UNIVERSITY OF WASHINGTON TACOMA

Executive Council Meeting Wednesday, January 7, 2009 Cherry Parkes 206 C Called to order at 12:36 p.m.

In Attendance: Chair, Michael Forman, Vice Chair, Johann Reusch, Mark Pendras, Janice Laakso, Marjorie Dobratz, Sian Davis-Vollum, Gregory Benner, Josh Tenenberg, Ehsan Feroz

Guests: Vice Chancellor, Beth Rushing (Ex-Officio), Jan Rutledge, Ysabel Trinidad,

Meeting Synopsis:

- 1. Approval of the agenda
- 2. Approval of minutes from Dec. 3 2008 meeting
- 3. Announcements: revised meeting schedule
- 4. Continuing budget conversation with Ysabel Trinidad
- 5. Role of EC and Faculty Assembly
- 6. Adjournment

1. Approval of Agenda:

The agenda was approved with corrections.

2. Approval of minutes:

The minutes from 09/16/08 and 11/19/08 were approved with corrections.

3. Meeting schedule:

Michael Forman advised the council that meeting will be extended. The new meeting time is 12:30-2:00 p.m.

4. Faculty budget priorities:

- Protecting core activities: instruction and scholarship
- Access and Standards
- Workload

Forman introduced Ysabel Trinidad who gave an overview of the *Draft Budget Strategy*

(http://www.tacoma.washington.edu/budget/docs/index.cfm see attachment 'A'). Trinidad was present to respond to any questions that the Executive Council might add in regards to this document. The

Draft Budget Strategy takes into account prior budget assumptions. Actual budget cuts will be reevaluated. The final forecast will be released in March. UW Seattle has been asked to model forecast 8, 12, and 15% which indicates that UW Tacoma is in a better situation than Seattle. If the Washington state legislature convenes a special session the Board of Regents will act accordingly as "gatekeepers."

Majorie Dobratz asked about the 5.5% reduction and if this reduction is for each year of the biennium (see *Strategy*, section III C). Trinidad confirmed that the percent/dollar amount reduction will be the same each year. Trinidad advised that the resources available will account for efficiency and creative use.

Dobratz asked about the impacts to student loans and tuition increases. Beth Rushing advised that she is part of a committee to review the increases in tuition according to specific majors and programs. Trinidad added that the Federal revenues could address student loans.

Forman asked how the budget reduction relates to the "graduated tuition" that was highlighted in the recent budget briefing. Rushing clarified that the graduated tuition pertains to the tuition differential and depends on a particular degree.

In addition, Forman asked about the Guaranteed Education Tuition program (GET, see *Planning and Budgeting Brief*, "Tuition and Financial Aid").

Ehsan Feroz asked about the 7.7% tuition increase, which Trinidad clarified relates to the \$200,000 increase for existing enrollment. Jan Rutledge advised that this amount will be applied to the projected reductions.

Forman asked about the 50 unfunded FTE (Draft Budget Reduction Strategy, p. 2). Rushing noted that Administration is considering UWT's mission regarding *Access* according to each unit. Rutledge clarified that the tuition received from adding FTE will not be received until the end of the year and reminded the council that this is not a permanent source of funding. Forman asked whether this specifically applies to undergraduates or graduates, which was not confirmed.

Dobratz asked about integrity and how these budget reductions will affect programs. Rushing clarified that pending the approval programs may not be filled by faculty. There is a three year window. If a program is approved Administration will explain to the HEC (Higher Education Coordinating) board that because of the current budget situation resources will not allow for faculty positions to be filled.

Pendras asked whether the HEC board will evaluate and approve the submissions based on UWT's access to resources. Rushing responded that the curriculum applications UWT will express a component about the current economic times, which the HEC board might consider in the decision making process. Pendras asked about a strategic way to submit proposals. Rushing noted that Administration will look at fee based programs.

Trinidad explained that the *Capital budget* signals a positive outlook for UWT. Rushing noted that specialized teaching spaces are needed such as IT labs and Environmental Engineering spaces. Trinidad explained that the challenge will be when the HEC board considers the efficient utilization of lecture stations and labs. Administration must be aware that the HEC board is quantitatively driven by the level of efficiency of used spaces.

Dobratz asked about the funding for Phase IV. Dobratz reminded the council about the Seattle visit which identified that Capital expenditures increase jobs. Reusch asked whether the development for the Joy building will include faculty offices. Trinidad explained that the Administration continues to justify building projects on the premise that the Capital funding for the Joy building indicates that the legislature is encouraging growth at UWT.

Reusch was concerned about Capital expenditures and what this means for class size. The Budget Reduction Scenario does not specify which classes will be cut. Rushing confirmed that classes of 6-10 students will be cut. Reusch added that he is concerned about classes and standards for the UW brand. Rushing suggested that there should be conversations about which classes are affected.

4. Legislation:

• Revisions to Handbook, Article 3 Section 3, Article 7
Forman explained the UW Bothell has the authority to legislate for their equivalent of the Faculty Assembly. Forman suggested that the EC (Executive Council) consider following this model, which would give the EC to decide on resolutions and conduct most of the legislation. The EC would make changes to the *UWT Handbook* and present these changes to the Faculty Assembly. There would be one Faculty Assembly meeting per year.

Laakso noted that each EC unit representative could correspond with one's department and bring feedback to the EC meetings. Reusch mention his concern with the disconnection between faculty committee chairs. Forman explained that committee chairs will be summoned to EC meetings on a rotating basis. Reusch suggested that committee chairs might be ex-officio.

Action: Forman will present the amendment to faculty assembly by a Catalyst vote.

5. AdjournmentThe meeting adjourned at 1:26 p.m.

W UNIVERSITY of WASHINGTON | TACOMA

January 6, 2009

To Our UW Tacoma Community:

During the autumn term we learned of Washington State's dire fiscal situation and the impending impact on UW Tacoma's budget. We provided the campus with updates on the current year budget freeze and worked together to identify methods to develop a budget strategy to address the 2009-11 biennial reduction. The purpose of this letter is to provide UWT's faculty, staff, and students with the draft Budget Reduction Strategy. This strategy was developed by the leadership of the campus based on input from all who participated in this Campus Budget Conversation Process (see attached). Our goals throughout this process have been to maintain transparency, seek involvement and input from all levels, communicate the current fiscal reality and possible impacts and develop a shared, well-understood reduction strategy.

I will discuss this draft Budget Reduction Strategy and decisions at our next "Budget Conversations" Chancellor's Leadership Council meeting on January 13th from 12:45 to 2:30 p.m. in Philip Hall. This meeting is open to all faculty, staff and students who will also have an opportunity to ask questions and provide feedback at this meeting. You can get additional information on the UW Tacoma process thus far by going to the website below or to the UW Seattle site for budget briefs released by the Office of Planning and Budget:

UW Tacoma: https://www.tacoma.washington.edu/finance/budget/BudgetConversations.cfm
UW Seattle: http://www.washington.edu/admin/pb/home/opb-briefs.htm

Since our last Chancellor's Leadership Council meeting regarding the budget reduction process on December 2nd, the Governor released her draft budget, and I will summarize the impacts to our campus. For our campus operating budget, we estimate that our proportionate share of the UW's \$116.1 million reduction for the biennium is \$7.3 million (\$3.66 million per year). As a campus, for budget purposes we are treated as a self-sustaining unit and are responsible for the full reduction. This is approximately 15.2% of our base state general fund budget for the 2009-11 biennium. This reduction is in addition to the 4.2% reduction imposed in the current year. We need to remember that the Governor's budget is only the beginning of the process, and it will be several more months before our final budget is approved through the legislative process. Nevertheless, the current and proposed cuts are cumulative, recurring and very serious.

No funds are included for new enrollments, and no funding is included for salary increases. A tuition increase of 7% is authorized for resident undergraduate students. The capital budget includes construction funding for the Joy Building at \$34 million and pre-design funding for our Phase 4 buildings. These are the most significant items that affect our campus. You can read more details of the Governor's budget and the impacts to the UW which are attached to this document as well as summarized at: http://www.washington.edu/admin/pb/home/pdf/Governor-Budget-Summary.pdf

The draft Budget Reduction Strategy for the next biennium is intended to support our mission of access and reflect the values of UW Tacoma. Senior administrators were asked to meet with their units to develop a budget reduction strategy and submit plans that are consistent with the University's strategic plan and their own unit plans. We expect the strategic planning committee to provide further

recommendations about what is mission critical in early January prior to finalizing this Budget Reduction Strategy.

As a result of our campus budget conversations, the management team and I have reviewed and considered all the information available thus far and prepared the following draft Budget Reduction Strategy to ensure that quality in our programs is maintained.

UW Tacoma Draft Budget Reduction Strategy 2008-09 and 2009-11Biennium

The UW Tacoma campus reduction strategy will be consistent with UW Seattle policies adopted for budget and Human Resources (faculty and staff).

I. Current Context and Assumptions

- Our goal in developing a reduction strategy is to target cuts selectively, recognizing that Academic Affairs is allocated 74% of the funding subject to unit reductions.
- We will strive to remain consistent with national norms and best practices for staffing and for
 proportionate allocation of resources across divisions at all levels.

II. Principles

- We will strive to support the guidelines of the American Association of University Professors (AAUP) Washington chapter (attached).
- · Campus and unit strategic plans will guide the budget reduction process.
- · We will protect, with efforts to maximize, availability of courses to students.
- To continue to support our campus mission of access, we will explore adding a maximum of 50 new FTE to selected program areas with existing capacity or to new degree programs.
- We will strategically support the growth of a very limited number of new programs to be positioned to add new FTE when appropriated by the state.
- Full-time faculty and permanent staff positions will be protected to the greatest degree possible.
- We will maintain equity campus-wide in staffing and operations regardless of funding resources available to unit(s).
- Discussions about acquiring funds from other units such as through requests for student funds, charge backs, etc., will proceed only with prior approval from the Chancellor.
- We will respect the existing guidelines on all student fees.
- · We will protect core institutional functions.
- The use of non-state funds should be managed prudently since these funds generally allow greater flexibility for use. Examples of non-state funds are discretionary funds, auxiliary funds, parking, and fees.

III. Strategy

Operations

- A. We will evaluate operations for possible duplication of services and develop methods to minimize redundant services
- B. Reduction plans may be adjusted mid-year if longer term strategies are developed.

- C. Reductions at 5.5% will be absorbed equally as a percentage of their operating budget by non-academic vice chancellor areas; if reductions are higher, additional options will be modeled at the institutional level. For the academic areas, Academic Affairs central administration will absorb a 20% reduction and the academic programs and other core units will absorb reductions set by the vice chancellor. The overall Academic Affairs reduction is 5.5%.
- D. All tuition increases will be applied to the institutional reduction target.
- E. Each vice chancellor area will develop its own reduction plan for 2009-10 which will be compiled and reviewed centrally for Chancellor approval.

2008-09 Reductions (General Operating Funds)

- 1. At the institutional level, apply unallocated funds from budget set-aside.
- 2. At the institutional level, reduce:
 - a. Debt funds budgeted for projected (unissued) debt
 - b. Unallocated benefits from the 2008-09 budget process.
 - c. Utilities from projected savings
 - d. UW Seattle overhead payment

2009-10 Reductions (General Operating Funds)

- 1. At the institutional level, eliminate:
 - a. Reclassification and professional development central funding (\$65,000)
 - b. Equipment/computer central funding (\$250,000)
- 2. At the institutional level, reduce:
 - a. Benefit fund from unallocated, eliminated positions (approximately \$30,000)
 - b. Utilities (\$100,000)
 - c. Publications and advertising (\$11,825)
 - d. Memberships for (\$3,000)
 - e. UW Seattle overhead payment
- 3. Targets proposed for the unit level:
 - i. Unit budgeted reduction targets as mandated by the governor:
 - a. Personal services contracts
 - b. Out-of-state and local travel
 - c. Equipment purchases
 - ii. Potential unit budget reduction targets we need to minimize:
 - a. Food purchased using state funding
 - iii. Campus-wide strategies and procedures for admissions, recruiting and advising.
 - Reduce the number of small classes taught, taking into consideration factors such as required courses, time to graduation, and pedagogical needs.
- 4. Review and selectively hire frozen positions.

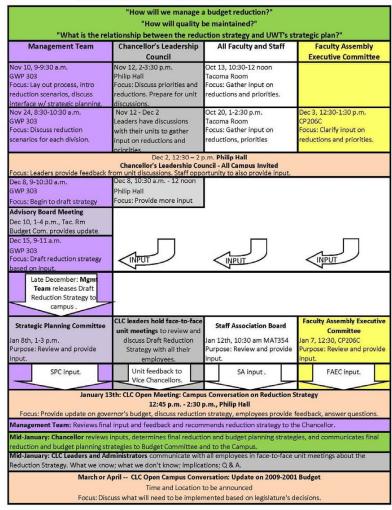
We recognize that these budget reductions are painful and likely to test our endurance. Yet, despite the stress of these difficult times, our budget reduction strategy intends to focus on the long term with the expectation that as a campus we will emerge well-positioned to continue our mission of teaching, service and research.

I look forward to meeting with you on January 13th.

Sincerely,

Patricia Spakes Chancellor University of Washington Tacoma

Revised 12/31/08 - Campus Budget Conversation Process



1/5/2009

AAUP-UW Statement: Principles to Guide Budgetary Decisions American Association of University Professors, University of Washington chapter

AAUP-UW is a grassroots faculty organization dedicated to advocating for academic freedom, shared governance, for improved employment conditions for UW faculty and the staff upon whom we rely, and for optimizing the education and research potential of the University. We present here a statement of the principles that we contend must guide budgetary decisions at the University of Washington, in the current economic crisis.

The UW Administration Should Adopt the Following Principles:

Process: Respect shared governance

- The Faculty Code remains in force during times of economic crisis
- · Tenure-track lines must not be replaced with part-time and contingent labor

Honesty: Share information and communicate decisions openly

- · The rhetoric of shared sacrifice invites inquiry into whether/how it is shared
- Provide data and rationales on how funds are allocated within the University, in a timely manner that permits meaningful response from the impacted parties

Integrity: Safeguard the University's core academic mission

- · Prioritize teaching and research (over athletics and administration)
- · Prioritize students, faculty and staff (over buildings, including the stadium)
- Prioritize existing academic units (over new programs, including the College of the Environment)

Fairness: Respect the work of faculty and staff

- · Reduced pay and higher workloads cannot be the solution
- Higher enrollments and inferior education cannot be the solution

Justice: Mitigate the impact of cuts on the most vulnerable groups

- · Lower-paid faculty and staff
- · Faculty or staff on temporary or part-time contracts
- · Students who are poor or otherwise disadvantaged



Date Prepared: December 19, 2008 Subject: Governor's Budget Summary

State Budget Context

The Governor's budget proposal addresses an estimated shortfall between state general revenues and estimated expenditures of roughly \$5.7 billion from a biennial base of nearly \$37 billion for the 2009-11 biennium. This is accomplished through a combination of the following major changes to the state's maintenance level budget for next hiennium:

• Foregoing expenditures -- \$700 million

The Governor's Budget suspend *all* salary increases for state employees, including those required by initiative for K12 teachers and community college faculty and staff, and for negotiated collective bargaining agreements.

• Assuming federal relief - \$1.0 billion

Fiscal relief is anticipated from a federal stimulus package, the bulk of which comes from an expected increase to the state's Federal Medicaid Assistance Percentage (FMAP).

• Accessing the budget stabilization account - \$600 million

Given the current economic climate, the budget stabilization account(Rainy Day Fund) is tapped.

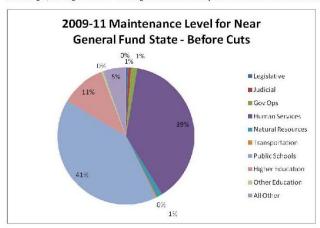
• Cutting agency expenditures -- \$3.4 billion

The Governor's Budget cuts state government by roughly 10% overall. Because much of state government (approximately 60%) is "protected" from cuts by the state constitution (K12) or state and federal law, the actual cuts taken are varied and some areas of the budget received larger cuts than 10%, while others had less.

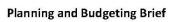
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Higher education represents roughly 11% of the entire state general revenue budget. In terms of the state near general fund budget, the largest sectors of state government are K12 public schools and human services.

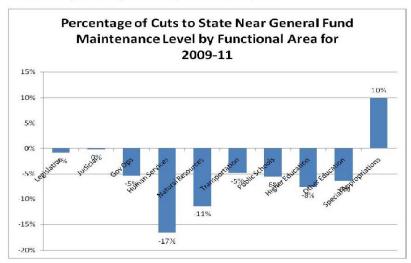


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The Governor's budget cuts ALL higher education by 8% and other areas by more.

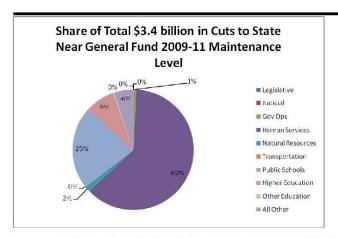


Still another way of examining the \$3.4 billion in cuts is to see higher education's "share" of the total reduction. The chart below demonstrates that, while higher education took an 8% reduction, , it is a relatively small share of the total reductions in the Governor's proposal. As the chart indicates, human services programs bore the largest share of total reductions. The 10% increase noted in the graph above includes increases in debt service and a fund transfer to state near general funds from the Rainy Day Fund.

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In summary, cuts of this magnitude in Washington State negatively impact all sectors, both directly and indirectly. For example, the Governor's proposed health care reductions will negatively affect Harborview and UW Medical Center. And reductions in K-12 education could affect the "pipeline" of future students at the UW and the rest of higher education. The Governor's Budget is the starting point; the legislature ultimately appropriates with the Governor's signature. The legislature has the options the Governor employed, as well as numerous others. President Emmert recently wrote, "As we move forward during this period of economic uncertainty, the University is fully committed to working with the Governor, the Legislature, our colleagues in higher education, and other key stakeholders and leaders to find creative, effective solutions to our state's economic challenges."

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Budget Items for the University of Washington

Operating Budget

State operating budget resources for the University of Washington (UW) are decreased by a "net" amount of \$58.9 million (7.4 percent) for total state funding of \$733.5 million in the 2009-11 biennium. This amount includes \$116 million in near General Fund State reductions in the following areas:

- \$93.6 million in savings associated with a general budget reduction.
- \$20.3 million in savings associated with the continuation of the Governor's August 2008 directive to freeze
 hiring, out of state travel, personal service contracts, and equipment purchases not related to public safety or
 other essential activities.
- \$2.2 million in savings associated with the continuation of the Governor's October 2008 directive for agencies to find an additional 1 percent in reductions.

Compensation

The Governor's budget does not include any funding for salary increases for represented or non-represented employees. Health care benefits are funded at \$774 per month for FY 2010 and \$831 per month in FY 2011 for represented and non-represented employees, representing a continuation of the policy of the state supporting 88 percent of health benefit costs. In addition, the budget assumes \$4.1 million in savings resulting from changing the actuarial method used to calculate pension contributions, postponing the use of new mortality assumptions and minimum contribution rates, and adjusting salary growth projections.

Enrollment

The Governor's budget does not include additional funding for new enrollments at the UW. However, budget proviso language directs the University to continue to prepare graduates in certain programs with high employer demand, producing at least 3,996 degrees in the next biennium in the following academic program areas: Natural resources/conservation, computer science, mathematics, engineering, physical sciences, biological sciences, and health professions/clinical sciences.

Tuition and Financial Aid

The Governor's budget authorizes tuition increases of seven percent for resident undergraduate students at the UW in each year of the 2009-1.1 biennium. Tuition rates for graduate and professional students and non-resident undergraduates will be set as prescribed in current law which the Governor proposes to extend beyond June 30, 2009. The budget provides an additional \$1.9.2 million for student financial aid programs to reflect the higher tuition rates. However, eligibility for the State Need Grant program is reduced from 70 percent to 65 percent of median family income. Grant levels are also reduced for various income bands and grants for students at private institutions do not increase.

The Higher Education Coordinating Board, in coordination with the research and regional colleges and universities, is directed to review options and develop a recommended approach for implementing a graduated tuition policy. The review shall address related impacts in the state need grant and the guaranteed education tuition (GET) program and

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recommendations shall be submitted to the governor and the higher education and ways and means committees of the legislature by October 1, 2009.

Other UW Budget Items

Operations and Maintenance for Renovated Buildings. \$369,000 is provided to increase the level of state operations and maintenance support for Clark Hall, Savery Hall, Magnuson Health Sciences Center H-Wing, the Playhouse Theater, and the University of Washington-Tacoma Assembly Hall. The existing rate of \$6.10\$ per square foot will rise to \$9.00\$ per square foot, in line with new rates at other universities.

Shellfish Biotoxin Monitoring. Additional one-time appropriation authority of \$75,000 each year from General Fund – $Private/Local is \ provided \ in \ the \ 2009-11 \ biennium \ for \ shell fish \ biotoxin \ monitoring \ by \ the \ Olympic \ Regional \ Harmful$ Algal Bloom Program of the Olympic Natural Resource Center. The 2009 supplemental also includes \$50,000 in one-time increased appropriation authority.

Budget Items In Other Agencies

<u>OPEB Valuation for the University of Washington Medical Center (Office of the State Actuary)</u> \$20,000 in funding from the Department of Retirement Systems Expense Account is provided to perform ongoing valuations to assist the UW Medical Center and Harborview Medical Center with their OPEB financial reporting.

Entrepreneurial STARS Program(HECB) – Funding is transferred from the Department of Community Trade and Economic Development to the Higher Education Coordinating Board.

College of Forest Resources Center for International Trade in Forest Resources(CTED) - \$205,000 in state funding for this purpose is removed from the CTED budget.

Washington Technology Center (CTED). Pass through funding to the Washington Technology Center is reduced by 30

<u>Health and Human Services Budget Reductions</u> - Health care and human services face substantial reductions, including major cuts to the basic health plan, state funding for public health services, and reduced service levels for other state funded health services. Reductions that may have an impact on the UW Medical Center and Harborview Medical Center include the following:

- Efficiencies made in hospital payments by pro-rating inpatient payments for days in which a patient transfers to a skilled nursing, acute rehabilitation, or psychiatric facility;
- Continuation of the one percent reduction in managed care rates made in 2009 and no additional increases in managed care premiums this biennium;
- Reduction of 4 percent in inpatient and outpatient hospital rates except for psychiatric hospital rates;
- Elimination of the General Assistance Medical program;
- Reduced income eligibility for children's health care to at or below 250 percent of the poverty level;
- Reduction in the Alien Emergency Medical program;
- Reduction in funding for the Basic Health Plan (43 percent reduction).

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Capital Budget

The Governor's capital budget provides \$3.8 billion for new state capital projects; \$89 million of that total is appropriated from state funds for the UW. In addition, the state returns to a six year cycle for construction from the current four year cycle at the UW.

Molecular Engineering Building (Interdisciplinary Academic Building): \$53.5 million in state construction funding is provided, a new facility for the molecular engineering program.

UW Tacoma Phase 3: \$34 million is provided to renovate the Joy building. This work will provide facilities for additional students.

UW Tacoma Phase 4: \$500,000 is provided for predesign of Phase 4 for the UW Tacoma campus to continue infrastructure and support space planning for student and program growth.

Restore the Core: The Restore the Core package of requests to renovate historic buildings on the Seattle campus is funded to continue predesign efforts. \$200,000 in state construction funding is provided for Anderson Hall and \$500,000 for Miller Hall.

Global Public Health & Pharmacy Building: \$500,000 is provided for predesign of a new health sciences building to provide expanded instruction and support facilities for the Global Public Health and Pharmacy programs.

House of Knowledge Longhouse: \$300,000 is provided for the predesign of a facility that promotes the value of cultural diversity and celebrates the history of the northwest indigenous people.

Minor Works: As requested by the University, minor works preservation and program projects would be funded through local building account funds.

Local Funds: In addition to state funds, the Governor's capital budget provides the University flexibility in financing construction from local, appropriated funds up to nearly \$87 million through certificates of participation.

Please direct questions to: Carolyn Busch, 206-685-4874, cbusch@u.washington.edu
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