

**Budget & Planning Committee  
Minutes  
November 15, 2017**

Present: Cody Stoddard, Sathy Rajendran, Aimée Quinn, Kathy Whitcomb, Paul Knepper, Stephen Stein, George Drake, Ian Loverro, Ken Smith, Michael Young, Lad Holden, Kathy Temple, Duane Dowd and Jim Johnson

Absent: None

Guest(s): None

Meeting was called to order at 10:05 a.m.

Discussion about outside consultants. Aimée agreed to do a summary about the research she did last year on this topic.

Agenda was approved as presented.

Ian moved to approve the November 1, 2017 minutes. Aimée seconded, and minutes were approved as amended. 1 abstention

BEC report – The Budget Executive Committee (BEC) met yesterday. The focus was the approval of the S&A supplemental requests. \$200,000 for supplemental requests. One request was from the Music department for \$92,000 for the orchestra to play at the Kennedy Center. This request passed after a lot of discussion. One issue that came up is that class fees are a minuscule compared to the S&A fees, athletic, SURC fee, etc. Provost Frank indicated that BEC isn't the appropriate place to have this conversation. An updated forecast on the budget was presented. Normally CWU has 1-1.5 million left at the end of the year, this year they are projecting .5 million or less.

Several questions came from this report: Can administration tell us how much slack there is in the budget? How much uncertainty? With this information can they give assurance to the dean's what their budget will be each year? Maybe the Provost and Joel could answer these questions.

Another discussion was regarding the associate deans. Are the associate deans the budget manager that is responsible for giving information and transparent decision process or is it the dean? Reporting is different than decision making. CEO vs CFO role.

The MOU issue on how colleges swap resources was discussed at this meeting. Administration is trying to address some of those questions on changing how we track the funds. Currently it is on the prefix on the course and they are trying to shift to follow the faculty. There is a concern about those that teach courses that are outside of academic areas. Some areas are: Teacher Ed and COTS, Music instructors and Ed, DHC and UNIV 101 would also fall into this area. Andreas Bohman did not do a computer replacement update at this meeting. He is wanting to implement this program soon. He is drafting a policy and they are going to circulate this soon. The draft of that policy should come before BPC.

Request to Provost and Joel to show the percentage of overhead over for the past three years.

Pre-planning memo - Change the spelling of David's name. David Pena-Alfaro, Associate Director of Financial Planning & Analysis.

Some additional comments:

How do we respond to the current budget situation?

Concern about Gen Ed and the uncertainty of the budgeting process.

How CWU RCM is a "dumb" allocation model and driving everything through a static model.

How is the model driving the system? Hard to see the value statements within the current model. We want a "smart", thoughtful, central specific way of offering programs at CWU.

The overhead percentage is also an issue, RCM/ABB only comes into play within the four academic colleges. The pressure of the model is the same just maybe not as high as if there were more money.

One potential request is to get 6-7 years of overhead numbers. How much was allocated to the colleges and what was the percentage. It was suggested that the committee should review the information for the budget summits before it goes out to campus, so can the committee provide feedback and ask for additional information.

A question was asked if Faculty Senate could hold their own budget summits and get numbers that made sense for faculty. These summits could talk about things that the others aren't.

One comment that has been made by the Provost is that student retention is down. The larger picture of retention that has been lost and could be potentially attributed to budget decisions being made at the college and/or department levels.

Subgroups: The committee talked about developing subgroups to discuss some of these issues.

How is the University mission and model align with the budget model?

What are the overhead numbers?

Have 3-4 questions that the BEC subgroup representatives ask for consistency.

Message consistency. Reaching out to those on BEC and sub committees. Getting all of those in a room and come up with a consistent message within those meeting. (Cody, Jim)

Subgroup look at good numbers for overhead. (Ian, Ken)

Subgroup to do more talking with college budget committees. Was suggested to get minutes of college budget committees to see how they are functioning and how we can help them. (Duane, Sathy, Paul)

Subgroup - wider feedback Gather some good stories to help sell things. (Kathy W)

Kathy will put the groups together and assign those that did not volunteer. Aimée and Stephen said put them wherever.

Meeting was adjourned at 11:51 a.m.