

**Budget Review and Development Council (BRDC)**  
**December 16, 2015 10:30-12:00 pm (BA290)**  
**Minutes**

***Members in Attendance:***

Linda King	Tara Tietjen-Smith	Barbara Corvey
Tim McMurray	Betty Block – ex-officio	Ricky Dobbs
Lavelle Hendricks	Marshall Campbell	Ray Green
Sal Attardo	Greg Mitchell	Dina Sosa
John Humphreys	Paula Hanson	Tim Willett
Brent Donham	Tina Livingston	Fred Fuentes
Derald Harp	Janet Anderson	Lisa Martinez
Arlene Horne	Donna Spinato	Derryle Peace
Sean Anderson	Mark Giossi	
Stephen Starnes	Erica Contreras	

***Ex-Officio Members in Attendance:***

Betty Block

- I. Welcome (Tina) – Tina welcomed the return of the committee along with the new members. Dr. Jones began with historical facts of when the BRDC committee was established and the purpose behind the committee.
  1. Dr. Jones’ Charge for this Fiscal Year/Sub-Committees: Dr. Jones extended his gratitude to the committee thanking them for their hard work and dedication. Referencing the importance of team work as a whole and making mention that fairness and clear communication is of great importance.
  2. ***Develop a zero-based budget for allocating GA budget and Develop a new metrics-based operating budget model for academic departments.***

Dr. Jones reviewed the charge to the committee with mention of the most important areas to focus on; using resources we have to fund GA’s in areas that are highly active. Building a budget around specific goals and necessities. He mentions growing departments and programs that need additional resources. Dr. Jones continues to focus the importance of developing a new metric based operating budget model for academic departments.
  3. ***Based on the new strategic plan, allocate one-time seed money for innovative initiatives that would improve operational efficiencies and/or generate future revenues.*** Dr. Jones continues with focus on developing a budget that indexes the work and the outcome. Making certain that resources are deployed to carry out the mission of the university, matching growth to dollar. A discussion began weather funds can be

requested. Dr. Jones replied stating that a request for funds should be included in the budget model. Discussions continued around developing the budget for growing areas.

**4. *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.***

A discussion took place regarding allocating on a small budget with a growing department. Discussions continued on budget, enrollment, and revenue with Tina adding the budget should include a model for merit and building repairs. Dr. Jones mentions the need to bring department operating budgets in line with actual enrollment. He continued to add that the 1% funded 9 new faculty lines.

**5. *Review last year's recommendations (start-up funding, marketing, accountability measures) and prioritize initiatives to be considered if additional funding is available.***

- II. Introductions – Tina opens.
- III. Review Sub-committee Membership (Paula) – Paula reviewed subcommittee members and states she and Tina are not on subcommittees, but are available for information and resources if needed.
- IV. Review of Strategic Plan – A discussion began regarding “closing of the loop” with Janet stating it ended last year, but would take a full year before results are seen, thereafter information will be provided. Dr. Block mentions with open carry being a concern that UPD should be excluded from losing lines.
- V. Accomplishments from Last Year (Paula) – Paula reviewed 2015 – Discussion began regarding faculty lines.
- VI. Timeline – Paula reviewed timeline.
  - a. Budget is due to A&M System March 7<sup>th</sup>
  - b. 1% Reallocation needed for Budget – Tina expresses the importance of the 1% reallocation. Paula informed the committee that the first report from subcommittees is due on the January 20<sup>th</sup> meeting.
  - c. Other recommendations needed by end of March
  - d. Tentative timeline for Presentations to PAC (April 11-15, 2016)
- VII. Other Announcements
  - a. New Member training (Janet) – Janet offered to meet with anyone interested in learning background information on budgets.
  - b. Closing the Loop Process (Janet) Previously discussed.

c. Sub-committee meetings

VIII. Reminders: Next Meeting(s)

January 20<sup>th</sup>

February 3<sup>rd</sup>

February 17<sup>th</sup>

March 2<sup>nd</sup>