

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

*Members in attendance:*

Paula Hanson, Co-Chair	Marshall Campbell	Matt Wood
Tina Livingston, Co-Chair	Dina Sosa	Randy Harp
Tabetha Adkins	Erica Contreras	Shonda Gibson (Ex Officio)
Tomás Aguirre	Donna Spinato	Rebekah Cooper, Student Representative
Linda King	Brent Donham	Tim Letzring
Janet Anderson	Michael Stark	Mary Beth Sampson
Tim McMurray	Dale Funderburk	
Sal Attardo	Stephen Starnes	
Sarah Baker	Tim Willett	
Derryle Peace	Ray Green	

- I. Welcome (Paula and Tina)
  - Tina welcomed the committee and thanked them for their service to the committee. She gave background history on the BRDC committee.
  - Committee Introduction.
  
- II. Charge for this Fiscal Year (Dr. Keck):
  - Alicia gave an update on budget and enrollment concerns. Alicia added the committee may be faced with some challenges this year. She mentioned the potential 4% state budget cut. Alicia reviewed the charge in the absence of Dr. Keck who was unable to attend due to a scheduling conflict.
  
- b) Develop a model for allocating additional operating budget (or one-time funds) campus-wide, taking into consideration the metrics-based operating model for academic departments developed last year.*
  
- c) Review the option of developing a one-time merit allocation vs. a permanent merit allocation.*
  
- d) Develop an allocation method for meeting academic priorities as funding becomes available (i.e. faculty lines, adjuncts, summer school, GAs).*
  - Alicia stated that if there were funds available the allocation method would be needed to help prioritize.

- e) ***Based on the strategic plan, allocate one-time seed money (approximately \$400,000) for innovative initiatives that would improve operational efficiencies and/or generate future revenues.***
- Alicia said this money has been set aside from last year. She mentioned it would be interesting to know how it was used and if it was successful at meeting the intended goals. Alicia mentioned there is \$400,000 in one-time funds to be awarded and generate future revenue.
- f) ***Based on the strategic plan, identify a minimum of one percent of the annual budget to fund innovative new initiatives and/or meet University priorities, or if needed, to cover state reductions. Note: If one percent is not needed to cover budget reductions, this recommendation can be based on a reallocation within each division.***
- Alicia gave new insight on how Dr. Keck feels about the strategic plan and how he views it as a guide. Alicia mentioned some important initiatives including getting faculty to live in Commerce and adding new faculty lines.
  - Paula mentioned there was a slight change to the charge highlighted on the print out.
- III. Review Sub-committee Membership (Paula)
- Tina and Paula reviewed the committee list and the subcommittee list adding explanation as to how they were divided for the charge.
- IV. Enrollment update (Dina, Mary Beth, Shonda)
- Dina gave an update and concerns on enrollment numbers. She mentioned the “Get em Back” campaign is underway.
  - Mary Beth gave an update on graduate enrollment. Dina brought up graduate housing for students. Mary Beth stated at one time there were graduate housing scholarships that were given and it did keep students here. Enrollment and housing discussions began. Tina asked Tomás to check into the possibility of offering residential housing for graduate students. Mary Beth added it is key to providing in state tuition. Tim Letzring added that recruiting efforts are very positive and making an impact.
- V. Accomplishments from Last Year (Paula)
- Paula reviewed last year’s highlight handouts and accomplishments. She mentioned each charge and the outcome of each.
- VI. Timeline – Paula
- Paula reviewed the timeline. There were no recommended changes.
- a) Budget is due to A&M System May  
b) Other recommendations needed by end of April  
c) Tentative timeline for Presentations to PAC (May 2017?)

VII. Other Announcements

a) New Member training (Janet) –

- Janet offered her support for new members and wouldn't mind meeting with them.

b) Closing the Loop Process (Janet) –

- Janet explained the process of money awarded and would be asking for a progress report. She emailed the deans to provide those reports. Janet hopes to update the committee after the break.

c) Sub-committee meetings - Paula

- Paula thanked the committee and the chairs of the sub-committee.

VIII. Reminders: Next Meeting(s)

- Paula covered timeline and dates.

Time: 9:00 – 10:30 am

Dates:

Dec. 14<sup>th</sup>

Jan. 18<sup>th</sup>

Feb 1<sup>st</sup> – Sub-Committee outline due

Feb. 15<sup>th</sup>

Mar. 1<sup>st</sup>

Mar. 22<sup>nd</sup>

Apr. 5<sup>th</sup> – Draft Sub-Committee recommendations due

Apr. 19<sup>th</sup> – Final Meeting/Final recommendations due (tentative)

May 3<sup>rd</sup> – PAC Presentations (tentative)