

## University Budget Committee

March 2, 2018

2-4 PM

RWEC 104

### MINUTES

#### 1. Call-to-order

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

Present: Ailyn Angel, Camarie Campfield, Dan Clark, Reina Daugherty (Assistant), Michael Ellis, Tina Fuchs, Richard Kavanagh, Jay Kenton (Co-chair), Malissa Larson, Randi Lydum, Katherine Schmidt (Co-chair), Laura Tierney, Judy Vanderburg

#### 2. Approval of 23 February 2018 Minutes

The minutes were approved as is.

#### 3. Report: Ailyn Angel, ASWOU

Angel shared updates from ASWOU related to officer elections, IFC, and the Oregon Students of Color conference. She also shared that the Tuition Advisory Committee is in support of the recommended tuition increase, as long as the agreed upon amount is added to the fee remissions budget to support first generation, low income, and other underrepresented students.

#### 4. Update: VPFA Search Process

Schmidt encouraged people to nominate themselves or others for the VPFA search committee. She emphasized the important role this committee will play in choosing our next VP.

#### 5. Discussion: Committee Terms

Schmidt asked if the terms that are expiring this year should be renewed since the committee is incipient. She recommended moving Ellis' position to a staff senate designee and removing Roman's seat or reclassifying it to be a Foundation seat. Schmidt will privately contact members whose terms are expiring to see if they are interested in continuing for another 2-year term. Faculty senate executive committee has approved of the one-time

renewal and staff senate will be consulted before the next meeting.

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

A new section has been added for proposals that could potentially be funded incrementally. Monahan has agreed to write instructions for the form. Schmidt gave a demonstration of the online faculty development requests as an example of how the new budget proposal forms could look and function. Schmidt and Kavanagh will continue discussing the form in detail. Fuchs shared that she has been looking at an online form for medical withdrawals that might also work well for this purpose. Ellis added that the document management program that we already have on campus can do this as well; we simply need staff time available to work on it.

Schmidt announced that the budget that is being drafted includes a 16% increase to student wage budgets to make up for the minimum wage increases that have occurred. Schmidt also shared that she has been documenting tasks that need to be followed up on in a document in the team drive folder.

7. E&G Budget Projections: February through 30 June (carry over from 23  
February)

Kenton showed the latest E&G budget projection. It shows a projected net revenue of over two and a half million dollars. We are constantly learning more about our financial state through the budget hearings that are currently taking place.

8. Report: Process Redesign

Kenton discussed upcoming changes to the budget process and addressed questions and concerns that people had. Kenton suggested that we should publish productivity data, such as credit hours, degrees, and faculty by department. He explained that many of our systems are from the 90s and many processes are designed to say “no” to things. We need to be a learning organization where people feel empowered to try new things and are allowed to make some mistakes along the way in order to learn from them.

Schmidt and Larson expressed concerns about having small departments that don’t have vacancy savings to fund searches. Kenton explained that departments can keep positions vacant a little longer in order to acquire vacancy savings to use. Another option is to use savings from other departments in the same division. Schmidt also shared that paying sick time for student wages also presents a challenge for departments with small budgets. Since the sick time is retroactive, student employees can start work in the department and be owed sick time that has been accumulated previously. The department has to

pay the sick time on top of paying someone else to cover the shift.

The UBC has read, understands, and accepts the new E&G budget process and authority.

Kenton went on to provide updates on other processes that are changing, including registration holds, travel, purchasing, recruiting, and NSF checking, among other things. The overall idea is to have quick processes so that we can reasonably get through all of our work with the number of employees we have. With these changes, our processes should become more effective and efficient and employees will have more responsibility and accountability. The changes will be announced to campus soon.

Schmidt shared that students cannot make payments with a debit/credit card at the business office and also that students don't have a way to pay for their textbooks while they are waiting to receive their financial aid. Perhaps the university could consider creating a process for students to charge textbooks to their accounts, or pursue other options to remove this barrier for students.

#### 9. Process Discussion: Course Fees

The committee ran out of time to discuss this item.

#### 10. Adjournment

The meeting was adjourned at 4:14pm.