

Senate Budget & Planning Council
Minutes for September 21, 2015
UC 327

Members present: J. Matthew, H. Wilder, J. Lee, S. Bolyai, L. Mathew

Absent: J. Pinkston, E. Knaus, J. Mohlman

Guest: N. Magaldi

Meeting convened: 10:00 am

- N. Magaldi, vice-chair of the Faculty Senate presented the 2015 charges to the council:
 - Encourage institutional advancement to work with faculty to determine areas of need.
 - Continue to work to ensure that the Senate and the WP community is informed of the coming year's budget report.
 - 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.

These are in addition to the standing charges:

1. Recommend University budget policy and overall direction,
 2. Advise and prioritize in matters related to institutional planning and finance.
 3. Examine and review the institution's proposed budget.
 4. Work with the administration in resolving fiscal concerns.
- J. Lee volunteered to chair the Budget & Planning Council and approved by unanimous vote.
 - S. Bolyai reported that he will be holding a university-wide Town Hall to present the finalized 2016 budget as well as information concerning the logistics and classroom implications of the renovations of Hunziker Wing. He asked that Council members to encourage members of their representative units to attend this.
 - S. Bolyai also reported that he, along with Provost Sandmann, is visiting each of the colleges & library to answer any questions that faculty may have. **He strongly suggested that Council members encourage chairs and members in their representative units to come up with a set of questions ahead of time.** He stressed that these visits are to be used to get feedback and answer questions from faculty.
 - The Council will continue past practice of co-hosting (with Pam Winslow and Don Bennett) a budget process info-session for the Chairs Council. J. Lee will contact Winslow to invite her to the next Council meeting in order to start planning for an info-session in November to give academic chairs an overview of the budget process and a heads-up on what to expect for the budget proposal process in early spring 2016.
 - S. Bolyai suggested that academic chairs start thinking about capital expense requests, which are submitted by the college deans at the beginning of each academic year. These requests are for internal funding for capital projects (and do not include external/bond-funded building projects). Currently, internal capital funding is around \$4M. This could

also be part of the info-session presented to the Chairs Council. There is a capital request process document which S. Bolyai will try to get from the Provost's Office.

- S. Bolyai explained that the budget cuts made by the state last spring has meant that \$1M of the internal capital funds had to be shifted to cover operating costs. At this time, he does not know what next year's state contribution will be but he does not expect any restoration to prior year levels. He stressed that this would not result in a reduction of faculty positions, and in fact, there is a continued push to reduce adjunct faculty (as WP had a high adjunct faculty percentage compared to sister institutions), and increase full-time faculty as needed. Full-time faculty will be expected to cover teaching assignments and non-contractual release time may be limited.
- S. Bolyai explained that income from the parking garage was used to cover garage operating expenses. Debt service on this and other projects is about \$14M/year and they have been able to re-finance and take advantage of current low interest levels. This past spring the bond-rating for WP was lowered, due primarily to budget issues at the state level and lower enrollment projections.

Notes:

- The first half of the budget process calendar is available at <http://www.wpunj.edu/budget/budget-calendar.dot>
- Minutes from past Budget & Planning Council meetings, as well as year-end reports are available at <http://www.wpunj.edu/senate/council-budget-and-planning/budget-planning.dot>

Meeting adjourned: 11:00 am

H. Wilder, Minute taker