

Budget and Planning Council Year End Report
May, 2013

Membership:

- Hilary Wilder: College of Education (chair)
- Richard Fosberg: College of Business
- Joann Lee: College of Arts and Communication
- David Miller: College of Science and Health
- Rosa Soto: College of Humanities and Social Sciences
- Pam Theus: Library
- Donna Potacco: Professional Staff
- Bernard McCloskey: Adjunct Faculty
- Steve Bolyai: Administration and Finance

Report on Standing Charges:

Standing Charge 1: Recommend University budget policy and overall direction.

The council continually reviewed university budget policy and direction with S. Bolyai, the council's administrative representative. This included reviewing the impact that the Strategic Plan will have on budget policy, and council members taking an active role in the Implementation Plan sub-committees. *It is recommended that the council continue to monitor and participate in the Strategic Plan implementation (particularly as it pertains to the budget) and facilitate faculty and professional staff participation in the bottom-up budget request process. The council should co-sponsor one or more town meetings to help WPU community understand the way in which the Strategic Plan Implementation Plan (if approved by then) impacts the 2015 budget process.*

Standing Charge 2: Advise and prioritize in matters related to institutional planning and finance.

The council continued to review and advise on priorities and decisions related to institutional planning. This included discussions of state funding (and uncertainties in funding levels), state budgeting requirements (e.g. deadlines), tuition and fee decisions, and enrollment planning and the state bond funds that will be available for capital expenses. *It is recommended that the council continue to monitor and provide input into the institutional planning process as well as provide mechanisms for faculty and professional staff input on proposals submitted for the state bond funds.*

Standing Charge 3: Examine and review the institution's proposed budget.

S. Bolyai kept the council updated on the developments and decisions of the proposed budget. The timeline for budget preparation is based on the deadline by which the budget must be sent to the state for final approval. The council co-sponsored an info-session for members of the Chairs Council, who are the first step in the bottom-up budget process. *It is recommended that the council continue to play an active role in facilitating the new budget process, ensuring transparency and appropriate input as it moves from the department-level up. The council should run an info-session early on in the fall semester for the Chairs Council and the Directors*

Council. This should include information on the timeline and baseline dates as to when departments should have their requests submitted. The council should also co-sponsor one or more town meetings to inform WPU community of the finalized 2014 budget.

Standing Charge 4: Work with the administration in resolving fiscal concerns.

S. Bolyai informed the council of other financial issues (e.g. parking garage, and plan to look for private-public partnership on this instead of another bond). In addition, the council reviewed a budget template created by S. Bolyai to be used when proposing new programs to the Faculty Senate. New programs will now be required to show projected revenues and expenses as part of the proposal process. The council provided S. Bolyai with feedback on the template. *It is recommended that the council continue to be active partners with the administration in resolving fiscal issues. The council should distribute an online survey at the beginning of the year to get input from faculty and professional staff on ways the council can facilitate their understanding of the budget process as well as an online survey to get input from members of the administration on ways the council can liaison between administration and faculty on budget process.*

Report on Additional Charges (2012-2013):

Additional Charge 1: How the Strategic Plan relates to budgeting process and faculty involvement

A number of council members were active participants on the Strategic Plan Implementation sub-committees. Furthermore, the council used the info-session for the Chairs Council to provide explicit examples of how the Strategic Plan goals are to be aligned with budget requests. *It is recommended that the council continue active involvement in the Strategic Plan implementation process, particularly for the upcoming 2015 budget process, and also provide opportunities to inform and update faculty and professional staff on the Strategic Plan impact on university budget decisions.*

Additional Charge 2: Provide faculty input on allocation of funds for budget.

The council, via the info-session and follow-up discussions, helped inform the faculty and professional staff on the ways in which they could have input into the 2014 budget, now that the process is taking a more bottoms-up approach. *It is recommended that the council continue active involvement in the budget process and act early on in the academic year to inform and update faculty and professional staff of budget process deadlines, etc.,*

Additional Charge 3: Participate in development of facility plans as related to academic areas.

The council was updated by S. Bolyai on the progress of the parking garage and related funding issues, however given the deadline set by the state, the council did not have a chance to provide faculty/professional staff input into the proposals sent to Trenton for new state bond funds. *It is recommended that the council look for ways to have input into the proposals for state bond funds for capital expenses and liaison with the Facilities advisory committee and the IT advisory committee.*