Attendees: Amanda Kim, Amy Stutesman, Andrea Neubert, Bill Humphreys, Christine Howard, Cindy Shirley, James Miller, Jenny Albrecht, Kendra Yoshimoto, Marlene Manzo for Elaine Haig-Widner, Nicole David, Rita Johnson, Ruth Johnston, Sharene Peltier, Samantha Penjarajenwatana for Emily Christian, Steve Syverson (guest speaker), Therese Zorich, Toni Hartsfield

Absent: Ann Cox, Dorothy Baumgartner, Marci Myers, Russell Cannon, Sara Ali

Agenda:
- Updates (Ruth)
- Enrollment Update (Steve Syverson)
- Audit Findings (Kendra Yoshimoto)

1. Updates:
- IT CIO search committee confirmed
- Draft Response to Provost’s budget request – Send feedback by January 22
- New Provost to visit Seattle campus in June
- Board of Deans and Chancellors to begin holding meetings at Bothell/Tacoma campuses periodically
- Campus Master Plan officially approved by Board of Regents and to be approved by Trustees
- Funds for Corporation Yard confirmed
- Tax Reform Update:
  - Will invite Kyle Richard to come to discuss the changes
  - Moving expenses are taxable, no longer deductible
  - Transportation subsidies are taxable
  - Employee achievement awards have to be tangible, otherwise taxable
  - Don’t select travel package deals, which are taxable
- Truly Express has been very costly; considering “valet” concept
- Husky Village has been providing free parking to residents, but this is in negotiations given Seattle charges parking fees for resident students
- With new Beardslee apartment buildings, there will be additional UW parking spaces
- Budget Recalibration policies and decisions are updated on the Institutional Planning & Budget webpage
- Fiscal tightening not due to new budget model, but do to restricted fund environment
- Planning & Administration is hiring a Supplier Diversity Specialist student to help with work to support women/ minority-owned and small businesses

2. Enrollment:
- Enrollment Management refining enrollment model to better meet targets
- Working to account for both onsite and offsite enrollment
- Received 1700 applications before deadline, 300-400 more expected
• Orientation fee-funded units concerned by enrollment pause
• Reviewing support for international students; community colleges actively recruit international students and UW Bothell benefits from that
• UW Seattle eliminating international fees, which impacts Enrollment Management’s funding
• Enrollment Management reporting directly to the Chancellor to help support planning for Strategic Plan
• Chancellor formed ESAC (Enrollment Strategy Advisory Council) to work on higher level enrollment planning for the institution
• Formalizing pre-major trends and better services for those students
• DEM considering efficiencies to better utilize staff and resources

3. Expenditures Audit:
• 2017 Internal Audit Areas: Procard, Travel, eReimbursement
• Internal Audit to return this year to review entire campus, not just previously audited units
• Fiscal and Audit to roll out tip sheets and training as needed in February to help with compliance
• Bothell campus was advised to work on “fiscal prudence” (i.e. food purchases, etc.)

➢ NEXT MEETING: TBD in February