

**Budget Review and Development Council (BRDC)**  
**Minutes - November 20, 2013 9:00-10:30 am**  
**BA290**  
**Agenda**

Members in attendance:

Janet Anderson	Melinda Schlager for Sal Attardo	Grady Blount
Marshall Campbell	Barbara Corvey	Alicia Currin
Ricky Dobbs	Dan Edelman	Dale Funderburk
Paula Hanson	Stephanie Holley	Arlene Horne
Gail Johnson	Monterrio Jones	John Kaulfus
Tina Livingston	Tina Livingston	Lisa Martinez
Greg Mitchell	Derryle Peace	Cheryl Scott
Blake Shaw	Donna Spinato	Tim Willett

- Alicia introduced Dr. Jones, who welcomed the Council and discussed the Charge.
- 1. Review of Minutes from Previous Meeting (Alicia Currin)
  - Council members reviewed the minutes from previous meeting. No changes were made. Grady Blount made motion to accept the minutes as written. Tim Willett seconded the motion. All were in favor and minutes were approved and will be posted to the website.
- 2. Dr. Jones' Charge for this Fiscal Year:
  - Paula reviewed the Charge from Dr. Jones and suggested we go through each item.
    - a. *Develop a budget plan which assumes no increase in tuition and fees (applies to both undergraduate and graduate resident students).*
      - Paula reviewed the guaranteed tuition plan and there was much discussion. The need for a marketing campaign was emphasized.
      - Paula discussed the assumptions.
      - Tina discussed the budget deadline of March 7<sup>th</sup>. She will need dollar amount first week of January and detail by mid-February.
      - There was a discussion on possible savings from the wise use of utilities.
      - Paula discussed our SACS report and said we are in good financial condition.
    - b. *Identify 1% by division of permanent funds to be used to fund the enrollment decline.*
      - Paula discussed the division of permanent funds and how the calculation was made.
      - Janet will provide reallocation amounts to committee members.
    - c. *Identify an additional 1% by division of one-time funds to be used to fund the enrollment decline.*

- Paula discussed division of one-time funds.
- Alicia explained that these funds will be needed to offset the revenue deficit created by the enrollment decline.

d. *Develop a plan to support the consolidation of various mandatory fees into a single mandatory fee.*

- Paula discussed the possible elimination of various mandatory fees and the creation of one single mandatory fee. There would be no financial impact to students, but there was a discussion on how to notify the students.
- The Council needs to decide on how to approach the plan.
- Suggestion was made for the need of a subcommittee. John Kaulfus was nominated as chair. John Kaulfus asked that Greg Mitchell co-chair. John Kaulfus would like Monterrio Jones to serve on the subcommittee. Council will further review this subcommittee at the December meeting.

e. *Develop priority list of new funding for FY2015.*

- Paula suggested that the development of a priority list of new funding for FY2015 be delayed until spring.

f. With guidance from the A&M System, the Guaranteed Tuition Committee has been working on a Guaranteed Tuition Model for Fall 2014.

- Paula advised that a committee is working on this and will provide information to the Council for their review.

g. *Tie the FY2015 merit plan to enrollment growth.*

- Paula discussed contingencies and needs by January. There will be additional discussion on this item once we know the outcome of our spring enrollment.

### 3. Timeline/Due Dates

- Tina provided information on the budget timeline.

### 4. Reminders: Next Meeting 12/4/13

- It was discussed not to hold December 18<sup>th</sup> meeting as it will be after fall commencement. Council will discuss at December 4<sup>th</sup> meeting.