHOWN IN THE ATTACHED, BE APPROVED.

**Indiana University of Pennsylvania
 AY2022-23 and AY2023-24 (two-year) Student Fee Change Request Form**

Part 1: Title and Rate			
Fee Title: <u>Late Payment Fee</u> <i>(If current fee, list title exactly as approved by the IUP Council of Trustees.)</i>			
<i>Note: Enter the exact dollar amount. Percent change will calculate automatically.</i>			
Please check one:			
<input type="checkbox"/> New Fee	Year 1:	Rate as of Fall 2021: <i>(N/A if new fee)</i>	\$ <u>30.00</u>
<input type="checkbox"/> Fee Increase		Proposed Rate: Summer 2022: <i>(Please explain if beginning date is different from summer 2022 semester.)</i>	\$ <u>20.00</u>
<input checked="" type="checkbox"/> Fee Decrease			
<input type="checkbox"/> Fee Title Change		Change:	\$ <u>(10.00)</u>
		Change %:	<u>-33.3%</u>
	Year 2:	Proposed Rate as of Summer 2022: <i>(N/A if new fee)</i>	\$ <u>20.00</u>
		Proposed Rate: Summer 2023: <i>(Please explain if beginning date is different from summer 2023 semester.)</i>	\$ <u>20.00</u>
		Change:	\$ <u>-</u>
		Change %:	<u>0.0%</u>

Part 2: Rate Assessment
 If the fee varies based on student classification, please provide assessment criteria here; if not, skip to Part 3.

Part 3: Description
 Describe the purpose of the fee, what activities it will support, and the fund center in which revenue should be recorded. To support general fund expenses and encourage prompt collection of student receivables. The same general fund center will be used.

Part 4: Justification - Attachments Required:

A) Complete the Total Cost of Attendance Analysis: Attachment A N/A

B) Provide comparative analysis of the respective system institution fees: Attachment B

C) Provide a revenue/expense summary: Attachment C

Part 5: Originating Department

William Buttz		
Originator's Name	Vice President Approval	Date

For Official Use Only:

Beginning Fund Balance (if applicable) _____

COT Approval Date: _____

Cost Center Posting: _____ Detail Code: _____

Attachment II-B

Fee Comparative Analysis of System Institutions

Fee Title: Late Payment Fee

	FY2021-22	FY2022-23	FY2023-24
Indiana	\$30/Month \$120/Semester	\$30/Month \$120/Semester	\$30/Month \$120/Semester
Bloomsburg	\$75/semester	\$75/semester	\$75/semester
California	\$50/month	\$50/month	\$50/month
Cheyney	Does not charge	Does not charge	Does not charge
Clarion	\$150/semester	\$150/semester	\$150/semester
East Stroudsburg	\$ -	\$ -	\$ -
Edinboro	\$100/semester	\$100/semester	\$100/semester
Kutztown	\$50/month	\$50/month	\$50/month
Lock Haven	\$50/semester	\$50/semester	\$50/semester
Mansfield	\$10-\$75/semester	\$10-\$75/semester	\$10-\$75/semester
Millersville	\$100/semester	\$100/semester	\$100/semester
Shippensburg	\$60/semester	\$60/semester	\$60/semester
Slippery Rock	\$150/semester	\$150/semester	\$150/semester
West Chester	\$50/month	\$50/month	\$50/month

Note: If System Institution Fee is unknown for future years, use the FY2021-22 rate throughout.

Revenue/Expenses Summary

Fee Title: Late Payment Fee

Estimated Beginning Balance as of July 1, 2022 (If applicable) _____

Revenues: (Provide head count or credit hours used)

Total Revenues	\$	<u>184,000</u>
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Expenditures:

Total Expenditures	_____
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Estimated Ending Balance as of June 30, 2023 (If applicable) _____

Narrative Justification:

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The Office of Student Billing has been reviewing and evaluating current processes and procedures, with a focus on providing improved services to students. After review of IUP's late payment fee, a fee assessed when a student's university bill is not paid by the date it is due, IUP has determined that its late payment fee is higher when compared to other State System universities. Additionally, reducing this fee is in alignment with the IUP strategic plan goal to transform the culture at IUP and enhance the student experience by fostering student centeredness. It also supports the strategic enrollment plan (SEP), which places a high priority on affordability.

IUP's late fee is currently \$30 per month, for a maximum of \$120 per semester, while the other State System universities most commonly charge \$50 to \$100 per semester.

IUP, after evaluating this fee, is requesting a reduction of the monthly late payment fee from \$30 to \$20 and a reduction of the maximum late payment fee from \$120 to \$100 per semester. The reduction of the late fee makes it more consistent with other State System schools while still incentivizing timely payments from students.