

## University Budget Committee

January 26, 2018

2-3:30 PM

RWEC 104

### MINUTES

#### 1. Call-to-order

The meeting was called to order at 2:05 pm.

Present: Cheryl Beaver, Debbie Braun, Louann Casares, Dan Clark, Reina Daugherty (Assistant), Michael Ellis, David Foster, Tina Fuchs, Rex Fuller, Evelyn Guzman, Richard Kavanagh, Jay Kenton (Co-chair), Randi Lydum, Maria Martinez, Katherine Schmidt (Co-chair), Laura Tierney, Judy Vanderburg

#### 2. Introductions

President Fuller introduced Jay Kenton, the interim VP for Finance and Administration, and asked for a brief introduction from committee members.

#### 3. Update on budget process and changes in leadership

President Fuller shared that since the last meeting there was a budget town hall for Academic Affairs and the cabinet has reviewed a number of proposals. The list of proposals for the UBC's consideration will be available sometime in February. He also shared that Tuition Advisory Committee meetings are underway. He gave a reminder that the budget will be built by making cuts to resolve the deficit and then possibly funding new initiatives, if there is money available to do so.

VP Kenton explained that he feels it is important to have academic leadership on the committee rather than have it be run by administrators so he has asked Katherine Schmidt to co-chair the committee. There was discussion about the length of terms that members serve due to the learning curve required for complex budget issues. It is possible that the terms of existing members will be extended.

#### 4. Review of priority list from May 2017

President Fuller shared that 30 people opted in for the retirement program that was offered as one of the

reduction scenarios last year. The idea behind the savings is that new employees will come in at a lower benefit tier and also possibly at a lower salary. The total amount of savings is not yet known.

#### 5. New initiative process

Schmidt and Kavanagh presented proposed revisions for the budget initiatives proposal form. The recommendations included adding definitions for base budget, initiatives, and reductions; separating initiatives and reductions out into separate forms; writing instructions for the assessment plan and budget worksheets; and moving the form to a web-based submission/archival system. The following structure was proposed:

#### Title: **WOU Budget Proposal for Institutional Priorities: Initiatives**

- I OVERVIEW (i.e., title, unit, lead requestor, contact information, the names/units of additional sponsors, submission date)
- II STRATEGIC ALIGNMENT TO INSTITUTIONAL PRIORITIES
- III WHAT ARE YOU PROPOSING (i.e., make a claim or argument for your case)?
- IV TARGET AUDIENCE (i.e., who is directly and indirectly served by the initiative?)
- V OUTCOMES AND ASSESSMENT PLAN
- VI IF COST EXCEEDS \$5000, RESPOND TO THE FOLLOWING: WHAT EXTERNAL AGENCY OR ORGANIZATION IS DOING SOMETHING SIMILAR? BRIEFLY DESCRIBE ITS CHALLENGES AND SUCCESSES.
- VII DESCRIBE THE PROJECTED IMPACT: (1) WHAT PRIMARY TARGETS WILL BE ADVERSELY IMPACTED? (2) WHAT SECONDARY TARGETS WILL BE ADVERSELY IMPACTED? HAVE THE TARGETS BEEN CONSULTED?
- VIII DATA (upload supporting data and documents)
- IX IMPLEMENTATION TIMELINE
- X ASSESSMENT TIMELINE
- XI BUDGET: RESOURCES REQUIRED (e.g., workforce, equipment, travel)

The group discussed adding the expected *positive* impact in addition to adverse impact. Beaver suggested adding evidence of the need and Kenton explained that he

envisions having a cover memo. President Fuller and VP Kenton expressed that the \$5,000 limit seems quite low and that instead it might be more useful to ask for examples of the initiative elsewhere to get people to do some research into it. President Fuller also suggested asking for *evidence* rather than *data*, so that people don't think the answer is limited to numbers.

Schmidt explained that so far only the content of the form has been considered, but not the process. That will need to be discussed next. In addition to the process for new initiatives, a form and process will also be needed for budget reductions.

Kenton shared that he would like to use the committee as a place to get feedback on ideas that he has. There are many processes that have room for improvement to run more efficiently and effectively.

## 6. Adjournment

The meeting was adjourned at 3:18pm.