

**Budget & Planning Committee  
Minutes  
October 18, 2017**

Present: Cody Stoddard, Sathy Rajendran, Stephen Stein, George Drake, Ken Smith, Michael Young, Kathy Temple, Duane Dowd and Jim Johnson

Absent: Aimée Quinn, Paul Knepper, Ian Loverro

Guest(s): None

Meeting was called to order at 10:07 a.m. by Cody Stoddard.

Sathy moved to add Budget summits to the agenda. Motion was seconded, and agenda was approved as amended.

Jim moved to approve the October 4, 2017 minutes. Stephen seconded, and the minutes were approved.

Dean representatives – The committee discussed whether they wanted a Dean representative on the committee this year. The committee discussed just inviting deans to come certain meetings or to have a representative attend all meetings. Duane moved to invite deans, and/or a designee as needed during fall quarter and reevaluate for winter quarter. Sathy seconded and motion was approved.

BEC meeting report - Ken gave a report on the Budget Executive Committee (BEC). There were three main decisions. The first was on structure of the sub-committees as was recommended by BPC last spring. Second were capital items, resident hall and new track. There was discussion regarding the \$500,000 instructional technology and desktop replacement process. It is more convenient if they give everyone the same desktop. However, this doesn't work for all departments or faculty. There will be a MOU process for faculty who teach in another department or college. The consensus view was credit hours should follow the faculty member. It was decided that individuals on committee can send a replacement to vote and there will not be proxy voting. Nothing was said about when the subcommittees will start meeting.

Draft memo for the pre-proposal – The committee discussed the response to the pre-proposal form. One question is that it has Majors, minor and certificates on the form. However, has been presented as majors only. Cody indicated administration is leaning toward all three types of proposals. Provost are asking Deans and program directors to be budget managers. This is a skill that takes time to develop. Doesn't seem to be any resources provided to be budget managers. There is an individual who was hired to work with chairs and/or deans to talk about feasibility study and provide some of those resources. Ken suggested running programs as a pilot program for 3 years if the costs are below a certain level. Need to look at type of program. Some may have little new costs as they can use existing courses vs programs that require new faculty. It was decided to add the following to the memo: "This process needs some tiered level of scrutiny based on resources vs higher lower tiers. Small investments need less of a review vs higher investment of future needs". The curriculum flow chart needs to show where this pre-proposal form goes in the process. The committee agreed with the addition of the last bullet the memo is okay.

College budget committees – Kathy has received responses back from three deans. Did not hear back from CEPS. COTS faculty feel the committee is not as formal as needs to be. All college budget committees are advisory to the Dean. Some of the committees have college staff, some are all chairs, some are a mix, some are explicitly not chairs. There is a fair amount of variation between the colleges and how they have structured their committee. Currently there is poor role definition of what these college level budget committees should be and what their activities are. The committee talked about the scope should be set, but the committees can operate individually. What about tenure lines? Do the committee address those issues? Retirements and resignations, where do those lines go and how is that situation decided?

Meeting adjourned at 11:53 a.m.