

Senate Budget & Planning Council
Minutes for Sept. 28 2016
UNIVH 122

Members present: J. Alford, S. Bolyai, J. Lee, L. Mathew, J. Matthew, J. Pinkston, G. Vega, G. Zhang

Meeting convened: 11:05am

- Minutes from the Apr 7, 2016 meeting were approved.
- J. Matthew volunteered to chair the Budget & Planning Council and approved by unanimous vote.
- Charges for Academic year 2016-2017 and standing charges presented:

Charges for the academic year 2016-2017:

- 1. Work on co-sponsoring a forum in the early fall for academic chairs and academic program directors to review the generic budget process.
- 2. Hold workshop to educate chairs in the budgetary process (with input from Steve Bolyai).
- 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.

- **Budget and Planning Council 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.

- Times for next Council meeting discussed and narrowed to two suggested possibilities: Oct. 18 at 11-12pm, or 2-3 pm. J. Matthew will contact Pam Winslow to invite her to the October Council meeting to start planning for an info session in November for academic chairs and directors. The Council will continue co-hosting the event (with Pam Winslow and Rick Stomber as key presenters.) The info session is to give Chairs Council members an overview of the budget process and a heads-up on what to expect for the budget proposal process in early spring 2017.

- J. Matthew will invite N. Magaldi, vice-chair of the Faculty Senate to attend October meeting.
- J. Matthew will contact the chair of Chairs Council to explore possible November date for Chairs Council info session.
- S. Bolyai mentioned that an info session with the Chairs Council in mid-November would be timely to present overview of 2017 budget; information that generally would be presented during a university-wide Town Hall. Rick Stomber's participation in the Chairs Council info session could also include updates on Capital Planning processes. S. Bolyai explained that State budget figures for next fiscal year traditionally are not received until sometime in January.
- On Capital funding process: S. Bolyai mentioned that major capital projects are planned for 3 years out; university spending in this area runs approximately \$5-7M annually. \$200,000 are allocated for fixing and repairing spaces and classroom facilities. He 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.
- S. Bolyai mentioned that Hunziker Wing will be renamed Preakness Hall when renovation is completed. In addition, the University is in the design phase of building a new, 300-room dorm, which may not be ready until Fall 2019.
- The parking garage is generating sufficient revenue to cover operating costs. 800 students have paid permits, 35 faculty members, plus there are daily users.

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>
- Operating budget available at <http://www.wpunj.edu/budget/operating-budget.html>

Meeting adjourned: 12:00pm

J. Lee, Minute taker