

**Budget and Planning Committee
Meeting Minutes
February 8, 2011
Inlow Hall 201**

Present: Ken Watson, Doug Kaigler, Beth Upshaw, John Knudson-Martin, Katrina Gaines, Megan Greenfield, Mike Heather, Andy Ashe, Darlene Morgan and Teresa Carson-Mastrude

- 1) Ken Watson called the meeting to order at 12:00pm
- 2) APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - Motion:** Beth Upshaw moved to approve the minutes from the January 25th meeting.
 - Second:** John Knudson-Martin
 - Action:** Motion passed

OLD BUSINESS

- 3) Budget number discrepancies: Ken Watson reported to the group that a few members of the Budget & Planning Committee had concerns that the budget handout given to the group at the last meeting was not accurate. They felt that numbers being presented were calculated on projections (under-estimating expenses and over-estimating revenue). Acting Vice President for Finance & Administration, Darlene Morgan asked for clarification of their concerns. Ken Watson reported to the group that he, Shari Carpenter and John Knudson-Martin had met with President Davies about the concerns that they had regarding this handout. Andy Ashe reported to the group that the numbers reported on the handout agree with the OUS numbers and are in fact correct. John Knudson-Martin also noted that he had expressed to President Davies during that meeting his concerns regarding faculty efficiencies. He expressed to the group that he felt “Inlow Hall” doesn’t have the information needed to look at the big picture. John noted that he has concerns about this process and is hoping that all departments will know how to calculate efficiencies. Doug Kaigler agreed that he feels the process needs to be spelled out so all faculty understand and that they are also given adequate time for feedback. Ken reported to the group that President Davies assured him that the Budget & Planning Committee would be part of this process. The group discussed the need for a process calendar. Beth Upshaw did not feel it was appropriate that only a few members of the committee were involved in the meeting with President Davies and offered that the rest of the committee should have been notified and/or consulted. Beth also noted that she would like to see some information and the process and how the decision will be made to administer cuts.
- 4) DISCUSSION/COMMENT POST “BART” REVIEW MATERIALS:
The group discussed the reports at length. Concern was expressed that the reports were “emotion based” rather than “data based” and also that some departments commented on outcomes in other departments. Darlene Morgan suggested that the group formulate an opinion to report back to President Davies or possibly move to accept the reports as presented without offering an opinion. The group discussed their

need to understand what was learned from these reports and how will that be used in their upcoming decision process.

Motion: John Knudson-Martin moved that the Committee has reviewed the Post BART Reports and there is a need to further discuss with President Davies and Provost Adkison how the information will be used in the future and with the Budget & Planning Process.

Second: Beth Upshaw

Action: Motion passed

NEW BUSINESS

5) Administration is looking at taking the Chair of Budget and Planning to a Strategic Planning Meeting coming up in late May. This is the time we have elections for the upcoming year. The group discussed changing the election dates and it was noted by Beth that election dates are set in the Shared Governance Constitution. It was decided that if the opportunity is offered then the current chair will attend.

a) Committee Structure: Ken asked the group if they felt there was a need for a more formal structure of the committee (ie. Vice Chair or Executive Committee). Ken asked if it would be more appropriate for an executive committee to have met with President Davies and it was again noted that it is inappropriate for some members of the committee to meet with the President or Provost without the knowledge of the rest of the committee. Ken agreed that if this situation ever arises again, he will discuss this with the rest of the committee prior to any meetings with the President or Provost. The group discussed this and it was again noted that the committee structure is part of the constitution. The group did note that a vice chair position would be appropriate.

Motion: Beth Upshaw moved that the process be initiated to change the constitution to establish a Vice Chair position for the Budget & Planning Committee.

Second: John Knudson-Martin

Action: Motion passed

The group discussed the number of committee members need for a quorum.

Motion: John Knudson-Martin moved that the number needed for a quorum be set at 5. This quorum could approve advice and recommendations that are to be given to the President.

Second: Beth Upshaw

Action: Motion passed

The committee discussed the need to communicate information that is factual not filtered to the rest of the campus.

Zabel Update: Beth reported to the group that an architect firm has been selected for the Zabel Project.

1% For ARTS: Nothing to report. Darlene Morgan will check into the status of this.

The committee discussed the need to meet with President Davies prior to the Campus Forum on February 22. Ken Watson will contact President Davies to see if he could attend a meeting on February 15.

The next meeting will either be February 15th or February 22nd at noon.

The meeting was adjourned at 1: 25pm.

Respectfully submitted,

Teresa Carson-Mastrude