

Budget and Planning Council

Year End Report

May, 2016

1. **Council:** Budget and Planning Council

2. **Academic Year:** 2015-2016

3. **Council Members:**

- College of Arts & Communication: Joann Lee
- College of Education: Hilary Wilder
- College of Business: Mahmoud Watad (joined Council Mid Fall)
- College of Science & Health: Lizy Matthew
- College of Humanities & Social Sciences: Jan Mohlman
- Library: Judy Matthews
- Professional Staff: Jan Pinkston
- Adjunct Faculty: (no representative)
- Administrative Rep: Steve Bolyai, V. P. Administration & Finance

4. **Council Charges and Summary of Council Activities**

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 is the second year the Budget and Planning Council undertook to arrange an info-session for Chairs Council and Academic Program Directors on the generic budget process. The intent was to specifically provide a forum where chairs could ask questions in preparation for the process of assembling 2017 budget proposals. Pam Winslow provided detailed information from the Budget Office on 2016 budget and finance; data is available online, within the university website.

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.

During the December information session for chairs and program directors, for the first time, a representative from Capital Planning, Richard Stomber, was asked to present information on the capital expense budget. He provided a broad overview of the general procedure for capital project requests.

Standing Charge 3: Examine and review the institution's proposed budget.

This charge was addressed when the proposed 2016 budget request submitted to the state was presented to the entire WP community by S. Bolyai in Fall 15. In addition, S. Bolyai kept the council updated on the developments and decisions of the proposed budget.

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 April '16 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.

Report on Additional Charges (2015-2016):

Additional Charge 1:

- Encourage institutional advancement to work with faculty to determine areas of need.

In the meeting with Pam Ferguson she indicated the main focus of fundraising efforts currently is to provide scholarship support for students. She asked that faculty and council members work to identify potential funding prospects (whether corporate or foundation) and that faculty help promote alumni relations with WPU.

Additional Charge 2:

- Continue to work to ensure that the Senate and the WP community is informed of the coming year's budget report.

Steve Boylai arranged university presentations once budgetary information became available this spring. The Council has also 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. Overall, the budget proposal process itself appears to be working as it has evolved over the past 3 years. The process has become much more 'bottom-up' with departments expected to submit budget proposals. Budgetary data is also available on our university website. 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.

Additional Charge 3:

- Work to provide a venue for the representatives from the colleges, professional staff and adjunct staff to discuss how the budget and planning process is being followed in their departments or units.

See Standing Charge #1 and Additional Charge #2.

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.

5. Recommended Charges For The Next Academic Year:

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

It is recommended that the council next year continue to co-sponsor a forum in the early fall for academic chairs and academic program directors to review the generic budget process.

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

It is recommended that the council 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 Charge 3: Examine and review the institution's proposed budget.

It is recommended that the council continue to review the budget sent to the state.

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

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.

Additional Charges (2015-2016):

Additional Charge 1:

- Encourage institutional advancement to work with faculty to determine areas of need.

It is recommended that the council continue to work with Institutional advancement together with faculty to determine areas of need.

Additional Charge 2:

- Continue to work to ensure that the Senate and the WP community is informed of the coming year's budget report.

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:

- Work to provide a venue for the representatives from the colleges, professional staff and adjunct staff to discuss how the budget and planning process is being followed in their departments or units.

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.