

**Strategic Planning and Budget Study Committee**

Minutes of the Meeting of January 14, 2015

Bibb Graves Board Room

The Strategic Planning and Budget Study Committee (SPBS) met in the Bibb Graves Board Room. The following members were present: Dr. Birdie Bailey, Mr. Jonathan Barnett (proxy for Mr. Daniel Thompson), Dr. Miranda Bowie, Dr. David Brommer, Dr. Thomas Calhoun, Mr. Clinton Carter, Dr. Kimberly Greenway, Dr. Dan Hendricks, Dr. Bill Huddleston, Dr. Chris Maynard, Mr. David Shields, Dr. Brian Thompson, Mr. Tyler Unsicker (proxy for Mr. Mark Linder), and Dr. Molly Vaughn. Ms. Salena Denton and Ms. Donna Tipps also attended. Dr. Chris Maynard, committee chair, presided over the quorum and Ms. Salena Denton recorded the minutes.

**Call to Order**

Dr. Maynard called the meeting to order at approximately 3:30 p.m.

**Approval of Agenda and Minutes**

The agenda and the minutes from the December 18<sup>th</sup> meeting were approved by consensus.

**Old Business**

A work group has been established to examine the University fee structure. Many positive responses and feedback have been received. First meeting of the group will be held once all schedules can be coordinated.

**New Business**

Dr. Maynard stated that there had still been no proposals received but he is anticipating that a couple may be received by the next meeting.

- Review of Proposed SPBS Committee Bylaws Draft
  - Dr. Greenway asked a question concerning consistency of quorum. Dr. Maynard explained that standard procedure is majority.
  - Dr. Bailey stated that there would be a link in our document to shared governance and asked if there would be a link from their page back to the SPBS page. Dr. Maynard replied that he would request a link.
  - Dr. Huddleston made recommendation that the chair should vote in order to break a tie or make a tie.
  - Dr. Bowie inquired concerning proposal cut off times. Dr. Maynard stated that in May the committee likes to already have a "wish list" prepared. If we are still accepting proposals in May, it becomes too late to present these to the president. A meeting will still be held in May; however, no new proposals will be entertained at that time. Mr. Carter added that normally the budget is presented in the September board meeting but going forward, it will be presented at the June meeting and be finalized in September.
  - Dr. Calhoun asked that the Bylaws include a stipulation that would give a level of discretion to the appropriate VP concerning if a proposal should be submitted. Dr. Maynard suggested that if the VP denied a signature, the proposal would not proceed. Dr. Greenway noted that Article 4, Section 2 should include "must be made through the appropriate VP, utilizing the approved form and signed."
  - Dr. Bailey suggested that proposals include the University goal the request relates to in an effort to be certain it ties to the strategic plan.

DRAFT – will be submitted for approval at the next meeting

- Dr. Hendricks inquired how the committee would determine the outcome specifically. Dr. Maynard offered that it could be a stipulation that the party report back to the committee with an update regarding benchmarks toward the goal.
- Dr. Vaughn noted the importance of SACS and making certain that all proposals tie back to the stated goals.
- Mr. Shields noted that this would be effective because it places the responsibility back with the respective VP and it would then be his/her job to make a sound case for the proposal.
- Dr. Calhoun made mention concerning Article 4, Section 1 that a clause was needed to allow for a VP to have the option to bring something forward under unusual circumstances on his/her judgment.
  - Motion to add “except for rare and extenuating circumstances”—Dr. Greenway
  - 2<sup>nd</sup>—Dr. Hendricks
  - Motion carried
- Mr. Carter inquired if a funding request has to be discussed to be approved, noting that many times these requests may turn into “wish lists” and it may become difficult to refuse a colleague. Dr. Maynard replied that in the event of extended discussions, the committee could extend the discussion and stated that due diligence should drive the discussion. (Article 4, Sections 4-5) The sentence “Discussion will be limited to ten minutes unless the time is extended by majority vote of the committee” shall be removed.
- An additional request was made concerning Article 4, Section 5 that the word “may” be removed from “may elect to vote” and replaced with “will”
- Mr. Carter noted that part of the agenda of the committee should be to prioritize the proposals. Dr. Maynard replied that this would be done in the April meeting before proposals are submitted to the president. Mr. Carter stated that this would be useful in the event of any necessary budget cuts before they are presented to the president. Dr. Maynard offered that a special called meeting would be held in that instance.
- Mr. Shields stated that when the committee agrees to fund something, the assumption is there that it is funded. A disclaimer is needed. This gives the assurance that the proposal is on the list, but doesn’t imply that it is funded. Ms. Tipps added that a Section 8 may be needed that outlines a looping clause for any requests that are pending approval.
- Dr. Maynard also mentioned that an additional article may be needed that details how the document can be amended.

## **Adjourn**

After further discussion concerning general verbiage of the document, the meeting adjourned at approximately 4:50 PM.

## COMPOSITION AND CHARGE

Section 1      The composition and charge for the Strategic Planning and Budget Study Committee can be found in the University of North Alabama’s Shared Governance Document.

## ADMINISTRATIVE OFFICERS

Section 1      There will be three administrative officers of the Strategic Planning and Budget Study Committee: chair, vice-chair, and recording secretary.

Section 2                      At the beginning of each year, the Strategic Planning and Budget Study Committee will select a chair and a vice-chair from among the eligible voting committee members. Normally, the previous year's vice-chair will assume the chair position upon confirmation by the membership. The individual selected to serve as vice-chair should be willing and eligible to serve as chair during the following year. The chair shall preside at all meetings of the committee and shall be responsible for scheduling meetings and distributing agendas and minutes appropriate to each meeting. The vice-chair will have duties as assigned by the chair.

Section 3      The recording secretary will be appointed each year by the chair from outside of the membership of the committee and will have a non-speaking and non-voting role. The recording secretary will be charged with keeping detailed records of the decisions made by the committee and the task of collecting and distributing funding requests.

## **ARTICLE III**

## **MEETINGS**

- Section 1           The Strategic Planning and Budget Study Committee shall meet as necessary during the regular school semesters. The committee will typically meet once each month starting in September and concluding in April, but can meet more often at the discretion of the chair.
- Section 2           All meetings of the Strategic Planning and Budget Study Committee shall be open to any member of the university community to attend.
- Section 3           The Strategic Planning and Budget Study Committee may convene in an executive session, which will only be open to members of the committee, to discuss and/or vote on sensitive issues and funding requests.
- Section 4           A majority of voting members present shall constitute a quorum.
- Section 5           Voting by the membership shall be by voice or by show of hands. The chair shall only vote when his/her vote would affect the outcome (i.e., to make or break a tie).

## **ARTICLE IV**

## **REQUESTS FOR FUNDING**

- Section 1           Requests for funding are submitted during the academic year prior to the implementation of the new budget year, which begins each October 1. Submissions are accepted from October 1 to March 1. Except in rare and unique circumstances, the request must be linked to the goals of the annual report of the unit, and a rationale must be provided that supports UNA's Strategic Plan.
- Section 2           Requests for funding must be made through, and approved by, the appropriate vice president, utilizing the approved form and transmitted to the committee for consideration.

- Section 3                Requests must be received by the recording secretary at least 14 days prior to the meeting at which it will be considered. The recording secretary must forward funding requests to the committee members at least 10 days prior to the meeting.
- Section 4                Someone representing the funding request shall attend the meeting at which the request is considered. If no representative attends, the appropriate vice president will serve as the representative or it will be tabled to a subsequent meeting. The representative will provide a 1-2 minute overview of the funding proposal and then answer questions from the committee.
- Section 5                Once all proposals have been discussed, the committee will vote in executive session or at a later date.
- Section 6                The committee will revisit all funding requests each April before forwarding a prioritized list to the president for consideration in the next year's budget.
- Section 7                One-time requests for new funds are secured through the appropriate vice president and submitted to the Strategic Planning and Budget Study Committee as an information item.
- Section 8                Final funding approval is made by the Board of Trustees prior to the start of each budget year.

## **ARTICLE V**

### **AMENDMENTS**

- Section 1                This document may be amended by a majority vote of the committee.

## REQUEST FOR FUNDING

Requests for funding are submitted during the academic year prior to the implementation of the new budget year, which begins October 1. Submissions are accepted from October 1 to March 1. The request must be linked to the goals of the annual report of the unit, provide a support rationale, and have the approval signatures, in the appropriate order, as shown below. Requests are transmitted and presented to the SPBS Committee by the appropriate Executive Council member.

---

### TRANSMITTAL:

Name/Budget Unit Originating Request \_\_\_\_\_

FUND \_\_\_\_\_ ORG \_\_\_\_\_ PROG \_\_\_\_\_

Budget Year(s) for which Funds Requested \_\_\_\_\_ (if permanent, specify such)

Amount Requested on Annual Basis \_\_\_\_\_

Date of Submission \_\_\_\_\_

Attach documentation addressing the link between the budget request and the annual report goals, specifying which goal is addressed by this funding. Please attach the relevant page from the report. Is the request linked to the annual report? ☐ Yes ☐ No

Annual Report Year: \_\_\_\_\_ Long-term Goal # \_\_\_\_\_ and/or Short-term Goal # \_\_\_\_\_

Attach a description and rationale of the funding request (include all relevant information, including a detailed budget and comparative data used to justify request).

One-Time Request for New Money (information item only as submitted by VP) ☐ Yes ☐ No

---

### APPROVALS:

\_\_\_\_\_  
Department Chair or Equivalent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean or Equivalent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

Date Action Taken by SPBS Committee \_\_\_\_\_

\_\_\_\_\_ Denied

\_\_\_\_\_ Returned for Additional Information

Accepted for: \_\_\_\_\_ Immediate Petition \_\_\_\_\_ Added to List