

## **University Budget Committee**

April 4, 2018

2-3 PM

RWEC 101

### **MINUTES**

#### **1. Call-to-order**

The meeting was called to order at 2:04 p.m.

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

#### **2. Approval of 2 March 2018 Minutes**

The minutes were approved as is.

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

Guzman was not in attendance.

#### **4. Update: VPFA Search Process**

Some applications have started to come in. The search firm has had a couple of conference calls with WOU. So far, there are four UBC members who will be serving on the committee.

#### **5. Process Update: Financial Aid for Purchasing Textbooks, Camarie Campfield**

Campfield shared that the business office and financial aid office came up with an agreement for vouchers that can be used to charge textbooks to a student's account before financial aid money is disbursed. The voucher can be picked up at the financial aid office or business office, once the staff verify that the student is eligible. The voucher will have an expiration date and typically has a limit of \$700, but can be used for more, when legitimately needed.

Schmidt asked Campfield to coordinate with the Bookstore, Financial Aid, and the Business Office to post

information regarding vouchers in a student-centered manner.

## 6. Process Discussion: Reviewing and Prioritizing Initiatives

The committee discussed the benefits of having a more focused lens for looking at initiatives versus a more broad approach. One challenge is that the proposals simply state what part of the strategic plan they are related to, but they don't articulate or defend the connection. An additional challenge is that only one sponsors provided a budget justification for a big ask, and the initiative appeared to be penalized for its clarity when looking at the recommended funding in relation to another big ask that provided no budget justification. Schmidt would like to see the largest Tier 1 proposals (i.e., over \$100,000 for a total of 5 proposals) be required to put a budget justification together for this cycle.

Kenton provided more detail on how the cabinet decided to recommend certain proposals. He shared that the VPs defended the requests from their unit that they felt were most important at this time. There was a focus on initiatives that support fundraising efforts or diversifying revenue. Other initiatives moved forward because they are budget neutral or don't require new money.

Kenton suggested that in the future it might be beneficial to first ask sponsors for an abstract to get an idea for the proposal and then from that select the ones to move forward. At that point, those sponsors could be asked for more complete information that is needed in order to make a decision.

Fuchs pointed out that the committee does not necessarily have to have a target amount to aim for because it is still unclear what the budget will be since enrollment, tuition rates, and bargaining are still up in the air. One option is for the committee to present President Fuller with their input in narrative form.

The committee discussed what type of requests come to the UBC versus being dealt with directly by administrators (i.e., initiatives versus operation needs). In the future, the UBC would like to focus entirely on strategic initiatives rather than on operational business needs.

Schmidt and Kavanagh will indicate on the spreadsheet which proposals need to be reviewed and discussed by the committee. They will also create a google group for sharing commentary. Everyone should review the 13 proposals and provide feedback. People can also make arguments for non-Tier 1 proposals.

## 7. Adjournment

The meeting was adjourned at 3pm.