Budget and Finance Committee  
Tuesday, April 14, 2015  
2:00 – 4:00 p.m.  
Barge 412  
MINUTES

**EX-OFFICIO MEMBERS PRESENT:** George Clark, Joel Klucking, Shelly Baird, Ken Young, Matt Cziske, Nick Shuey, Katharine Whitcomb, Robert Perkins

**APPOINTED MEMBERS PRESENT:** Lisa Euster, George Drake, Keith Salyer, Skye Field (representing Melanie Palm), Patricia Cutright, Karen Hamel, Richard DeShields, John Swiney, Chris Huss, Sharon Jonassen, Tracy Pellett

**ABSENT:** James DePaepe, James Avey, Kathy Temple, Ashlie Crawford, Stuart Thompson, Dorothy Chase,

**GUEST:** Lene Pedersen, Sarah Swager, Adrian Naranjo, Grace Wang

**AGENDA**

1. **Action Item – Approval of March 17, 2015, Minutes. Approved.**

2. **Informational Item – Shelly Baird distributed material and provided a brief update on the operating and capital budgets.**

3. **Action Item – Sharon Jonassen presented the S&A Supplemental Fee requests – Matt Cziske made the motion to approve the S&A Supplemental Fee requests. Richard DeShields seconded. Motion carried. Total request – $6,089.44.**
   
   a. **Supplemental Funds were approved to support the ASCWU Annual Concert. The ASCWU Vice President of Student Life and Facilities requested funds to start an annual Spring Concert. With the collaboration of different departments, they plan on being able to obtain enough start up cash to fund this year’s concert and use the proceeds for the next year. This concert will help instill more pride and tradition on campus through the creation of annual events. The approved request from S&A Supplemental Funds – $5,630.**
   
   b. **Supplemental Funds were approved to support travel expenses for 5 students from the Observer and Pulse to attend the Society for Professional Journalists Regional Conference in Spokane, WA on April 10–11, 2015. At the conference the students will meet with professional journalists, learn about their chosen profession and ways to improve CWU’s student media. The approved request from S&A Supplemental Funds – $459.44.**

4. **Action Items – Tracy Pellett provided an overview of the academic fees proposed for implementation during the 2015–2016 academic year. The course fee proposals were reviewed in relation to their conformity to criteria as outlined in CWUP 5–80–020 and CWUP 5–80–010. Specifically, all course fee requests required individual spending plans and itemized expense justification. In addition, a review of fund balances (for three years) were conducted. If existing fee fund balances exceed 10% of the average of the last three years’ revenues, further justification for carryover was required. All academic course fees were reviewed by the Associate Provost and Academic Finance Manager and those approved were forwarded to Budget and Finance Committee (BFC) for further review.**
During the 2015–2016 academic year, there were 203 fee actions (new, increases, decreases, eliminations, or reinstatement) submitted. Of the 203, 88 (43%) were recommended to the BFC for further review while 115 (57%) were not. This compares to 274 fee actions submitted and 174 (64%) being recommended to the BFC during the 2014–2015 academic year. Thus, the percentage of fees recommended to the BFC decreased by 21% comparing the 2015–2016 academic year with 2014–2015.

Of the 88 fees recommended to the BFC for 2015–2016, 53 (60%) were new, 30 (34%) were increases to previous fees, 2 (2%) were decreases, 2 (2%) were eliminations and 1 (1%) were reinstatement (all percentages are rounded). Of the 53 new fees, 23 were applied to FlexIT courses and pertained to a performance evaluation penalty that would affect very few students. The College of Education & Professional Studies had the most new fees and/or increases (46% of total) while the College of Art & Humanities followed closely (32%). The College of Business submitted no fee actions.

Of the new/raised fees, 63% are related to consumables goods replacement, specialized equipment/software licensing or field-trip costs while 37% are related to services (i.e., testing).

The academic course fees were approved as presented with the exclusion of the two new OISP fees (International Student Activities & Programming Fee and the Incoming International Students & Education Abroad/International Travel). Ken Young made the motion to approve. John Swiney seconded the motion. Motion carried.

5. Informational Item – The terms of three appointed position will expire on June 30th, 2015, Enrollment Management, Student Services & Activities Fees, and the President’s Division. These positions are currently held by John Swiney, Sharon Jonassen and Karen Hamel, all three have accepted their reappointments to another three year term, July 1, 2015 – June 30, 2018.

6. Action Item – Shelly Baird made the motion to approve the changes to the Endowment Investment Policy CWUP 2–10–100. The policy has changed the 7–10 year bond purchase percentage from 10% to 0%. Richard DeShields seconded. Motion carried.

7. Information Item – George Clark reminded the Committee that we will meet for a special meeting on May 4th to hear the preliminary RCM presentation that will be brought forward by the Faculty Senate Subcommittee.

He made the request to Karen Hamel to prepare an Athletic Department and University Advancement/Development Office Analysis to be presented at a future meeting.

Meeting adjourned at 3:28 p.m.