

**Budget & Planning Committee  
Minutes  
October 5, 2016**

Present: Cody Stoddard, Sathy Rajendran, Aimée Quinn, Carey Gazis, Cathy Anderson, George Drake, Ken Smith, Michael Young, Kathy Temple, Wendy Cook and Tim Englund

Absent: Brian Carroll, Ian Loverro and COTS representative

Guest(s): None

Meeting was called to order at 11:01 a.m.

The June 1, 2016 minutes were approved with an amendment.

Year-End report - Sathy went over the Executive Committee's response to the year-end report. He is currently working on the committee charges based on the report and those will be coming soon.

Committee roster – Raj Nataraja has resigned from the committee as of this morning. Faculty Senate Executive Committee will need replace Raj. Ian is out on medical leave this quarter.

Subgroup format

The committee talked about what the subgroups should look like this year. The committee will continue to have four subgroups:.

Quality - Aimée, Carey

Math of the Formula – Kathy Temple, Sathy, Cody,

Overhead - Ken, Michael, Cathy Anderson

Incentives - George, Wendy,

Old Business -

Key Path - Aimée is still working on finding out whose responsibility and authority it is for entering these types of contracts. So far she hasn't been able to find any information.

Procedure changes – Aimee asked if the committee needed to specifically state the day/time the committee meets in the procedures manual. The committee talked about amending procedures to set the meeting dates for next academic year in mid-spring. The committee also needs to add electing members to the Budget & Finance Committee into the committee procedures.

New business

Chair election - Carey nominated Kathy & Aimée as co-chairs for the next year. The committee approved the nomination unanimously.

Meeting was adjourned at 12:00 p.m.