

Budget and Planning Council Year End Report  
May 7, 2012

**Membership:**

- Susan Godar: College of Business (co-chair)
- Hilary Wilder: College of Education (co-chair)
- Sharmila (Pixy) Ferris: College of Arts and Communication
- David Miller: College of Science and Health
- David Koistinen: College of Humanities and Social Sciences
- Pam Theus: Library
- Donna Potacco: Professional Staff
- Bernard McCloskey: Adjunct Faculty
- Steve Bolyai: Administration and Finance

**Report on Standing Charges:**

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

The council continually reviewed university budget policy and direction with S. Bolyai, the council's administrative representative. This included reviewing the impact that the Strategic Plan will have on budget policy, and the rollout of a more transparent and inclusive budget decision process and the online budget system. *It is recommended that the council continue to monitor and participate in the Strategic Plan implementation (particularly as it pertains to the budget) and overall budget direction.*

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

The council continued to review and advise on priorities and decisions related to institutional planning. This included discussions of state funding (and uncertainties in funding levels), state budgeting requirements (e.g. deadlines), tuition and fee decisions, and enrollment planning. *It is recommended that the council continue to monitor and provide input into the institutional planning process.*

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

S. Bolyai kept the council updated on the developments and decisions of the proposed budget. The timeline for budget preparation is based on the deadline by which the budget must be sent to the state for final approval. A new budget process is being implemented so that budget requests are generated by the department chair, and then move up through the college dean to the provost. *It is recommended that the council play an active role in facilitating the new budget process, ensuring transparency and appropriate input as it moves from the department-level up.*

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

S. Bolyai informed the council of other financial issues (e.g. parking garage, and plan to look for private-public partnership on this instead of another bond). In addition, the council

reviewed a budget template created by S. Bolyai to be used when proposing new programs to the Faculty Senate. New programs will now be required to show projected revenues and expenses as part of the proposal process. The council provided S. Bolyai with feedback on the template. *It is recommended that the council continue to be active partners with the administration in resolving fiscal issues. The council may also consider ways to assist departments with budget projections for new and modified programs. This might include a workshop each semester, as part of the 'Budget 101' offering.*

### **Report on Additional Charges (2011-2012):**

#### Additional Charge 1: Review student scholarship policies & procedures.

The council has requested that this charge be shifted to the Enrollment & Admissions Council.

#### Additional Charge 2: Examine how Strategic Plan relates to budgeting process & faculty involvement.

The council has begun to work actively with S. Bolyai on the Strategic Plan Implementation (specifically for Goals 5.C, 5.D and 5.E). *It is recommended that the council continue active involvement in the Strategic Plan implementation process and also provide opportunities to inform and update faculty and professional staff on the Strategic Plan impact on university budget decisions.*

#### Additional Charge 3: Provide faculty input on allocation of funds for budget.

The council assisted S. Bolyai in the presentation of an Open Forum meeting for faculty on university finances, capital projects and the current and 2013 budget. *It is recommended that the council continue to play an active role in facilitating these types of events, particularly as the Strategic Plan is implemented (with all funding allocations tied to Strategic Plan goals).*

#### Additional Charge 4: Conduct a study to analyze the growth costs of administrative personnel

The council addressed this in 2010-11, and since that time, there has been little growth in administrative headcount at WPU. Furthermore, a shifting definition of “administrative personnel” (based on changes in state categorization) makes it difficult to compare and analyze trends or conclusively determine any questionable growth in costs. *It is recommended that this charge be deferred until there is substantial change made in administrative headcount.*

#### Additional Charge 5: Conduct a study to analyze fundraising efforts

The council requested this charge be dropped due to the fact that WPU now has a new Vice President for Institutional Advancement (P. Ferguson), who has been re-structuring the Institutional Advancement office and realigning their efforts. *It is recommended that council revisit this charge in 2012-2013 and meet with P. Ferguson or a representative from her office in order to understand their direction and strategy, now that it has had time to be set.*