

Budget and Planning Council Year End Report
May, 2014

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
- Judy Matthews: 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. The council co-sponsored an info-session in January for members of the Chairs Council and Academic Program Directors, 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 budget process, ensuring transparency and appropriate input as it moves from the department-level up. A new recommendation is that the council should also co-sponsor a forum in the early fall for academic chairs and academic program directors to review the generic budget process, current year allocations and timeline for budget proposals (working backwards from state deadlines) so that chairs can see where/when they need to get involved.*

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 track progress on capitol 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 Charge 3: Examine and review the institution's proposed budget.

In November, the council vetted the FY2014 budget request which had been submitted to the state. S. Bolyai kept the council updated on the developments and decisions of the proposed budget. *It is recommended that the council continue to review the budget sent to the state at the beginning of the academic year.*

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

S. Bolyai informed the council of other financial issues (e.g. enrollment trends). *It is recommended that the council continue to be active partners with the administration in resolving fiscal issues. It is also recommended that the council invite Pam Ferguson to a council meeting and ask her to report on Institutional Advancement efforts and accomplishments as well as*

accomplishments of the William Paterson University of New Jersey Foundation in order to understand the impact of this office on the budget in general, and on the financial burden carried by many WPU students in specific.

Report on Additional Charges (2013-2014):

Additional Charge 1: Examine college and university policies on travel support for faculty

This charge had been taken on by the Research & Scholarship Council, after being provided with information by the Budget & Planning Council on where to find actual budget allocations for these activities. The R&S Council intended to survey the academic deans, as these decisions are college-dependent. *It is recommended that the council follow-up with the Research & Scholarship Council and support their efforts to find funding for faculty and student scholarship.*

Additional Charge 2: Work with Research and Scholarship Council to survey current faculty needs in areas highlighted by informal 2012 survey (e.g., summer funding of scholarship for both faculty and students, see last year's final report) and in areas brought up in SRSC recommendations to the SPI Team (e.g., incentives for external funding, see document to SPI team in SRSC minutes).

See Additional Charge 1, above

Additional Charge 3: Engage in the Strategic Plan implementation process, particularly for the upcoming 2015 budget process, and provide opportunities to inform and update faculty and professional staff on the Strategic Plan impact on university budget decisions.

The administration has held a number of town meetings laying out the most relevant Strategic Plan goals and explaining the reasons for focusing on goals involving student retention and four-year completion. This was also made clear in the budget info-session that was co-sponsored by the council in January. *It is recommended that the council continue to help faculty and staff understand the targeted strategic plan goals and the need to align budget requests with these particular goals in mind.*

Additional Charge 4: Participate in the development of facility plans as related to academic areas. 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.

The council was updated by S. Bolyai on the progress of the parking garage, the new academic building and related capital projects, including upgrades to campus technology. *As noted above, in standing charge #2, it is recommended that the council review project status reports with S. Bolyai on an ongoing basis.*

Additional Charge 5: Keep track of classroom plans (number, size, and configuration) in the new building that will replace the Coach House, and provide recommendations for adjusting such plans as needed.

See Additional Charge 4, above.