Campus Council on Planning and Budget Meeting  
Nov 9, 2022, 11am – 12:30pm, via Zoom

Council Members Present: Jason Naranjo (chair), Nora Kenworthy, P.K. Sen, Peter Brooks, Joe Ferrare, Stefanie Iverson Cabral, Shima Abadi, Gowri

Guests:

Welcome, Check-in, Adoption of Minutes
- Minutes approved

Planning for Completion of 2022/23 CCPB Charges

- Naranjo provided context and history of last year’s unit adjustment and opened discussion with council as to how to move forward with the unit adjustment work for this year:
  - Direct feedback from Provost and Senate was that UWB’s work on last unit adjustment was exemplary
  - Dr. Camelia Bejan, UWB Business faculty and labor economist, assisted CCPB through unit adjustment calculations last year, would like to ask her to be involved again this year
    - Naranjo will meet with Bejan and invite her to attend January CCPB meeting
  - Formula settled on last year is tied to 2% raise, but recent and upcoming raises will be more, so that formula will not find anyone to be compressed but there still are faculty who are compressed
  - Institution does not consider faculty as a whole when thinking about compression so thinking about a unit adjustment in terms of faculty retention is not probable
  - UWB currently does not have an agreed-upon metric as to who our peer institutions are. Small working group has been charged by chancellor and VCAA to work on it.
  - GFO is continuing to work on getting demographic data
  - Last year, some school’s expressed interest in doing the unit adjustment at the school level, need to find out if that is possible
    - UWB is treated as an administrative unit and the schools are within that unit. This impacts how UWB is understood in tri-campus finance, may impact at what level the unit adjustment can be done. Need to find out.
  - When thinking about increasing pay/benefits in order to retain faculty, need to anticipate question of “Where will the money come from?”. CCPB needs to be able to examine the total campus budget. As is, CCPB only gets a partial view. Need to have oversight of administrative expenses and consider transferring non-instructional funds to instructional costs.

Naranjo summarized three main issues from the discussion (reviewing unit adjustment formula, identifying peer institutions, and budget oversight (instructional cost to non-instructional costs) and charged 2 subgroups to work on the issues:

- Peer Institutions Subgroup
  - Look into peer institution information and report back as to state of affairs at campus level (contact Scott James) and each of the schools (contact Deans and Elected Faculty Councils)
  - Group Members:
    - Shima Abadi
    - Stefanie Iverson Cabral
    - Jason Naranjo (as hub to points of contact on campus)
  - Naranjo will connect subgroup with Scott James and VCAA
  - Subgroup will deliver a 1-page (front and back) in Jan 11 CCPB meeting that can be institutionalized and formulated to use as a tool in coming years
Instructional cost to non-instructional costs, budget oversight.

- Formula for Unit Adjustment/Compression Subgroup
  - Gather information related to current state for model for compression and draw in expertise of those involved last year and recast the formula so that it is useful in coming years
  - Group Members:
    - Jason Naranjo
    - Joseph Ferrare
    - Nora Kenworthy

Uncompensated FTE-Generating Activities
Nora Kenworthy, Chair, EC

Kenworthy provided an overview of policy drafted by Dean Cornick, STEM, at the request of VCAA, that sets expectations for schools to compensate faculty for courses that they are responsible for but do not count as part of their standard teaching load and explained that the EC reviewed the policy and had substantial suggestions/concerns. Kenworthy then opened the discussion to the CCPB for feedback

DISCUSSION
- Policy currently excludes part-time lecturers
- Currently no policy for courses in which faculty share teaching load
- Would be helpful if CCPB made a set of policy recommendations to EC and provided input into solving. Consider questions such as:
  - Do we want faculty to bank their time for compensation later?
  - Should faculty get temporary pay supplement at the time they teach instead of banking?
  - Should faculty ask for back pay for faculty who have labored and not been compensated?
    - Can use data that shows how much each school made off of unpaid labor
- EC is strongly suggested a payout option for any faculty leaving the university
- Need more data as to how it will work administratively so as to understand the impact on schools
- CCPB needs to examine the budget impacts on schools. Will impact some much more than others
  - Schools need to determine if these are fiscally sustainable practices
  - Would be reasonable to ask VCAA to contribute temporary support bridge funds to schools, if needed
- Schools need to develop guidelines and policies as to how both students and faculty engage in this work
- Schools need to determine where this is happening and why and possibly consider different curricular structure
- VCAA wants policy developed and then budget impacts considered but CCPB suggests VCAA consider budget impacts ahead of time
- Will be a running item on CCPB agenda
- Culture around uncompensated work needs to change
- Concerned that if a school cannot afford this, that may result in faculty having to revise programs. Need to make sure the policy helps get faculty compensated but also keeps their freedoms intact

Kenworthy stated that the VCAA is requesting feedback on policy by the end of Fall quarter, but VCAA understands that the work will continue beyond then. Kenworthy encouraged CCPB reps to share the draft policy with their schools and gather feedback to bring back to CCPB
12:15-12:30am: UW Financial Transformation Update
P.K. Sen, UWB Rep on UWFT team

Sen summarized the VCPA’s FT Briefing for UWB Leaders, explaining the different phases, expected changes, where the process currently is, and stressed the positive changes that will come with the consolidation of systems into one system and unified classifications, and the benefits of a month-end closing system. Sen stated that the role of faculty governance in the UWFT process is to help educate faculty on the new budgeting system. VCPA Shankar added that this change will result in faculty governance having access to better reports and more accurate and timely answers to questions.

Naranjo thanked Sen and Gowri and indicated that CCPB will reach out for another update next quarter.

ACTION ITEMS:
- Peer Institutions subgroup (Abadi, Iverson-Cabral, Naranjo (as hub)) initial report due in Jan 11 CCPB meeting
- Unit Adjustment Formula subgroup (Kenworthy, Ferrare, Naranjo) initial report in Jan 11 CCPB meeting
- Sen draft request to VCPA for administrative costs data
- Kenworthy continue work on uncompensated labor, continue to update CCPB

12:30pm: Adjourn

Minutes submitted by Dawn Moncalieri
Meeting ended at 12:30pm
The next CCPB meeting will be Dec 7, 11-12:30pm