

**Strategic Planning and Budget Study Committee**  
Minutes of the Meeting of September 14, 2011  
Boardroom

The Strategic Planning and Budget Study Committee (SPBS) met on September 14, 2011, in the Boardroom of Bibb Graves Hall. The following members were present: Mr. Ben Baker, Dr. Thomas Calhoun, Ms. Peggy Hoekenga, Dr. Bill Huddleston, Mr. John Ledgewood, Mr. Mark Linder, Dr. David Muse, Dr. Steve Smith, Dr. Brian Thompson, Dr. John Thornell, Dr. Kristy Van Rensselaer, Ms. Molly Vaughn (proxy for Dr. Andrew Luna), and Ms. Rebecca Walker. Ms. Donna Tipps also attended. Dr. Alan Medders was absent. Mr. David Shields, committee chair, presided and a quorum was present.

**Call to Order**

Chair Shields called the first meeting of the academic year to order at approximately 3:30 p.m. Committee members introduced themselves.

**Adoption of Agenda and Approval of Minutes**

The agenda was approved as printed. The minutes from the August 24, 2011, meeting were approved as amended.

**Election of Vice Chair**

Dr. Thornell nominated Dr. Calhoun as vice chair. Dr. Van Rensselaer made a motion to close the nominations, with a second from Dr. Smith. The motion carried. Dr. Thompson seconded the motion to elect Dr. Calhoun as vice chair and the motion carried.

**Review of Committee Charge**

Chair Shields reviewed the charge. Mr. Linder questioned the role of the committee in the development of the new strategic plan, particularly as the charge states under Section 1, bullet c):

*Reviewing progress and recommending updates to the University's Strategic Plan annually.*

Chair Shields stated that the President will appoint a committee to develop the strategic plan and has asked him (Mr. Shields) to chair the committee. He anticipates the President drawing heavily from the SPBS committee, either in committee composition or through extensive collaboration.

Chair Shields asked members of the committee to examine the charge and provide any input that may articulate its role more clearly.

### **Old Business**

Dr. Smith reported that he is integrating the revised fixed costs list into the budget and is in the process of loading the budget for fiscal year 2011-2012. It will be available October 1.

### **New Business**

- a. Recap of the Board of Trustees Meeting – Dr. Smith reported that the Board of Trustees approved the budget, including the 3% salary adjustment. With retirement costs increasing from 3% to 5.75%, the amount of increase will appear to be minimal. The retirement deduction is tax-deferred.
- b. The role of the committee in the transfer of current departmental funds for new needs – Chair Shields posed the question of whether these transfers should be brought before the committee as information items only or as a request to be considered by the committee. After a lengthy discussion, the consensus of the committee was that such transfers should be brought to the committee for informational purposes, and if a proposed transfer appears to run counter to the strategic goals and priorities of the University, then the committee may discuss the transfer and recommend an alternative action; bearing in mind that the President will make the final determination.

### **Miscellaneous Items**

- a. Dr. Smith reported that the Lauderdale County school system is withholding 4% of its budget in the event that another round of proration occurs. This withholding affects Kilby School. That is extent of what he has heard about proration to date.
- b. Dr. Smith also informed the group that, at this point, it appears the supply lines will roll over into the new fiscal year. The President has not decided otherwise.

### **Adjournment**

Dr. Van Rensselaer made a motion to adjourn the meeting at approximately 4:30 p.m.

Submitted by:

*Kelly Ford*  
Recording Secretary