

## Process Development & Policy (PDP) Meeting Notes

Wednesday, February 28, 2018, 11 AM – 12:30 PM HH 1160

### Members:

- |                                      |                    |  |   |
|--------------------------------------|--------------------|--|---|
| ✓ (Co-chair) Ruth Johnston           | ✓ Daniel Jacoby    | ✓ Phil Akers                           | ✓ (staff) Segan Jobe                          |
| ✓ (Co-chair) Sandeep Krishnamurthy   | ✓ Ed Buendia       | ✓ Pierre Mourad                        | ✓ (staff) Steve Walline                       |
| <input type="checkbox"/> Alka Kurian | ✓ Elaine Scott     | <input type="checkbox"/> Sarah Leadley | <input type="checkbox"/> (staff) Uma Raghavan |
| ✓ Beth Beam                          | ✓ Emily Christian  | <input type="checkbox"/> Shari Dworkin | ✓ (CCPB) Linda Watts                          |
| ✓ Bruce Burgett                      | ✓ Gowri Shankar    | ✓ Susan Jeffords                       |   |
| ✓ Casey Mann                         | ✓ John Kim         | ✓ (staff) Amanda Kim                   |   |
| ✓ Christian Adams                    | ✓ Jonathan Cluts   | ✓ (staff) Adrian Sinkler               |   |
| ✓ Cinnamon Hillyard                  | ✓ Kendra Yoshimoto | ✓ (staff) Eleonora White               |   |

### Agenda:

	Topic	Discussion	Recommendations / Follow-up	Person Responsible
<b>Welcome &amp; Updates</b>	<ul style="list-style-type: none"> <li>Financial Forum, April 10, 9:30 – 11, NCEC</li> <li>FY19 Provost' Budget Narrative Request</li> <li>UW Seattle Administrators' Council</li> </ul>	<ul style="list-style-type: none"> <li>Moderated by Casey Mann</li> <li>Q&amp;A Session: send ideas for topics in advance; E.g. tri-campus budget priorities</li> <li>Provost Baldasty unable to attend, but available to speak to UWB campus about budget May 31</li> <li>Modified- RCM FAQ materials attached</li> <li>Meeting with Provost Baldasty scheduled for March to review UW Bothell's narrative</li> <li>Discussion topics: Capital projects, debt prioritization and how to leverage partnerships</li> <li>New VP of Finance, Brian McCartan, introduced and will visit UWB on April 18</li> </ul>	Send Financial Forum topics; they will also be requested through program announcement	PDP
<b>Revised Budget Calendar</b>	<ul style="list-style-type: none"> <li>Updated Draft Budget Calendar</li> </ul>	<ul style="list-style-type: none"> <li>Space planning to be added</li> </ul>	Review and send feedback by 3/23	PDP

	<b>Topic</b>	<b>Discussion</b>	<b>Recommendations / Follow-up</b>	<b>Person Responsible</b>
<b>Overhead</b>	<ul style="list-style-type: none"> <li>Overhead set at 10% for Seattle services at UW Bothell and UW Tacoma</li> </ul>	<ul style="list-style-type: none"> <li>This percentage has not been reviewed in 20 years</li> <li>UW Bothell already paying more than 10%</li> <li>Other fees may be added</li> <li>Discuss with UWS when appropriate</li> </ul>		
<b>Discussion: Financial Measures</b>	<ul style="list-style-type: none"> <li>What does fiscal health mean to UW Bothell?</li> <li>What metrics should we adopt to measure fiscal/financial health?</li> </ul>	<ul style="list-style-type: none"> <li>Balanced budget with reserve funds at right level</li> <li>Agree on cost of “delinquency” including barriers and boundaries</li> <li>Thriving vs. surviving</li> <li>Benchmarking with other institutions</li> <li>Salary levels</li> <li>Room for growth</li> <li>Ability to meet mission, i.e. student success</li> <li>Planned vs. actual spending</li> <li>Fundraising/donation levels</li> <li>Efficient/effective use of resources</li> <li>Cost-shared positions vs. others</li> <li>No deficits</li> </ul>		
<b>P2I Update</b>	<ul style="list-style-type: none"> <li>Faculty Metrics Web Dashboard Live</li> <li>Curriculum Planning Tool</li> </ul>	<ul style="list-style-type: none"> <li>Migrated from Power BI</li> <li>Financial impact of faculty composition ratio to be integrated</li> <li>Faculty FTE distribution by course level can be considered</li> <li>Only GOF/DOF budgets included</li> <li>Possible inclusion of fee-based layer in next iteration</li> <li>Actual sections taught are from previous year, courses listed in tool are courses taught during previous three-year period</li> <li>Goal: have a working tool and process by end-2018</li> </ul>	<p>Verify data in Dashboard before deployment; Possible process changes for payroll data entry</p> <p>Create mock plan and provide feedback for next version</p>	<p>P2I</p> <p>Unit Curriculum Planners</p>

**Next Meeting:** March 29, 2018 – 1:30 – 3 PM in DISC 464