November 29, 2005, 11:00 am, UW2 327

Present: Steve Collins, Kevin Laverty, Carol Leppa, Alan Leong, Kathleen Martin, Clark Olson and Bill Seaburg

Guest: Tom Bellamy

Announcements:

Steve announced that the Faculty Oversight Committee for University Studies (FOCUS) will meet for the first time tomorrow.

Motion

The EC voted to approve the minutes of 11/22/05, 5 votes to approve minutes, 1 vote abstained.

Consideration of proposed policies to support research and sponsored programs:

"UWB Structures and Policies to Support Research and Sponsored Programs, August 22, 2005"

"Director, Office of Research Support" (Proposed job ad)

Tom initiated the EC review of the proposal "UWB Structures and Policies to Support Research and Sponsored Programs" dated August 22, 2005 with the information that the Office of Research Support (ORS) has been recommended for funding through the biennium. The initial funding for the first year will come through UWS and the funding for the 2nd year of the biennium will be allocated through the UWB budget. The proposal recommends a structure, a set of policies and a budget allocation. This proposal responds to faculty recommendations for supporting research and sponsored programs. The Office of Research Support will provide coordinated funding for on-campus research activities; policies will guide the development of sponsored activities. The policy on UW Bothell Roles and Responsibilities for Sponsored Programs details the shared responsibilities for the administration of sponsored programs, with the PI holding primary responsibility. The policy on Research Incentives and Support for Infrastructure Expansion breaks down how funds are awarded. The policy on Support for Faculty Effort that is redirected to Sponsored Activities outlines the level of funding for course buy-outs for faculty. This policy allows program directors to assume responsibility for funding instruction in their programs. The policy on the Principal Investigator Eligibility for Sponsored Programs specifies who may serve as a PI. The policy on Budgeting for Facilities and Administrative (Indirect) Costs clarifies UWB procedures for considering requests for exceptions to the F&A cost rate. Tom asked that the EC provide him with feedback and/or recommendations regarding action on the policies and/or advice on the job description for the Director of Research Support.

EC discussion points:

- The Office of Research Support will give UWB an opportunity to present a strong voice on research activities here.
• The Office of Research Support will help to create a community of scholars, a coherent research community.
• All of the work being done here will be made visible; a public face can be presented in a stronger way.
• These efforts will build the capacity for partnerships locally, which will result in building funding locally.
• It would be good if this program could become self-sustaining.
• The Office of Research Support will locate research expertise in one place.

The EC will provide feedback to Tom by December 2.

Continuation of discussion of GFO committee structure and assignments, focusing on the role of the GFO in budget planning

Kevin began the budget discussion, expressing his experience last year with the budget building process. He conveyed the outlook that UWB does not have a well defined process for budget building. Allocation of resources is divided between permanent, temporary and other categories not clearly specified, such as long-time funded. The EC needs detailed information in order to participate in informed decision-making on the budget.

EC discussion points:

• Program needs should be negotiated by the program.
• Budget allocations for the 2nd half of the biennium made Spring Quarter should involve the EC in the decision-making.
• What percentage of the budget is spent on Academics?
• What percentage of the budget is spent on Academic Support Services?
• UWB needs to establish a capital reserve to replace equipment?parking needs.
• What revenue do the programs generate, how is it used?
• Tom gave the EC three budget models to consider:
  o Free for all - everyone proposes ideas
  o Formula
  o Revenue w/tax

The EC decided that it would be a good idea to gather information on these models and look at developing a process at UWB that will be transparent and participatory.

The budget building process at UWB is a critical element of our future planning and growth and should be an important factor in the selection of a new Chancellor. Kevin, as a member of the Chancellor’s search committee, will incorporate this issue into the questions for the candidates. Another issue that should be brought to the discussion on the selection of a new Chancellor is faculty salaries. The EC sees this as an important issue to be considered in the choice of the new Chancellor.

The next EC meeting will be December 13, 2005. EC agenda item - policies and standards for admitting freshman.
Minutes submitted by Barbara Van Sant