

Senate Budget & Planning Council
Minutes for September 11, 2014
UC 202

Members present: J. Matthew, H. Wilder, J. Mohlman, J. Pinkston, B. McClosky, KwangJoo Koo, S. Bolyai (administrative rep)
Absent: D. Miller, J. Lee

Meeting convened: 11:20 am

- Charges from the Faculty Senate were read to the council by Senate Vice-Chair S. Dinan. In addition to the standing charges, the council was asked this year to:
 - *Vet the Fall Budget report in conjunction with the Planning Council, and report to the full Senate in timely manner and report to the FS on 10/28.* S. Bolyai pointed out that he will be holding a town meeting in which the budget will be presented to the entire WPU community, and that this may suffice for this charge. S. Dinan will talk to the executive committee about this.
 - *Presentation on the changes on the way the departments are working with their budgets. Please consult the Chair's council, and please come to the Senate with recommendations and report to the FS on 12/9.* H. Wilder will contact P. Winslow when she is back from vacation to start setting this up. This would be a generic 'budget process' presentation given in the fall (before actual department budget assumptions are available) as a way to help chairs and academic program directors understand the process that will take place in February.
 - *Co-sponsor an information on the budget process with the office of Vice President Bolyai.* This will be part of the information session given in February 2015 by the Budget Office in February to help academic chairs and program directors develop budget requests.
 - *It is recommended that the council continue to help faculty and staff understand the targeted strategic plan goals and the need to align budget requests with these particular goals in mind.* Council members were reminded that they are the liaison for their respective units, and as such, are asked to report information discussed at council meetings to their peers as well as bring back concerns, questions, feedback from their peers to the council.
- H. Wilder was elected as chair of the council by a vote of 5-0.
- J. Matthew asked about the item included on the council's end-of-year report to invite Pam Ferguson to a council meeting and ask her to report on Institutional Advancement efforts and accomplishments as well as accomplishments of the William Paterson University of New Jersey Foundation in order to understand the impact of this office on the budget in general, and on the financial burden carried by many WPU students in specific. H. Wilder will contact Ferguson to set something up.

- Resources available on the web were discussed including:
 - <http://www.wpunj.edu/budget/> - from here you can get to the state budget request, budget calendar, budget development resources, etc.
 - <http://www.wpunj.edu/capital-planning/> - which includes information and updates on current construction, etc.
 - <http://www.wpunj.edu/ira/FACTBOOKS/factbooks.dot> - Fact Books from IR&A with information about student enrollment, etc.
 - <http://www.wpunj.edu/president/annual-report-2014.dot> - annual report released by the Marketing & PR dept.

Meeting adjourned: 12:15pm

H. Wilder, Minute taker