Strategic Planning and Budget Study Committee

April 13, 2011

Bibb Graves Board Room

The Strategic Planning and Budget Study Committee (SPBS) meeting was called to order at 3:30 pm by Chair Kristy Van Rensselaer. The following committee members were present: Mr. Ben Baker, Ms. Martha Hickman, Ms. Peggy Hoekenga, Dr. Bill Huddleston, Mr. Mark Linder, Dr. David Muse, and Dr. John Thornell. Absentees were: Dr. Andrew Luna, Dr. Alan Medders, Dr. Steve Smith, and Dr. Brenda Webb. Other attendees were: Ms. Donna Tipps representing Dr. Steve Smith, Ms. Molly Vaughn representing Dr. Andrew Luna, and Dr. Brian Thompson representing Dr. Brenda Webb.

Dr. Huddleston made a motion to approve the February 9th minutes. Mr. Baker seconded the motion. The motion passed unanimously.

Ms. Hickman made a motion to approve the March 9th minutes. Mr. Baker seconded the motion. The motion passed unanimously.

Mr. Linder made a motion to approve the agenda. Mr. Baker seconded the motion. The motion passed unanimously.

Old Business

Ms. Tipps distributed three handouts at the March 9th meeting that were informational items concerning academic scholarships and tuition discounting. She did not have anything to add to this information since the last meeting. There were no questions or comments from anyone on the committee regarding this information. As far as the open-ended nature of excellence scholarships at UNA, there have been no updates due to the departure of Dr. Sue Wilson. Ms. Tipps requested deferring the discussion of this matter until she can discuss with Dr. Thornell.

New Business

Dr. Thornell presented a memo to the committee regarding requests for new course fees. Dr. Van Renssalaer stated that the SPBS committee had never voted on fee increases. The graduate council has approved the increases and this is an informational item for the SPBS committee. These fees must directly relate to the teaching of the course.

Dr. Thornell discussed a memo that had previously been sent to Dr. Van Rensselaer via email. This memo was requesting fixed cost increases for Academic Affairs in addition to the existing list of fixed costs for 2011-12. Dr. Thornell stated that these are required increases in fixed costs. Dr. Thornell did clarify that the increase of $20,000 in the accreditation budget was only temporary. The increase is only for the 2011-2012 year as a result of the SACS committee visit. None of the proposed fixed costs budget increases need action presently.

Dr. Thornell presented that the Faculty Research Committee would like to reinstate the budget for faculty research. The original budget was lost in proration. He suggested incremental increases of $20,000 per year over the next 2-3 years. Dr. Thornell suggested to start the process of reinstating the budget, $20,000 would be a good amount to begin with. Mr. Baker made a motion to put $20,000 on the list to be approved by President Cale. Dr. Huddleston seconded the motion. The motion passed unanimously.

Dr. Thornell discussed that Dr. McCullough came to him regarding the music and band budgets and the effects they are having on the students. Presently, students have to pay to have their band uniforms cleaned and have their own instruments repaired. Dr. Van Rensselaer questioned if this is common practice at other schools. Dr. Thornell responded that it is not common practice at other schools. He also pointed out that the choral students have to fund their own trips across the area when making choral presentations. Dr. McCullough is asking for $5000 and to incrementally increase the budget over time. Dr. Muse stated that since the band uniforms are university property, the university should incur the cost of having them cleaned. Dr. Thornell stated that the budget increase will have to be incremental and this committee can only help a little at a time due to the current budget situation. Dr. Muse made a motion to allow $5000 budget increase for Band/Choral expenses in 11/12. Mr. Baker seconded the motion. The motion passed unanimously.

Dr. Thornell addressed the issue of graduate programs’ inability to recruit due to lack of a line item for graduate assistantships. He proposed that a central account be created to allow programs to recruit graduate assistants. Graduate enrollment struggles because we do not have graduate assistantship support. He suggested calling these students research assistants instead of graduate assistants. These students will work with faculty and students on research projects. A funding level of $50,000 would allow for 6-8 assistantships. We currently have 4 graduate students doing research and they are being funded with un-budgeted funds. He also addressed the QEP budget (handout provided). He stated that the QEP committee recommendation had been endorsed by the SACS team and President Cale. He pointed out that we have to have QEP to be SACS accredited. QEP would be housed in the new building that is to be built next to Rogers Hall. There would be no raises to current employees that are part of QEP, their salaries would just be included in the QEP budget. $399,275 in new money would be spent over the next six years. QEP wants to hire someone to get the QEP center up and running. QEP would later be turned over to the Center for Learning Excellence. (SACS would have to approve this action.) Dr. Thornell tabled this proposal and wants Phil Bridgmon to attend the next meeting and explain further. Dr. Van Rensselaer will email Phil Bridgmon. Dr. Thornell tabled the research assistantship proposal until Phil Bridgmon is able to address the QEP proposal at the next meeting.

Dr. Thornell addressed the reorganization of Enrollment Management Services. This was an information item for the committee. He stated that Dr. Sue Wilson is no longer an employee of UNA. She had three direct reports to her: Financial Aid, Admissions and the Registrar’s office. All three of these will now report to Dr. Calhoun. Dr. Wilson’s salary will reinstate the associate director of admissions position. Tina Sharp will become registrar and Lisa Burton will become associate registrar. Dr. Calhoun is currently labeled “Associate VP for Academic Services.” He will receive a new title since he is rendering new services. There will be no new money expended because of any of these activities.

Dr. Thornell stated that a representative from the SPBS committee is needed on the Institutional Effectiveness Committee (IEC). The first meeting of the IEC will be in fall 2011. SPBS committee needs to find a liaison to represents SPBS. This liaison would be responsible for reporting back all information regarding IEC at year end. Dr. Huddleston motions to accept the proposal to appoint a liaison to IEC. Mr. Baker seconded the motion. The motion passed unanimously.

The handout regarding the consulting for the athletic strategic plan was presented. Johnny Williams is the consultant and his cost is not to exceed $15,000. His job is to recognize revenue streams. He is to present his findings to the Board of Trustees at their retreat in May. They will be voting on the Division 1 issue at their June meeting. The $15,000 will be coming from President Cale’s discressionary budget.

The committee needs to elect a Chair for the SPBS Committee for 2011-2012. Christy Horn and Ethan Humphries say we need to have more staff members in chair positions. This item will be placed in the May agenda for action.

Dr. Van Rensselaer asked everyone to please check their schedules for May 11th. This will be the date of the next meeting. SPBS will also continue to meet during the summer.

The meeting adjourned at 4:52 pm.

Respectfully submitted,

Shauna James