Strategic Planning and Budget Study Committee
Minutes of the Meeting of May 2, 2012
GUC Loft

The Strategic Planning and Budget Study Committee (SPBS) met on May 2, 2012, in the Raburn Conference Room. The following members were present: Mr. Ben Baker, Dr. Thomas Calhoun, Ms. Peggy Hoekenga, Dr. Bill Huddleston, Mr. Mark Linder, Dr. Andrew Luna, Dr. David Muse, Dr. Steve Smith, Dr. Brian Thompson, Dr. John Thornell, Dr. Kristy Van Rensselaer, and Ms. Rebecca Walker. Mr. David Shields, committee chair, presided and a quorum was present.

Visitors included Ms. Judy Jackson, Mr. Josh Skaggs, Ms. Donna Tipps, and Ms. Molly Vaughn.

Call to Order

Chair Shields called the meeting to order at approximately 3:30 p.m.

Approval of Agenda and Minutes

The agenda and minutes from April 11, 2012, were approved by consensus.

Old Business

a. Moving Clerical Position, Professional and Interdisciplinary Studies from Part Time Temporary to Full Time Permanent (tabled at the April 11, 2012 meeting) – Dr. Thornell clarified that the position needs to be moved from a temporary to a permanent position. This will require one-quarter of the total salary to be added immediately (bringing it to $17,500) and that the additional one-quarter of the salary to be added on April 1, 2013 (bringing it to $21,000), when the position becomes full-time. Dr. Thornell made a motion to approve the move to $17,500 contingent on the President’s approval. Dr. Calhoun seconded the motion and the motion carried. Chair Shields will inform the committee by email when the President has taken action on this position.

b. Scholarship Amounts – Ben Baker deferred this discussion to Dr. Thornell, who reported that there may a significant increase in the scholarship budget this year due to the fact that there are 320 more students who have been accepted compared to this time last year and a large number of them qualify for the ACT scholarship. Exact figures are not available at this time. Proposals are being developed to address this problem that may include moving scholarships from automatic to competitive. There will be an update at the June meeting.

c. Spreadsheet of Cost Increases – Dr. Smith distributed an updated list of cost increases and other requests for fiscal year 2012-2013. He will continue to bring updated lists to future meetings.

New Business

a. Student Publications Scholarship Increase (Attachment 1) – Rebecca Walker requested a 10% increase in scholarships for the Flor-Ala and Diorama staff to keep up with tuition and cost-of-living increases. Dr. Calhoun made a motion to approve the request. Mr. Linder seconded the motion and the motion carried.

b. Fixed Cost Addition, Norton Organ Maintenance (Attachment 2) – Dr. McCullough submitted a request to add the maintenance costs for the organ in Norton Auditorium to the fixed cost list.
The estimated total is $2,500 per year. Chair Shields stated that, as it is such a small amount, he will work with the Director of University Events, who has oversight of the instrument, to make sure the maintenance costs are covered.

c. Partial Funding for Online Instruction Quality Assurance Coordinator – Dr. Thornell asked that this item be tabled until the June 13, 2012 meeting.

d. HPER Plan to Replace Dr. Teaff – Dr. Thornell reported that when Dr. Teaff retires, Department Chair, Dr. Tom Coats, would like to replace his position with two entry-level PhD's, the difference being about $15,000 plus benefits (roughly $20,000). This will also bring the HPER department back within the adjunct limit. The positions would begin in the 2013-2014 academic year, but the searches will need to take place during the fall 2012 semester. Mr. Baker made a motion to approve the request, with a second by Dr. Medders. The motion passed.

e. Chair Shields informed the committee of the changes taking place in Health Services. The department currently houses health services, student counseling services, and disability support services. Cindy Wood, the Executive Director, is retiring as of July 1, 2012. Instead of replacing the executive director position, the three areas will become independent with a director overseeing each. The executive director salary will be redistributed to cover the restructure. No new money is required. Lynne Martin will become the Director of Student Counseling Services and Dr. Mary Bowers will become Director of Disability Support Services. A search is currently being conducted to fill the Director of Health Services position.

f. Annual Report Process (Attachment 3) – Dr. Andrew Luna shared recommendations from the Institutional Effectiveness Committee that 1) the Annual Planning and Assessment Report should be changed so that departments will enter goals and outcomes one academic year ahead of the current year, and that 2) the SPBS Committee adopt a policy requiring budget requests to be linked to goals and/or outcomes articulated in the Annual Planning and Assessment Report. Chair Shields suggested that committee members consider these recommendations for discussion at the next meeting.

Announcements

a. Next Meeting – June 13, 2012, 2:00 p.m., Raburn Conference Room

Adjournment

The meeting adjourned at approximately 4:35 p.m.