

Senate Budget & Planning Council  
Minutes for December 6, 2011  
Library Curriculum Materials Room

Members present: S. Godar, B. McClosky, D. Potacco, P. Theus, H. Wilder, D. Koistinen, S. Ferris, D. Miller, S. Bolyai (administrative rep)

Meeting convened: 3:45 pm

1. Minutes from Nov. 1<sup>st</sup> meeting were approved.
2. S. Godar presented an example of a proposed new program budget (in this case, from the Criminal Justice B.A. program proposal). A budget form is now required to be submitted with any new program as part of the Faculty Senate proposal process. After some discussion, it was decided to recommend that a simplified version of the form be created and made into a template for all new program proposals to use.
3. Since it is very likely that the Strategic Plan draft will not be ready before the Dec. 13<sup>th</sup> Open Forum, the meeting will instead focus on updating the WPU community on the following:
  - a. FY12 revenues and expenditures
  - b. Current capital projects, including the parking garage
  - c. FY13 budget process and anticipated linking to the Strategic PlanCouncil members are encouraged to attend.
4. The standing charges for the council were discussed. It was agreed that Charge #5 (re. the effectiveness of WPU's fundraising efforts) was no longer relevant, as the Office for Institutional Advancement is now staffed with new personnel. S. Godar will bring this to the Executive Council.

P. Ferris suggested that the council host a "Budgeting 101" workshop as one of their tasks (in line with the charge to keep the WPU community informed of the university budget process and issues). This will be something we will work on next semester.

The next meeting is tentatively set for Tuesday, Feb. 7<sup>th</sup> at 3:30-4:30, venue TBD.

Meeting adjourned: 4:43 pm

H. Wilder, Minute taker