Budget and Finance Committee
Tuesday, October 15, 2013
1:00 – 3:00 p.m.
Barge 412
MINUTES

EX-OFFICIO MEMBERS PRESENT: G. Clark, S. Baird, C. Williams, E. Day, K. Young, M. Cziske, E. Cheney, M. Bouillon

APPOINTED MEMBERS PRESENT: L. Euster, M. Palm, J. Klucking, S. Thompson, J. Swiney, R. Byham, S. Jonassen, P. Cutright

ABSENT: J. Wittman, R. DeShields, V. Henry, C. Huss

GUESTS: Sarah Swager, Tamara Wolford

AGENDA
1. Action Item – Approval of September 17, 2013 Minutes. Minutes approved.

2. Informational and Action Item – George provided a brief overview of the initial budget assumptions and John Swiney followed up by outlining the tuition waiver process, budgets and descriptions of various types of waivers available at CWU. Two new criteria’s were added to CWU tuition waiver procedures; International Internships for $30,000 and Domestic Internships for $10,000. Patricia Cutright moved to accept the additional waivers be added to the 2014–2015 plan. Matt Cziske seconded the motion. Motion carried.

3. Informational Item – John Swiney provided an update on the enrollment numbers. Transfer students are the same as last year at 1350, continuing students are down by 230 and the overall headcount is down by 211, of the 211 every one of them lost their financial aid for one reason or another.

4. Informational Item – George provided an update of the October Board of Trustees meeting. He is pleased to report that across the board salary increases for faculty were approved. The BOT approved President Gaudino’s 3% exempt salary action which was consistent with the CWU exempt staff increase guidelines.

5. Sharon Jonassen provided information on two items brought forward from the Services and Activities (S&A) Fee Committee.
   a. Informational – At the October 9, 2013 S&A Fees Committee meeting the 2013–2014 supplemental spending budget of $275,000 was approved.
b. Action – The S&A Fees Committee recommend approval to increase the base budget funds by $29,390.25 for S&A providers to accommodate mandatory pay increases for exempt staff, which were approved in July after the base funding allocations were approved. The mandatory fee increase was unknown in December when base budget initial requests were required to be submitted. Matt Cziske made the motion to approve as requested. Melanie Palm seconded the motion. Motion carried.

6. Informational Item – Shelly Baird provided a document updating the Committee on the request made for Fiscal Year 2014 Supplemental Capital Budget.

7. Action Items – Tamara Wolford presented two policies and one procedure for approval. John Swiney motioned to approve policies CWUP 5–80–010, Criteria for Fee Changes and 5–80–020, Intent of State Support Course Fees and procedure 2–10–030, Requesting Establishment of or Alterations to a Fee as written. Patricia Cutright seconded the motion. Motion carried.

Meeting adjourned at 2:10 p.m.