

University Budget Committee

February 23, 2018

2-4 PM

RWEC 104

MINUTES

1. Call-to-order

The meeting was called to order at 2:04pm.

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

2. Approval of 3 February 2018 Minutes

The minutes were approved as is.

3. Report: Evelyn Guzman, ASWOU Vice President

Guzman was unable to attend the meeting. She sent in a written report and can provide more details at the next meeting.

4. Introduction: Camarie Campfield, University Budget Manager (effective 19 February)

Kenton introduced Campfield as the new budget manager. She will be participating in budget hearings with the various units in the coming weeks. Campfield will be participating on the UBC going forward.

5. Update: VPFA Search Process

Kenton provided details on the upcoming VPFA search. A handout was provided that included a proposed structure for the search committee, draft job announcement, and position description. The job is expected to be posted soon, with a goal of filling the position by 30 June. Kenton will likely meet with candidates while they are on campus, but he will not be part of the committee. There is a possibility of using a search firm for part or all of the process, but that has not yet been decided. Suggestions for the job announcement should be sent to Schmidt.

6. Update: UBC Request to University Council and President's Cabinet

See below for memo to the University Council (UC).

After sharing the memo at the UC earlier in the day, Kenton pointed out that budgeting is very political and can be a sore subject at times. The strategic plan has 5 priorities and 87 initiatives and provides some guidance; however, the process is not entirely clear since there are so many different priorities that could potentially be supported.

UC member Kavanagh shared that the UBC co-chair will now be included as a member of the University Council, along with the VPFA, starting in spring to help move the request for specific-priorities-guidance forward. He also shared that the proposals the UBC receives from the president's staff this year will include their comments and concerns. One suggestion made at UC is to focus on initiatives that could bring in revenue or cut expenditures.

7. Tuition Projection Model: 1, 3, and 5%

Kenton provided a tuition recommendation that has been discussed with the President's Cabinet and the Student Tuition Advisory Committee. The recommendation includes a 4.25% increase for undergraduate resident tuition and WUE students, no increase to non-resident graduates, a 2% increase to the promise rate, and a 3% increase to the other rates. Assuming flat enrollment, this plan will bring in an additional \$680,000 while also increasing remissions from 11.4% to 12.4%. A Tuition Open Forum will take place on 5 March.

Foster expressed that he has heard complaints from students about online tuition being more expensive than traditional classes. One of the reasons is because the online rate is the same for all students (i.e., resident and non-resident) so the university ends up bringing in fewer tuition dollars when non-residents take online courses.

8. Capital Budget Report: Michael Smith, Facilities Services Director

Smith shared the priorities for the capital budget. The list is as follows:

- | | |
|-----------------------------|--------------|
| 1. Old Education Building. | \$15 Million |
| 2. New PE Building | \$15 Million |
| 3. Health Sciences Building | \$20 Million |
| 4. APSC | \$10 Million |
| 5. Rice Auditorium | \$10 Million |
| 6. McArthur Stadium | \$10 Million |

The master plan revision is currently underway and will help shape these priorities. Questions were raised regarding how the priorities were

determined, which connects back to the request made to the UC re: the alignment of committees and the establishment of shared priorities.

9. Education and General Expenses (E&G) Budget Projections: February through 30 June

The UBC ran out of time to discuss this item.

10. Report: Process Redesign

The UBC ran out of time to discuss this item.

11. Adjournment

The meeting was adjourned at 4pm.



Western Oregon UNIVERSITY

DATE: 13 FEBRUARY 2018

TO: PRESIDENT'S CABINET AND UNIVERSITY COUNCIL

FROM: KATHERINE SCHMIDT, UNIVERSITY BUDGET COMMITTEE CO-CHAIR

RE: ALIGNING PRIORITIES AND BUDGET INITIATIVES FOR 2018-19

The University Budget Committee (UBC) first convened on 27 April 2017, which was ten months ago. During this inaugural review cycle, UBC reviewed 23 budget-cut proposals that had been selected and forwarded by the President's Cabinet.

Because the university strategic implementation planning process was not yet complete last year, UBC was given no criteria for prioritizing these proposals. Aside from cost cutting as an obvious objective, UBC'S ability to evaluate and prioritize was limited. Additionally, the proposal forms did not require sponsors to submit supporting data and impact reports, which further limited the committee's review. Thus, UBC evaluation of the proposals became simple, based on the values of its members: we made the protection of livelihoods the priority.

This year, UBC is about to consider initiatives, during a time when no new monies exist. With the recent change in F&A leadership, UBC is ready and poised to complement the work that is being done by the President's Cabinet and University Council. However, we need guidance.

The 5 Institutional Priorities and 87 Strategic Initiatives are, of course, too broad to serve as budget-decision criteria. It is my understanding, however, that the University Council has been working in teams to create goals, action steps, and timelines that address strategic priorities. If this is correct, we need your work to inform our work.

On behalf of the UBC, I am requesting the following from the President's Cabinet and/or the University Council:

- budget guidelines that identify the most important priorities/themes/action plans for implementation over the next two years.

Explicit direction from the President's Cabinet and University Council will enable the UBC to move forward with confidence, prudence, and strategy.