

Senate Budget & Planning Council
Minutes for Oct. 22, 2013
Room UCC208

Members present: J. Matthew, H. Wilder, B. McClosky, D. Potacco, J. Lee, R. Fosberg, S. Bolyai (administrative rep)
Absent: D. Miller, R. Soto
Guest: P. Winslow

Meeting convened: 11:40pm

1. H. Wilder clarified that we are only talking about the operating budget, not the capital expenses which include large construction projects, revenue from the NJ bonds, etc.
2. P. Winslow showed council members how to log into the Budget website to access files that are behind the firewall. She then showed the index page from the FY2014 Operating Budget Book and highlighted some of the pages of importance, including the overall "All Funds Revenues & Expenses" table, and a summary of budget requests aggregated by Strategic Goal. The budget book also includes assumptions, benchmark & comparative data, enrollment trend data, etc. The FY2014 operating budget can be viewed at <http://www.wpunj.edu/budget/operating-budget.dot>
3. S. Bolyai explained that the operating budget is different from the state budget request document, which is what WPU sends to Trenton. He also explained that the state provides around \$30M in operating appropriations and around \$30M in fringe benefits (which covers the fringe on employees up to the state allocated headcount). The appropriation request process starts around November, and these amounts get reported in the operating budget although they don't actually ever come under WPU control. The state budget request can be viewed at <http://www.wpunj.edu/budget/state-budget-request.dot>. It was noted that given the direction the federal and state governments are headed, that future appropriations may be tied to WPU's progress with student retention and graduation rates.
4. P. Winslow explained that the budget request process would begin in January 2014 once she has created the budget reports for each department and college in December. The budget reports will contain historical data (FY11-14 budgets) as well as preliminary FY2015 data. This can be used by departments in February, when they will be asked to submit their budget requests above what their proposed salary and non-salary allocations. FY2014 budget reports can be viewed at <http://www.wpunj.edu/budget/assets/budget-development/fy14-development/fy11-14-budget-reports.dot>
5. P. Winslow and S. Bolyai anticipate that the process for FY2015 budget requests will be similar to that of last year, with some slight tweaks, namely, a limit on the total of request amount will be set since the amount asked for last year far exceeded the amount that was actually available, however it is not clear as to how that information will be used to direct upcoming requests. As before, all budget request items need to be tied to one or more Strategic Plan goals. Department budget requests will get forwarded to the Deans in February, who then forward their college budget requests to the Provost. A schematic of the process (from FY2014) can be viewed at <http://www.wpunj.edu/dotAsset/e27bbd80->

[a84e-410a-b1b2-efac3b0d3cd4.pdf](#) and a calendar of tasks (from FY2014) can be viewed at <http://www.wpunj.edu/budget/budget-calendar.dot>

Meeting adjourned: 12:30pm
H. Wilder, Minute taker