

## University Budget Committee

February 2, 2018

2-3:30 PM

RWEC 104

### MINUTES

#### 1. Call-to-order

The meeting was called to order at 2:03pm.

Present: Ailyn Angel, Cheryl Beaver, Debbie Braun, Eric Bruce, Louann Casares, Dan Clark, Reina Daugherty (Assistant), Michael Ellis, Tina Fuchs, Evelyn Guzman, Richard Kavanagh, Jay Kenton (Co-chair), Malissa Larson, Randi Lydum, Katherine Schmidt (Co-chair), Laura Tierney, Judy Vanderburg

#### 2. Approval of 26 January 2018 Minutes

The minutes were approved as is.

#### 3. Report: Evelyn Guzman, ASWOU Vice President

Guzman provided a brief summary of the recent happenings with the Tuition Advisory Committee (TAC) and Incidental Fee Committee (IFC). She shared about the purpose of each committee and where they are currently at in the process. VP Kenton discussed some documents that were provided to the TAC (a comparison of our rates to those of other schools and a tuition and revenues handout). He also shared additional discussions the TAC is having including remissions, financial aid options for DACA students, whether or not the promise rate should continue being offered.

#### 4. ASC Representation

Schmidt commented that since ASC no longer exists we will need to call the representatives who were appointed by ASC something else. The term for one of those positions ends this year so one option would be to drop that position once the term is over and then give the other ASC position to staff senate. This would make it so that there is equal representation of staff and faculty on the committee. In the meantime Ellis and Roman can pick what label they feel is most appropriate to use.

#### 5. University Council Representation

Schmidt asked Fuchs to provide an overview of what the University Council is/does. Schmidt suggested that the UBC should have a standing report time on the agenda to hear about what's being discussed at University Council to make sure the work of the UBC is aligned with their work. There are several members on UBC who are also on the University Council.

6. Discussion: "WOU Budget Proposal for Institutional Priorities: Initiatives" Revision

Schmidt explained the changes that have been made to the budget proposal form. She pointed out a checkbox that was added where the user can indicate which institutional priority(ies) it aligns with. There was concern about the budget worksheet being confusing and overly complicated. The committee would like to find a way to simplify it while still getting the necessary information. The committee also expressed an interest in having the option to partially fund initiatives or invest in something partially over several years. Additionally, the committee needs to build in a closure plan for proposal review (i.e., notifications to sponsors).

7. Update: Moving the Budget Forms Submission Processes Online

Michael Ellis will be the UBC contact person for moving the budget form online, once his workload allows.

8. Discussion: Past, Present, and Future of UBC

This agenda item was not discussed.

9. Education and General Expenses (E&G) Budget Forecast and Worksheets

Kenton reminded the group that there are multiple budgets on campus and that the budget being discussed by this group is the education and general expenses (E&G) budget. He mentioned that he is also currently working on the capital budget, which is how we get deferred maintenance/code compliance building projects funded. Kenton shared an E&G fund projection that shows we are slightly over budget for revenue.

Kenton explained that there are many processes that have room for improvement. He would like to discuss some of those things with the UBC. Topics include pre-travel authorizations, the recruitment process, streamlining forms, document imaging, web time entry, banner financial aid, enabling departments to manage their own budget, and allowing departments to spend a higher amount of money without having to get special approval.

Tierney asked for additional information about how the budget process works. Kenton explained that he starts with a rough projection and builds a low, medium, and high

scenario for revenue. He builds a salary roster with negotiated increases and adds in other increases to expenses like PERS and PEBB. Kenton shared that our OPE rates are higher than 50%, which is significantly higher than schools in other states. Once he determines if we are in a cut mode or an investment mode he talks to various constituents about how we can fundraise more, increase enrollment, trim the budget, or re-direct money.

10. Informal presentation: The Proposal Review and Reporting Processes of Other Budget Committees

The UBC ran out of time to discuss this item.

11. Adjournment

The meeting was adjourned at 3:36pm.