

Minutes
Budget Review and Development Council Meeting
Wednesday, December 7, 2011, 9:00 a.m.
Business Administration Room 290

Members present: Alicia Currin, Janet Anderson, Sal Attardo, Grady Blount, Brent Mangus, Hal Langford, Mary Beth Sampson (in place of Allan Headley), William Kuracina, LaVelle Hendricks, Randy Odom, Cynthia Rhodes, David McKenna, Ray Green, Ricky Dobbs, Brian Nichols, Tim Willet, Randy VanDeven, Alicia Wittkopf (in place of Stephen Harris), Anwar Karim, Sandy Weeks

1. Alicia Currin called the meeting to order and asked that everyone introduce themselves for our new members.
2. Janet Anderson introduced the new members and briefed the group on the orientation sessions she held with each of them.
 - a. Dr. Grady Blount-Dean CSEA
 - b. Dr. Derald Harp – Ag Faculty
 - c. Dr. Bill Kuracina – History Faculty
 - d. Anwar Karim – CIO
 - e. Adria Green-student member
3. Alicia gave a recap of the actions/activities from the FY2011 Budget Council meetings
 - a. Tuition and fee increases
 - b. Retreat
 - c. Budget planning document
 - d. Closing the loop assessment on strategic awards – outcomes
4. Alicia discussed meeting information
 - a. Looking forward to our new support person – Erica Contreras.
 - b. Please notify Erica if your support person prefers to receive a cc for meeting times and locations.
 - c. We will work to eliminate paper documents.
 - i. Anwar Karim volunteered to work with our new support person on using a share site.
 - ii. Dr. Langford requested that we stay away from PDF documents.
5. Alicia reviewed the council charges and budget planning assumptions. We will keep these charges printed on every agenda.
6. Dean Brian Nichols informed the group about the student fee and referendum process. They hope to have a plan shortly.
7. Alicia provided a draft document that shows the amount generated using the budgets assumptions identified in the charge memorandum.
 - a. Tuition and fees for undergraduate resident students taking 15 semester credit hours limited to 3.95% or \$140, whichever is greater.
 - b. Budget an additional \$516,000 to cover increased insurance benefits.
 - c. Budget an additional \$500,000 for deferred maintenance.
 - d. Budget an additional \$400,000 in permanent funding for adjunct faculty.
 - e. Identify 1.5 percent of our existing operating budget for reallocation.
 - f. Assume a projected growth rate of 3 percent.
 - i. Additional discussion followed on planning strategies for enrollment increases and if we have data to support these assumptions.
 - ii. We will request additional information from the Student Access and Success division.

8. Janet asked the group about the call for new and/or increased fees.
 - a. After a brief discussion, it was decided to:
 - i. Assume entire increase will be requested to designated tuition.
 - ii. To move ahead with a limited call for increases to non-mandatory fees only.
9. A draft document for the 1.5% forced strategic budget reduction was provided.
 - a. Janet informed the group that she used the same process as in past years and the total amount would be approximately \$742,168.
 - b. No other discussion, so we will move forward with notifying the executive levels of the reduction and make the call for funding requests.
10. Alicia closed the meeting with the suggestion that we meet again on Wednesday, January 25th, after the first class day. The meeting was adjourned at 10:35 a.m.

Other:

Discussed resources that may be needed for the next meeting:

- a. Planning data to support the 3% increase - (someone from Student Access & Success)
- b. Benefit impact to our employees over the last several years.