

**Budget & Planning Committee**  
**April 15, 2020**  
**Minutes**

Present: Walter Szeliga, Elvin Delgado, Aimée Quinn, Kathy Whitcomb, Paul Knepper, Stephen Stein, Roxanne Easley, Ian Loverro, Ken Smith, Chad Wassell, Jim Johnson and Eric Cheney.

Absent: Lad Holden

Guest(s): None

Meeting was called to order at 10:04 a.m.

Aimee moved to approve the agenda. Kathy seconded and agenda was approved.

Paul moved to approve the March 4 minutes. Aimée seconded and minutes were approved.

BASC - Kathy reported there is a BASC meeting today and Lad or Kathy will not be attending. Kathy is writing a letter on behalf of ADCO as they have voted to withdraw their membership on BASC as well.

PBAC – Roxanne and Walter reported that Patrick has developed a tool to forecast changes from money coming in for CARES Act and student housing fees. He can vary the numbers by different amounts. With a series of cost savings measures, federal money, the institution should be up 130K at the end of the fiscal year. They built this to predict future based on several different scenarios including state appropriation potential and housing contracts. In 2007-08 the state decreased CWU budget by 5%. It is possible that the Federal money received could be deducted from any appropriations by the state. The different scenario forecasts have the institution from a positive million to a negative 32 million depending on the scenario. Currently, the picture seems to be fairly optimistic. Central will be able to honor the bond obligations and break even this year without furloughs or layoffs. No timeline was given for when the financial emergency would be lifted. Walter indicated that the BOT did receive the BPC letter. The Executive Committee signed a statement supporting the BPC letter. The President indicated that it had an impact on the BOT.

President has adopted three budget model changes. SCH will follow instructor, 100% goes to college of instruction, and waivers. Kathy indicated they had a discussion regarding developmental as well. Developmental isn't be included in the SCH formula. However, there is movement to put the developmental courses back under academic colleges. If they don't include the SCH that would be a problem. President approved the putting the additional deans and enrollment management on the BPAC committee as members. PBAC talked a little about the state supplemental funds. All of the supplemental funds have been vetoed except the security based funding. By July, the legislature will reconvene to review the budget again. Central may or may not receive other funding until then.

COVID 19 budget issues - What do we do next? Paul indicated that departments still have issues with resources to continue on with instruction from their homes. Online scenario may continue on longer than originally anticipated. Two faculty live in remote areas and have internet issues. Hot spots were available, but they are giving them to students first, now they are out. Something needs to be figured out better about the freeze on spending. It doesn't allow for retention or promotion, recruitment of programs. If classes need to be all online in the fall, departments need to contribute to orientation and recruit over the summer. Departments need to get new students to the university, and everything can't be frozen and decisions made by other individuals. COTS budget committee had decentralized the budget and now all of that has stopped. Budget now are being centralized through the colleges. The committee talked about

framing what are absolutely short term needs. What are things we have to or need to teach in the next three months? Ken indicated a new structure will come from the new president. The committee talked about a joint meeting with Lynn and new Provost to have a discussion about where we are and here is what we are working on.

The committee brainstormed some of the immediate needs and/or concerns:

1. Electronic/technology needs of faculty to be able to teach online effectively
2. Summer recruitment
3. Use of personal telephones and other resources to do university business
4. Library funding for ebooks and online resources
5. NTT faculty
6. Physical safety issues for work
7. Office equipment (office chairs can these be temporarily taken from University)
8. Ethics laws around use of personal resources

Academic departments are being asked to review every line item in all of their budgets and report this information to the Deans. Departments are being told to not to under forecast as they will not receive the additional money, but also being told to not over forecast. Deans are indicating that they will be sweeping funds not used. Professional development funds are being rolled over into next fiscal year.

ADCO sent a letter to the BOT asking them to release the financial exigency. Eric will send the ADCO letter to Roxanne to forward to the committee.

Meeting was adjourned at 11:12 a.m.