

Budget Review and Development Council (BRDC)
December 4, 2013 9:00-10:30 am
BA290
Minutes

Members in attendance:

Janet Anderson
Marshall Campbell
Ricky Dobbs
Stephanie Holley
Tina Livingston
Linda Openshaw
Blake Shaw

Sal Attardo
Barbara Corvey
Luis Franco
Arlene Horne
Lisa Martinez
Derryle Peace
Donna Spinato

Grady Price Blount
Alicia Currin
Ray Green
William Kuracina
Greg Mitchell
Cheryl Scott
Tim Willett

1.) Alicia stated that she will include the charge at the top of each BRDC agenda so that we can review our progress on each of the individual tasks.

- a. *Develop a budget plan which assumes no increase in tuition and fees (applies to both undergraduate and graduate resident students).*

Templates for the proposed differential tuition for Nursing have been sent to the division for completion.

- b. *Identify 1% by division of permanent funds to be used to fund the enrollment decline.*

The Budget Office needs to know which budget pools will be reduced, but does not need the actual items at this time. For example, if this will be a faculty salary reduction, they need to know that information. An email will be sent to each vice president with the reduction calculations for their divisions..

- c. *Identify an additional 1% by division of one-time funds to be used to fund the enrollment decline.*

The email sent for (b) will also include the amount for these required reductions. The Budget Office will not need to know the detail at this time.

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

A committee was established during our last meeting with John Kaulfus and Greg Mitchell serving as co-chairs. Cheryl Scott, Stephanie Holley, and Tim Willett previously agreed to serve on this committee and Janet Anderson was added at this meeting. Their first meeting will be held immediately after today's meeting in the same location and they will provide an update at our next BRDC meeting. The

recommendation from this committee will need to be received by the full BRDC in late January.

e. Develop priority list of new funding for FY2015.

Deferring until spring to address

f. Work with the Guaranteed Tuition Committee to review the model and guidelines they develop.

Stephanie Holley provided an update on the committee work up to this point. Since the A&M System is providing guidance, they will wait until receiving final instructions from them before finalizing their recommendations. However, the first instructions received from System indicated that non-mandatory fees are excluded.

g. Tie the FY2015 merit plan to enrollment growth.

We will wait until we receive spring enrollment numbers before deciding how to approach this item.

2. Review Minutes from Previous Meeting (Alicia Currin)

Council reviewed minutes from November 20, 2013 meeting. Dr. Horne moved for approval. Tim Willett seconded the motion. Minutes were approved and will be posted on the website.

3. Reallocation template to be sent out once approved by BRDC (Janet Anderson)

Janet Anderson advised that Dan Edelman and Provost are working on 1% funds.

4. Timelines (Tina Livingston)

- a. Budget baseline templates will be sent on January 12th or 13th, and each division will have one month to make revisions.
- b. Tuition differential for Nursing will be due on January 31st.

5. Reminders: Next Meeting

Alicia Currin proposed next meeting date of January 8, 2014. A meeting reminder will be emailed to Council members.

Other discussion:

- Tina Livingston asked when we will have a good estimate for spring enrollment. Stephanie Holley added that they are watching it. There are a lot of initiatives to increase enrollment at this time.
- Linda Openshaw asked about incentives for enrollment. Stephanie Holley mentioned primary focus is on graduate students.