

BUDGET AND PLANNING COUNCIL
THURSDAY, APRIL 27, 2017 – 2:00 PM
LIBRARY DEAN’S CONFERENCE ROOM

ATTENDANCE: G. Vega, L. Mathew, S. Bolyai, J. Matthew, J. Lee

Meeting convened at 2:15 PM.

1) Status of standing charge to host forum with Council of Chairs and Budget Office

After discussion, the group agreed that it is not possible for the Budget Council to know of the level of preparation or experience of the department chairs in regard to the budget process. So, the offer will be extended annually to host the Budget Planning Forum with the Budget Office. Bolyai suggests that when a memo is sent to the Deans and Directors about the budget preparations, a request may be made that Winslow also copy the Chair of the Council of Chairs. P. Winslow may, on her own, wish to do a one on one with department chairs. Maybe a September outreach by the Budget Office could be suggest as a formalized process by the Budget Office.

2) Capital Planning and Budget Update

The official process of the Capital Planning cycle is communicated to departments via the Provost Office who supervises project requests. There are plans to have more formalized processes communicated to the various units. The group expressed the need to review the Capital Planning Policy. One suggestion is to invite Richard Stomber to describe the unit progress since the initiation of the administrative process.

Bolyai reviewed a portion of his April 26th open budget forum discussion with the group in further detail. He noted the increase in tuition and room and board to help with operating costs. The assumptions are including a 2% enrollment increase. The institution is projecting 200 more students in FY18. An architect was consulted and suggested new building therefore the rationale for incrementally increasing room rates. Question was posed to Bolyai regarding whether the dorms generate income. Bolyai noted that yes, the funds generated are aiding in operating costs. The institution has approximately 2,600 beds for its 10,000 student base. Approximately 32% of the students are residential - paying approximately \$3,400-\$3,700 per semester.

3) Suggestions for FY18 Charges

The group agreed the Council should have a meeting with Pam Ferguson to discuss the previous year (FY17) fundraising efforts and plans for FY18. Invitation should also be extended to Richard Stomber.

Recommended Council Charges For 2017/2018

Budget and Planning Council

1. Work on co-sponsoring a forum in the early fall for academic chairs and academic program directors to review the generic budget process.
2. Hold workshop to educate chairs in the budgetary process (with input from Steve Bolyai).
3. Continue to monitor and provide input into the institutional planning process as well as track progress on capital projects (funded by state bond funds) by reviewing status documents posted on the Capital Planning, Design & Construction website and getting clarification from S. Bolyai.

Standing charges

Budget and Planning Council:

1. Recommend University budget policy and overall direction,
2. Advise and prioritize in matters related to institutional planning and finance.
3. Examine and review the institution's proposed budget.
4. Work with the administration in resolving fiscal concerns.

Meeting adjourned at 3:05 PM.

Submitted by:
Judy Matthew
September 26, 2017