

Senate Budget & Planning Council
Minutes for March 5, 2013
Dean's Conference Room, Cheng Library

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

Meeting convened: 3:45pm

1. Minutes from January 22, 2013 meeting were approved.
2. Feedback from info-session presented at the Chairs' Council was discussed and ideas for continuing efforts to help faculty members understand the budget process and how they can provide input into it were suggested.
 - D. Miller suggested that there be an annual update presentation made to the chairs' council to keep them informed. A similar presentation might be made to the Directors Council.
 - An FAQ page could be set up (inside the intranet) which would start to compile questions and information and be available to the WPU community. It would be structured around a number of topic areas, so that council members divide up the writing responsibilities. R. Fosberg suggested that one topic area should focus on how expenditures that are often seen as dean discretionary money (e.g. travel, research funding) might be more transparently allocated within a college. P. Theus suggested that there be a topic area answering questions on new programs and the process for requesting a budget for a new program in coordination with the process for the new program proposal package. H. Wilder will contact the chairs of the Chairs' and Directors' councils to get some ideas for the different topic areas that should be included.
3. The question of how faculty members know what budget requests are approved as the recommendations are moved up the process was discussed. For example, how do we know what items were submitted by our dean, by the provost, etc. in order to maintain full transparency in the process. Will the Budget office post the budget request summaries that are given to the VPs on their intranet website? (and likewise post the budget request summaries that are presented to the cabinet?).
4. Another question which came up was on the process by which proposals for the state bond money would be developed, noting that all proposals (for capital expenditures) should be STEM-related. Will faculty and professional staff be able to have input into the process? How is this being handled and who is responsible for this?
5. H. Wilder noted that the budget template for new programs is now available from the provost's office. Please make colleagues who are in the process of submitting new or revised program proposals aware of this form, as it will be part of the submission package.
6. It was generally agreed that Tuesdays at 3:30-4:30 worked for most members. (It is noted that R. Soto and J. Lee teach at that time).

Meeting adjourned: 4:30pm
H. Wilder, Minute taker