

**Budget & Planning Committee
Minutes
January 3, 2018**

Present: Cody Stoddard, Sathy Rajendran, Aimée Quinn, Kathy Whitcomb, George Drake, Ian Loverro, Ken Smith, Michael Young, Kathy Temple, Duane Dowd, and Jim Johnson

Absent: Paul Knepper, Stephen Stein and Lad Holden

Guest(s): None

Meeting called to order at 10:04 a.m.

Changes were made to the agenda.

Aimée moved to approve the December 6, 2017 minutes as amended. Kathy W seconded, and minutes were approved.

BEC - Ken reported on the Budget Executive Committee meeting. A lot of time was spent on the student allocation S&A fee requests. This is required by policy, but is a pass-through approval. The committee also talked about the computer replacement process. Several of the Deans suggested that this is operating money and could be used on faculty lines, equipment or space. BEC is doing a mechanical and logistical role and not a strategic role. Currently it is being presented that to be efficient everyone has a desktop model. This makes it easier and more efficient. However, faculty are more mobile and in some cases, serve multiple sites and may need a laptop. Provost gave her view on reserves, which seems to be different than the voting members of the committee. 148 funds should be spent on Provost initiatives and is a reserve that we don't need. Ken indicated they should have a written reserve policy and a philosophy. Kathy T indicated there was a reserve policy passed last year. COTS and CEPS have an MOU on faculty student credit hours. MOU incentive issue driving profitability by faculty member and faculty member efficiency. BEC is overseeing a model that is not in writing. Aimée indicated that BPC requested that the core principles be used in decision making and it doesn't appear that it is being used. There needs to be a finished written document from Provost/Joel/BEC. How is the reserve policy consistent with academic integrity?

Budget Allocations - George reported they are continuing to work on questions for units to answer for the budget summits. Budget documents from each of the divisions will be public. The subgroup did discuss benchmarking from other institutions and the answer is that is too hard. George indicated that they would like to run the questions through this committee before they get sent out to divisions.

Space & Equipment - Sathy reported that the full committee meets on Friday. They are developing a process where departments can give up space or request additional space. Two forms are being developed and flow chart to explain the process. There were equipment requests from three colleges and College of Business didn't make a request. There is close to a million dollars in requests and \$500,000 in funds. The committee is reviewing to determine how much of money goes to each of the colleges and how to allocate it. The subgroup will also be making recommendations to departments on how they prioritize. There is a lot of working on the processes right now. The space allocation model falls under the BEC and this committee.

Sub-committee reports

- a. Feedback - The group has not met and nothing new to report.
- b. Overhead - The group has not met. Ken has gotten some data from Joel's office on overhead over the break. In November, the faculty had asked for overhead data prepared by administration. To date we have not received the analysis of the data, but rather a data dump. The committee does not have the resources to do the analysis for the instruction.
- c. College budget committees - No report this time and waiting for college budget committees to meet to have additional information. Kathy T will request the information from CEPS dean again.
- d. Message consistency - Kathy W reported on their meeting. The group felt it was very useful to not get lost in the weeds in our messaging. The group had to go back to structural difficulties that are perceived in the RCM model as implemented so far. One of those issues is about the academic units being given enough resources to meet their needs. Cody talked about key themes. Attaching that substance to such things as core message and values. Another area is how retention impacts what is good for students. Next it to core values, mission and drive. The group is trying to keep messaging broad and simple. Keeping eye on advising and classes. The group is wanting to set a meeting with the Provost soon. Budget summits, Gen Ed, merging library/grad studies. These items have a very quick deadline in January/February. What are the decision points? What is the evidence that the colleges don't have enough resources to provide the academic mission?

Priorities for the quarter - Will need to move to the next meeting.

Cody gave the committee a handout on the summer budget. The committee is looking at suggesting to BEC to keep the fee costs the same for summer.

Meeting was adjourned at 11:57 a.m.