

Senate Budget & Planning Council
Minutes for Dec. 12, 2013
Room UCC208

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

Meeting convened: 11:05pm

1. Minutes from the September 17 and October 22 meetings were approved following discussion of charge #6 brought to the September meeting by S. Dinan. At the September meeting it had been observed that decisions on classroom space in the new academic building had already been made and so charge #6 was no longer applicable for the council. However, J. Lee noted that the executive committee is also looking for continued progress updates as part of this charge. S. Bolyai reported that this information is available at the Capital Planning website - <http://www.wpunj.edu/capital-planning/current-projects.dot> - which also contains minutes from the Facilities Advisory Committee and Parking Sub-Committee. The former should have representatives from each of the academic colleges who are expected to provide input into capital planning projects as well as report back to their respective colleges. The process for selecting representatives from the colleges was discussed and it was suggested that council members from colleges currently without representation should contact their deans. The Parking committee has two faculty representatives. S. Bolyai also reported that input on capital projects was solicited from the Learning Spaces committee and from the specific departments which would be impacted by a particular project (e.g. if new offices and/or academic space for that department were part of the construction project) as well as from the deans for those departments.
2. P. Winslow shared the FY2015 Budget Development calendar (which is now available at <http://www.wpunj.edu/budget/budget-calendar.dot>), and the upcoming Budget Information Session, which is co-hosted by this council and the Budget department was discussed. P. Winslow proposed an agenda which includes a brief overview, a discussion of the parameters (e.g. types of requests that are expected, funding limits, etc.), an explanation of the phases of the budget process (who is expected to do what when), resources available for budget planning, and a quick presentation of the online request process site. Council members were asked to poll the chairs in their colleges and find out if any other information might be of help. It was decided that the Information Session for the academic chairs and directors of programs who submit budget requests would be held on **Thursday, January 30th at 12:30-1:45 in the Library Auditorium**. H. Wilder will contact K. Makarec, chair of the Chairs' Council and ask her to give everyone a heads-up on this date. H. Wilder will also send an email to the academic deans and ask for their help in getting the word out about this session. The possibility of taping this session and making this available for all faculty members was discussed however a decision to do that has not been made at this time.

Meeting adjourned: 11:50pm
H. Wilder, Minute taker