April 11, 2016

To: Dean Van Galen, Chancellor
116 North Hall
University of Wisconsin-River Falls

From: James Graham, Chair
Faculty Senate
University of Wisconsin-River Falls

Re: UWRF Faculty Senate Motion 2015-16/69

The motion below, with amendments (noted in red), was passed with 15 in favor, 4 opposed, and 2 abstentions as follows by the Faculty Senate on April 6, 2016:

A motion from the Faculty Senate Exec to create the following Budget Process Review Task Force:

**Budget Process Review Task Force**

**Charge:**

The *Budget Process Review Task Force* will have the following objectives:

1. Review/learn about major aspects of the university’s GPR/tuition operating budget, such as:
   - Our campus’s budgetary relationship and role with respect to the State of Wisconsin and the UW System;
   - Policies pertaining to acceptable uses of GPR funds;
   - The relationship between enrollment, tuition target, and resources available to the campus;
   - Policies, processes and practices for campus budget management, including the annual budget request process (and the associated Budget Review and Recommendation Committee), funding of strategic plan requests, the “central pool”/reallocate, year-end carry over funds;
   - The roles and responsibilities of the university budget office and budget managers across the campus, including the information made available to budget managers and unit leaders (primarily through WISDM);
Current processes for communication of budget decisions to campus stakeholders.

2. Gather additional input and feedback on budget-related questions, ideas or concerns from key constituents on campus including division/college unit heads, “front line” budget managers, and others as appropriate, using the tools/format deemed most efficient (informal discussion, survey, email exchange, etc.).

3. Make recommendations for improvement in the areas of budget-related communication, training, clarity of responsibilities, and transparency – bearing in mind that the staffing levels in the university budget office and across campus are lean. Some questions to address might be:
   - Regarding the annual budget request/review process, what elements in the process flow are working well, and are there recommendations for change/improvement?
   - With respect to communication of budget information, processes and decisions, how can this be improved? What role should be played by the Chancellor, members of Cabinet, the academic Deans, and others?
   - How can we ensure that there is sufficient on-going understanding of the campus budget, along with a high level of transparency in our budgeting and resource allocation processes?

Work Product:

A written report that provides observations and recommendations submitted to the Chancellor and the Chair of Faculty Senate by August 1, 2016, and a presentation to campus interested persons in fall 2016. The Task Force will sunset at that point.

Task Force Composition:

- Assistant Chancellor for Business and Finance/Chief Business Officer (convener)
- Two representatives appointed by Faculty Senate
- One academic Dean or Associate Dean appointed by the Provost
- One non-academic unit director (with significant budget responsibility) appointed by the Chancellor
- One student representative appointed by Student Senate
- One University Staff representative appointed by the University Staff Council

Notes and Caveats:

- The work of the Budget Process Review Task Force does not include:
  - Review of academic programs or curricular matters.
  - Analysis of how resources are currently allocated at UWRF.
  - Identification of new funding sources.
- Senior Institutional Planner Wendy Helm is available to support the Task Force with process mapping and related expertise.
✓ Approved

Disapproved

Dean Van Galen, Chancellor

4/13/17 Date