

**Budget & Planning Committee
Minutes
December 6, 2017**

Present: Cody Stoddard, Sathy Rajendran, Aimée Quinn, Kathy Whitcomb, Paul Knepper, Stephen Stein, George Drake, Ian Loverro, Ken Smith, Michael Young, Lad Holden, Kathy Temple, Duane Dowd

Absent: Jim Johnson

Guest(s): None

Meeting was called to order at 10:05 a.m.

Minutes – Need to mark Duane as present and correct spelling of Aimee’s name. Kathy W moved to approve the November 15, 2017 minutes with corrections. Cody seconded, and minutes were approved as amended.

Budget Allocations Committee - George Drake reported the BAC had their first meeting was last week. They will be meeting again this week and another one on 12/18. One of the charges for the committee will be to plan the budget summit. Divisions will present what they do and if they are asking for more money they will need to justify it at these summits. The Deans are clear we don’t want a summit like the last year. Gail Mackin suggested they talk about centrality to their mission. They want numbers and what efficiencies that you could find. Divisions will give 15-minute presentation and will also include a written proposal. The committee will evaluate those proposals and will make recommendations to the BEC. Joel announced they are not certain if there will be a new efficiency target next year. Duane said that efficiency target goes back to the college, but if they underspend then that goes back to the general fund. George indicated the efficiency target is the slack. Up to 5% of slack could stay within the college, but everything else above that goes to Provost. Ken suggested that if the things aren’t in writing, then we must look at the budget documents. Recommend they write these things down and the committee ask for written clarity. Budget summits will be earlier this year.

Space and Equipment committee met for an hour last week. Gayla Stoner is the committee chair. Joel and Katharine were there to give the committee their charges. They had a presentation from the computer ITB, there was a \$50,000 request for instructional technology. Different classrooms have defective equipment and there is no line item in budget. Chris Schedler asked for funding for 7 DE classrooms fitted with flat screens and new technology with a request of \$50,000. There was a lot of discussion about what happens with the \$40 technology fee. The committee didn’t have time to discuss the instructional equipment requests. One of the charges is to draft policy and procedure for academic space management. Develop a process for departments who want to give up a classroom or space or if they need extra space. The Facilities Enterprise committee is where this has happened in the past and will be taken out of the scope of that committee now. The committee will be meeting next week to discuss a process. Sathy indicated that costs for current maintenance is coming out of Maintenance, but if it is something new, then the department pays for it. Ken mentioned that some parts of RCM is trying use resources more efficiently, but not all are created equal. Cash efficiencies are different than facilities efficiencies.

ADCO – Members of ADCO have been invited to visit with the President in small groups. Some of the conversation was on how the non-academic side is funded. On the non-academic side a lot of programs are funded by student fees. Funds for the SURC, Athletics, etc. can't be touched by academics. There are a lot of administrative salaries that could be paid out of the fees that are being paid out of the budget. The non-academic side has \$6.5 million surplus, yet academics are still funding administrative positions which includes Dean of Student Success. Decentralized management system should be pushed down the ladder rather than going up. Chairs want this and want to make decisions. The Provost and Deans are moving the other way.

Sub-committee reports:

Feedback (Kathy T, Aimée) – The sub-committee talked about implementing some sort of open ended Qualtrics survey and leave open for the academic year. This would be a start to collect the annotates and stories around RCM/ABB. Kathy T presented the draft survey document. It was suggested to add definitions to the form. Ken asked the committee to prepare a list of requests for them to take to BEC next week.

Kathy T asked the committee to let her know if they have specific edits to the feedback form as she wants to get this active the first of winter quarter.

Overhead (Ian, Lad, Mike, Ken) - The group has not met.

College Budget Committees (Sathy, Duane, Paul) – The sub-group met last week. They created a list of items they would like to request.

Who chairs the college budget committees?

Who sets the agenda?

How are the agenda items decided?

How can faculty get their items on?

How do faculty members get concerns to the committee and a feedback mechanism with faculty?

Request meeting minutes and membership roster for college budget committees.

Is the committee performing their task and doing their charges?

Mechanism for communication between the college budget committees and BPC. It was suggested that BPC invite them to the meetings every so often.

The committee agreed that they would like to see some of this information. Agenda item for future meeting to schedule a meeting time to meet with each of the individual college budget committee and use first half of a meeting to get their report.

Message Consistency (Cody, Jim, Kathy W, George) – This group did not meet.

Pre-planning memo – Kathy T made some minor edits. The committee is good to send this. BPC would really would like to see Curriculum Committee respond as well.

Next BEC need to ask for overhead data.

Graduate Studies/Library merger – The Provost seemed to suggest it would be budget neutral. However, what is the specific savings and deficit of this merger? Currently associate deans for these two groups are half-time. However, the Library Associate Dean was full-time faculty position except the interim associate dean is filled as part-time faculty and will be filled as full-time exempt. It is expected the Graduate Associate Dean will also be filled as a full-time

exempt. The associate dean would be admin and not faculty. The associate deans would assume much of the responsibility that deans do now and then would be a super dean. All three would be outside searches. Searches will start in July. Library was told Kevin will be interim Dean of Library July 1, but the search will start in spring. There needs to be a written proposal.

Meeting was adjourned at 12:00 p.m.