

Budget Review and Development Council (BRDC)
February 17, 2016 9:00-10:30 am (BA290)
Minutes

Members in Attendance:

Linda King	Mark Giossi	Dina Sosa
Tim McMurray	Tara Tietjen-Smith	Tim Willett
Sal Attardo	Marshall Campbell	Derryle Peace
John Humphreys	Paula Hanson	Betty Block
Brent Donham	Tina Livingston	Mary Beth Sampson
Derald Harp	Janet Anderson	Tomás Aguirre
Sean Anderson	Erica Contreras	Salvatore Attardo
Stephen Starnes	Barbara Corvey	Jackson Dailey
Tim Letzring	Ricky Dobbs	Donna Spinato
	Ray Green	

- I. Welcome (Tina) Tina welcomed and thanked the committee for their time and dedication.
- II. Minutes (Tina) A motion was made to approve the minutes by Tim Willet and Tara Tietjein-Smith seconded. Minutes approved.
- III. SSC Budget Questions (Brian McGinley) Brian gave a summary of the SSC contract and stated it isn't a typical government services contract, since it lacked performance metrics, service level indicators, and evaluation criteria. He continued to review and give examples of how the contract functions. Brian covered SSC fees associated with projects and gave specific details regarding facility charges. Brian covered the contract terms and conditions and stated it will be in place until 2023. Concerns were expressed regarding lack of performance or not enough man power to provide adequate custodial services. Brian explained in detail how to follow protocol and who to contact and the importance of following through with concerns. Brian reiterated the importance of contacting supervisors to inform them. Great concern was given to the custodians and the time and amount of space they have to cover. There was further discussion on receiving surprise invoices from SSC. Brian explained SSC should send a quote first before an invoice. He mentioned that if anyone had questions he or Derek Preas could assist. Key control issues were discussed. Brian mentioned starting Feb, if a quote is under \$25,000 there will be no additional 5% project management fee.
- IV. Sub-Committees Updates:
 1. ***Develop a zero-based (metric driven) budget for allocating GA budget and Develop a new metrics-based operating budget model for academic departments.*** (Marshall Campbell) Marshall gave an update on where his committee is with the matrix and their plan for the pool of funds. He mentioned the committee would like to separate the funds into 2 separate categories. Marshall stated they would dedicate one pool of funds to research and the other to

instruction. He gave detailed steps as to how they would put the plan in place to support this. Marshall stated his committee is in the process of compiling the data that would support the model to be used for separating the funds. He gave an example of how GA funds would be distributed. Marshall stated they have not made any changes to operating budgets. His committee is reaching out to department heads to assist with supporting data for operating budgets.

2. ***Based on the new strategic plan, allocate one-time seed money for innovative initiatives that would improve operational efficiencies and/or generate future revenues.*** (Greg Mitchell) Tim McMurray stated the committee has not met, but have plans to distribute a plan of action. Paula reviewed the document that was sent out and the timeline.
 3. ***Based on the new strategic plan, reallocate a minimum of one percent of the annual budget to fund innovative new initiatives and/or meet University priorities.*** (Ricky Dobbs) Ricky Dobbs stated his committee is waiting on the proposals. Tina stated we will vote on the proposals on March 2nd. Paula covered the timeline of voting. She mentioned the budget is due March 7th. Hoping to get it voted on before then.
 4. ***Review last year's recommendations (start-up funding, marketing, accountability measures) and prioritize initiatives to be considered if additional funding is available.*** (Brent Donham) Brent gave an update on last year's sub committees and which ones were identified to move forward. He stated that his committee would not make any recommendations, but would promote last year's committees that still needed to be acted on. Brent explained how his committee would review and identify the need for each committee and stated the committees were in-line with the strategic initiative. A discussion began regarding the proposal; specifically the H.S.I. Dina mentioned they have put together a proposal and are actively working towards a foundation to support H.S.I.
- V. Spring Enrollment Update (Dina Sosa) Dina reviewed the enrollment report. She expressed thanks to all for helping to reach this number and stated "it is a collective effort" and appreciated the team work. She shared information on applications and gave detailed information on freshman enrollment. Tina gave a summary of the "Weighted Semester Credit Hours" document. Discussion began on the base of formula funding. Tina explained how funding shifts and the positive outcome it has on our budget. Discussions continued regarding funding and growth. Dina ended with gratitude and appreciation for everyone's hard work.
- VI. THECB Accountability Report-January 2016 (Paula) Paula reviewed the Texas Higher Education Coordinating Board Accountability Report and covered in detail how System wants to provide incentive funding on performance measures. She mentioned PBR & extended hopes that we could share the information when available. Paula continued to summarizing the document. Tina provided an explanation of the Board and how we are viewed.
- VII. Timeline (Paula) Paula covered the tentative timeline for presentations to PAC. She and Tina covered in detail what the timeline could look like. Paula mentioned more time may be needed. Discussions began on when would be a good time for presentations. Paula reviewed

the next meeting date; March 2nd and the other meetings to be March 23rd and April 13th. A discussion began regarding the Marketing position. Paula mentioned there would be a DOE Program Review for the department of education in the weeks to come. She gave an update from the C.E.O. meeting. Paula covered the importance of the audits that are on-going and mentioned the penalties in detail if any were found.

- VIII. Reminders: Next Meeting(s):
- i. March 2nd
 - ii. March 23rd
 - iii.