

Budget and Planning Council Year End Report
May, 2015

Membership:

- College of Education: Hilary Wilder (chair)
- College of Business: Emroy Knaus (started in spring semester)
- College of Arts & Communication: Joann Lee (Jennifer Owlett filling in spring semester)
- College of Science & Health: Lizy Matthew (started in spring semester)
- College of Humanities & Social Sciences: Jan Mohlman
- Library: Judy Matthews
- Professional Staff: Jan Pinkston
- Adjunct Faculty: Bernard (Tom) McCloskey
- Administrative Rep: Steve Bolyai, V. P. Administration & Finance

Report on Standing Charges:

Standing Charge 1: Recommend University budget policy and overall direction.

The council reviewed university budget policy and direction with S. Bolyai, the council's administrative representative. The council co-sponsored a "general" info-session (without department specific budget assumptions) in December for members of the Chairs Council and Academic Program Directors, who are the first step in the bottom-up budget process.

This earlier info-session was given as a result of feedback from last year, asking for information earlier in the budget process. The intention was to have a second info-session in February once budget assumptions were known in order to more specifically guide chairs and program directors in the process of making 2016 budget proposals. However, due to the Governor's proposed budget which effectively cut 8.4% of the direct appropriations funding from the state, the Budget Office did not have time to do this. It is recommended that the council next year co-sponsor a forum in the early fall for academic chairs and academic program directors to review the generic budget process, as well as an info-session early in the spring semester once budget assumptions Strategic Goal targets, and other parameters for department budget proposals are available.

Standing Charge 2: Advise and prioritize in matters related to institutional planning and finance.

The council continued to review priorities and decisions related to institutional planning. This included discussions of state funding (and uncertainties in funding levels), tuition and fee decisions, and enrollment planning.

It is recommended that the council continue to monitor and provide input into the institutional planning process as well 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 Charge 3: Examine and review the institution's proposed budget.

This charge was addressed when the proposed 2015 budget request submitted to the state was presented to the entire WP community by S. Bolyai in October. In addition, 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). In addition, the council met in November with Pam Ferguson, the Vice President for Institutional Advancement. During this meeting P. Ferguson gave a full presentation of what her office is doing, progress that has been made in her tenure, and other issues related to fundraising, maintaining alumni and donor connections, and creating student scholarships.

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 P. Ferguson next year for a follow-up presentation 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 (2014-2015):

Additional Charge 1: Vet the Fall Budget report in conjunction with the Planning Council, and report to the full Senate in timely manner and report to the FS on 10/28

Since S. Bolyai presented the budget report to the entire WP community in October, it was decided that a special presentation by the council was not warranted.

It is recommended that the council continue to work with S. Bolyai to ensure that the Senate and entire WP community is informed of the coming year's budget report each fall.

Additional Charge 2: Presentation on the changes on the way the departments are working with their budgets. Please consult the Chair's council, and please come to the Senate with recommendations and report to the FS on 12/9.

The council worked with Pam Winslow from the Budget Office to present the general budget process info-session so that departments have an idea ahead of time of what will be expected in February/March when they are asked to submit budget proposals. A presentation of council efforts was made to the Faculty Senate in December. Overall, the budget proposal process itself appears to be working as it has evolved over the past 2 years. The process has become much more 'bottom-up' with departments expected to submit budget proposals (with parameters based on the budget assumptions provided by the Budget Office at the beginning of the spring semester, as well as guidelines as to which specific Strategic Plan goal(s) are to be targeted). It should be noted that there is some variation between the colleges in terms of how the budget process is followed, with each Dean managing the way the departments are working with their budgets.

It is recommended that the council continue to provide a venue for the representatives from the colleges, professional staff and adjunct staff to discuss how the process is being

followed in their respective units.

Additional Charge 3: Co-sponsor an information on the budget process with the office of Vice President Bolyai.

See Standing Charge #1 and Additional Charge #2.

Additional Charge 4: 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.

Council members were reminded that they are the liaison for their respective units, and as such, are asked to report information discussed at council meetings with their colleagues as well as bring back concerns, questions, feedback from their colleagues to the council.

It is recommended that council members continue to work with colleagues in their respective units and help them understand the budget process, the targeted strategic plan goals and how the latter should be used when developing budget proposals. In addition, as noted in Additional Charge #2, council members should be prepared to discuss how the budget process is working within their respective units.