

**Budget and Planning Council
Year End Report
August, 2017**

Council Membership:

- College of Arts & Communication: Joann Lee
- College of Education: James Alford
- College of Business: Ge Zhang
- College of Science & Health: Lizy Matthew
- College of Humanities & Social Sciences: Gladys Vega
- Library: Judy Matthew
- Professional Staff: Jan Pinkston (Fall)
- Adjunct Faculty: (no representative)
- Administrative Rep: Steve Bolyai, V. P. Administration & Finance

Council Charges and Summary of Council Activities

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

The Council reviewed the charges and purpose of the group with members at its September 28th meeting. Many Council members were quite interested in the budget process and did not know the budget development process as currently practiced. The contents of the webpage and details of where the budget calendar, operating budget and past Council minutes were shared.

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

With input from Steve Bolyai, members were able to inquire and review the current institutional fiscal situation and followed up on issues raised regarding impact of reduced state funding as well as current construction projects and litigation.

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

Bolyai outlined the institutional and capital projects process. He noted the timeline used of about 3 years out for capital projects annually funded with approximating 5-7 million.

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

The group held an intensive meeting with S. Bolyai on April 27th with an in-depth and informative review of the spring budget forum as well as saved time to answer questions regarding the campus capital planning. This was accompanied with a review of the facilities planning documents.

Report on Additional Charges (2016-17):

Additional Charge 1: Work on co-sponsoring a forum in the early fall for academic chairs and academic program directors to review the generic budget process.

In preparation for its forum, at its October 18th meeting Pam Winslow and Don Bennett who have presented past budget process sessions to attendees from the Council of Chairs. Both outlined their roles and discussed the budget process with the Council. Budget Office staff answered the questions posed including what was needed for the forum planning. The discussion included Nicole Magaldi, Faculty Senate Vice-Chair. After discussion with the Council of Chairs Co-Chairs, the Chairs wished a hiatus of the program for 2016-17 as most were returning members who are familiar with the process at this time. P. Winslow discussed the availability of documents on the Budget home page: <http://www.wpunj.edu/budget>. She also noted the availability of reports of funds to special programs funded by these initiatives.

Additional Charge 2:

Hold workshop to educate chairs in the budgetary process (with input from Steve Bolyai).

As noted, the Council reported in ***Additional Charge #1*** that there was no need this fiscal year as the group were mostly returning chairs.

Additional Charge 3:

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.

The group held review of Budget assumptions and intensive discussion of the Capital Planning processes during its October and April meetings.

5. Recommended Charges For The Next Academic Year:

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

Recognizing the work and role of units, the Council should continue to actively discuss how the institutional budget and capital planning process progresses. The Council should also continue to request transparent budget and planning processes involving smaller units such as departments reporting their needs to the institutional development process. College members should continue to be ambassadors bringing information from this group to their colleges for greater awareness of the institutional fiscal situation. As was noted by Wilder in the 2014-15 End of Year report, council members should be prepared to discuss how the budget process worked in their Colleges and how each was able to inform their area.

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

Because of the significant work being done with Capital Planning, it is recommended that Richard Stomber, Associate Vice President of Administration to discuss the unit policies. The group should also hold its meeting with Pam Ferguson, Vice President of

Institutional Advancement to discuss the focus of the unit and its progress as well as possible faculty involvement.

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

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

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

The faculty and professional staff have interest in the fiscal viability of the institution. The group needs to continue its inquiry and cooperation with the office of the Vice President of Administration and the Vice President of Administration to work toward creative solutions to fiscal issues.

Recommended Additional Charges (2016-17):

Additional Charge 1:

Work on co-sponsoring a forum in the early fall for academic chairs and academic program directors to review the generic budget process.

It is recommended that Council continue its outreach with the faculty Council of Chairs to offer a budget development forum.

Additional Charge 2:

Hold workshop to educate chairs in the budgetary process (with input from Steve Bolyai).

VP for Administration and Finance continues to provide the community with feedback via a forum. See *Standing Charge #4* description above.

Additional Charge 3:

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.

Because there is so much construction work in relation to the state offered bond and because of the recently revised capital planning budget process, it is recommended that the Council discuss the success of this process with Richard Stomber, Associate Vice President of Administration.

Additional Charge 4:

Work with Pam Ferguson, Vice President for Institutional Advancement, to understand the accomplishments of the unit as well as receive an update on the William Paterson University of New Jersey Foundation. This will provide a full understanding of the budgetary situation of the institution.