

**Budget and Planning Council**  
Tuesday, October 11, 2022 – 11:00 AM  
via Zoom <https://wpunj.zoom.us/j/99521684308>

**Meeting Agenda**

1) Charges for Academic Year 2022-23 – presented by Senate Vice- Chair Carrie Hong

Senate Vice- Chair Carrie Hong charged the council. She explained the standing charges and the priority charges for this year. She stated that the priority charges are recommended by the council, the Senate Executive Committee, and the Administration, so the council can focus on concrete items and achieve the objectives for the

**Standing Charges:**

1. Recommend University budget policy and overall direction.
2. Advise and prioritize in matters related to institutional planning and finance.
3. Examine and review the institution’s proposed budget.
4. Work with the administration in resolving fiscal concerns.

**Committee Charges 2022-2023:**

1. Work with the administration in establishing the budget for each fiscal year.
2. Determine fiscal priorities for the budget based on the university’s mission and core values.
3. Work with the Vice President for Strategic Initiatives and University Relations to prepare a clear report of the 2021-2022 budget status at the university to be presented to the Faculty Senate.
4. Work with the administration in reviewing fiscal impacts of Academic Partnership (AP) on the university budget.

Meeting discussion raised these issues to C. Hong.

- a. Budget experts: A member stated not all council members have backgrounds in budgeting. C. Hong suggested that the council can invite experts on campus to the council meetings.
- b. Standing charges: A member questioned what Standing Charge #1 (Recommend University budget policy and overall direction) means.

- c. Budget information: Several members shared their concern that the council did not receive budget information in a timely manner.
- d. Budget conversations: A member asked a process of the council's engagement in the budget conversations with the Administration. A member pointed out that the results of budget conversations should relay back to the council.
- e. AP Contracts: A member asked if the council could see the AP Contracts. W. de Veyga will follow up on the council's access to them. A member also asked about the council's involvement in the process of negotiating new contracts with AP.
- f. Lack of budget information: Several members shared their concern that the council has limited access to the budget information.
- g. Review of the previous budget: Members discussed the value and outcomes of 'postmortem' review of the university's budget status.
- h. de Veyga, asked for a clarification regarding charge #3. Council members asked whether there is need for a person from faculty who understands budget. Hong noted Council can invite anyone to review budget with the group. Someone with a finance background. Clarification of what the meaning and expectation of establishing the budget. Hong noted that ideas of setting fiscal priorities. Concerns about the presentation of the fiscal presentation.

Members raised fiscal concerns regarding Academic Partnerships and what the contract contains. Will has taken the task of inquiring about the AP contract.

Hong noted minutes need to be sent to Senate Secretary, Linda Ricupero, within two weeks of the meeting.

Availability of budget information prior to the final budget is decided. Is the faculty reactive or provide some questions and concerns regarding the proposed budget.

Council webpage: Check the senate Council webpage for archived documents.<https://www.wpunj.edu/senate/faculty-senate-councils.html> Senate Secretary: Linda Ricupero ([ricuperol@wpunj.edu](mailto:ricuperol@wpunj.edu))

Attendance policy: If the council member has 3 absences, please notify me.

Tim Lever will be departing institution. Clarification sought on how the administration plans to outline the involvement of the faculty senate budget council. Committee seeks clarification on when the budget is finalized. Question of at the table versus a review of proposed budget priorities. Example of the AP contract used: will the contract be reviewed post signature or will there be input and review of language prior to signing.

Importance of clarification of what the expectations

Will de Veyga provided budget links to past

<https://www.wpunj.edu/budget/operating-budget.html>

<https://www.wpunj.edu/budget/budget-forums.html>

- 2) Elect Chair of Budget & Planning Council 2022-2023  
Siamack Shojai was nominated and James will reach out to inquire whether there is interest.
- 3) Old Business
  - a. Chief Financial Officer, Tim Lever, is leaving the institution. de Veyga noted a search will commence for the position.
  - b. Budget Forum Presentation and any additional questions of need for further details.
  - c. What are we reviewing the contract to determine? How to negotiate more parts that are filtered to department. Enrollment? How is enrollment per year? How much has it grown?
- 4) New Business  
Next meeting is scheduled for November 15 at 11:00 AM.
- 5) Adjourn

Submitted by,  
C. Hong and J. Matthew