

DRAFT – will be submitted for approval at the November 2016 meeting

Strategic Planning and Budget Study Committee

Minutes of the Meeting of October 12, 2016

Bibb Graves Board Room

Call to Order

The Strategic Planning and Budget Study Committee was held in Bibb Graves Board room on October 12, 2016. The meeting convened at 3:30pm, Vice Chair Dr. Sandra Loew conducting the meeting, and Bliss Adkison, secretary.

Members in attendance: Dr. Jeffrey Bibbee, Dr. Kimberly Greenway, Dr. Katie Kinney, Dr. Donna Lefort, Mr. Mark Linder, Dr. Debbie Shaw, Mr. David Shields, Dr. Brian Thompson, Dr. John Thornell, Mr. Evan Thornton, Dr. Ryan Zayac

Approval of Agenda and Minutes

Motion was made by Dr. Bibbee to approve the agenda for the October 12, 2016 meeting. **Motion carried.**

Motion was made by Dr. Greenway to approve the minutes with no revisions from the September 21, 2016 meeting. **Motion carried.**

Old Business

A. Resubmission of Previous Year's Proposal

Dr. Loew reviewed the e-business which was conducted by the committee on September 29th, 2016. During this e-business session, the motion was made by Mr. Linder that the follow-up memos contain language that allow the appropriate Executive Council member to resubmit an unchanged proposal from the previous year, if it is still a priority for that Executive Council member. **Motion carried.**

B. Review of Evaluation Process for Faculty/Personnel Line Proposals

Dr. Loew reviewed the faculty/personnel line proposal process of several different institutions. Dr. Bibbee presented concerns from several faculty members regarding the process of the faculty line proposals not being reviewed by a shared governance committee. Dr. Lefort suggested specific credentials be included in the faculty proposals. She also suggested there be a more systematic process in which proposals were submitted. Dr. Greenway suggested a separate timeline for faculty/personnel proposals from the current deadline for non-faculty/personnel budget proposals. Discussion of appropriate deadline ensued.

Motion was made by Dr. Bibbee that beginning in the 2017-2018 budget year, a faculty line proposal template will be created by the Provost office in order to create uniformity for these proposals. This template will ultimately be posted on the Provost website. The deadline for faculty line proposal submissions to the Provost office will be December 1st. Proposals will have the endorsement of the Dean and the priority ranking of the Provost office before being presented to the Strategic Planning and Budget Study committee. The Strategic Planning and Budget Study committee will review submitted faculty line proposals in the January meeting. The faculty line proposals will be separate from the non-faculty/non-personnel proposals. Motion carried.

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Motion was made by Dr. Bibbee that during this year’s budget review (2016-2017), faculty line proposals will be separate from non-faculty line proposals when ranked and presented to the President. Motion carried.

Discussion followed concerning the same procedure for staff lines. Timeline of deadlines for the staff lines were discussed.

Motion was made by Dr. Greenway that beginning in the 2017-2018 budget year, a staff line proposal template will be created in order to create uniformity for the proposals. The deadline for staff line proposal submissions to the committee will be February. The Strategic Planning and Budget Study committee will review submitted staff line proposals in the March meeting. The staff line proposals will be separate from the faculty line proposals and non-faculty/non-personnel proposals which are submitted. Motion carried.

Motion was made by Dr. Greenway that during this year’s (2016-2017) review of budget lines, staff line proposals will be separate from faculty line and non-personnel proposals when ranked and presented to the President. Motion carried.

To summarize the above, the committee proposed that this year (2016-2017) there will be three separate categories of budget proposals that are ranked and presented to the President for approval. Those three categories are faculty line proposals, staff line proposals, and non-personnel proposals. For this year (2016-2017) all proposals are to be submitted in April, as is customary. The new processes and timelines (as mentioned above) for faculty/staff proposal lines will be effective in the 2017-2018 academic year.

New Business

A. Follow up Memos for 2015-2016

Dr. Loew presented that the follow-up memos for the 2015-2016 budget year had been sent to the appropriate departments by Dr. Vaughn. Individuals received a memo if their request had been denied or accepted.

Dr. Vaughn has received five budget request thus far and will post to Canvas for the committee.

B. Proposal Form-Internal Process

Committee discussed removing the “Internal Process” box inside the proposal form.

Motion was made by Mr. Shields. Motion carried.

C. Discussion

There were no additional discussion items.

Adjourn

Motion was made by Mr. Linder to adjourn. Motion carried. Meeting was adjourned at 4:12pm.

Submitted by,
Bliss Adkison
Secretary (2016-2017)