Minutes CACBSP: December 15, 2016, Chancellor’s Conference Room

Meeting commenced at 1:00pm.

In attendance:
Connie Creech, Cathy Larson, Cathy Miller (Chair), Mehrdad Simkani, Matt Wyneken (for Sharman Siebenthal-Adams), Matt Wolverton

Excused: Adam Lutzker (for Amelia Biehl), Sarah Lippert

Note: Due to the official recognition of the School of Nursing (SON) effective November 1, SHPS appointed Cathy Larson as their new representative on CACBSP for the remainder of this fiscal year. Connie will continue on the committee as the SON representative.

The Committee:
- Based on a framework Adam emailed the committee in his absence, we developed a format and identified the items we desire the Deans and Unit representatives use in their Budget Town Hall presentations. The following is a ‘draft’. Cathy Miller will ‘clean’ up the presentation for final discussion at the next CACBSP meeting, Jan. 12, 2017.
- Dear Fellow CACBSPers,
  I’ll miss today's meeting, but think the following bits of info would be useful to get from each unit:

  1. (3 minutes) Mission statement (unit) and how budget expenditures align with mission (one to two bullet points)

  2. (7 minutes) Base budgets – providing
     - How much or percentages toward Excellence in teaching (e.g., faculty and staff development, technology in instruction, developing undergraduate research, advising)
     - How promote excellence in teaching
     - How much or percentages toward Excellence in research (faculty support or development, mentoring of faculty, research programs such as M^3)
     - How promote excellence in research

  Operating costs (cost of instruction)
     - Cost of instruction
     - Faculty salaries and benefits
     - Staff salaries and benefits
     - General operating costs (phones, supplies, etc.)
  Cost of service activities, service learning and civic engagement course costs, outreach activity, study/service abroad,

  3. (2 minutes) Enrolment and revenue targets (unit level)
     - 2015-16 Enrollment targets, actual
     - 2016-17 Enrollment targets and expectation of achieving the targets

  4. (2 minutes) Carry forward amounts
     - How much spent in 2015-16
     - How plan to spend current balance? When?
     - How much expected will be carried forward to 17-18

  5. (2 minutes) Current budget requests
     - What did you request last year? What amount did you receive? Did you spend the amount as planned?
• What are the new initiatives requested for 2017-18?
• What are the requested fees for 2017-2018

6. (2 minutes) Cost containment initiatives
   • Due to decrease in enrolments, what is your unit’s contingency plans to contain costs?

7. (2 minutes) Fund raising initiatives (e.g., grants, gifts, endowments, foundation funding, etc.) and successes
   Non-academic units should modify the above requested information to fit the units’ mission and objectives.
   • Briefly discussed the idea of creating a Frequently Asked Questions (FAQ) document to go with the Budget Principles, Process and Model document from Jerry Glasco. These documents would be posted on a website for current and future CACBSP committee members and other faculty interested in the budget process. The committee agreed to work on this document during the winter 2017 semester as time permits.
   • Discussed the dates and times for the winter 2017 semester. The Thursday timeslot no longer works for Mehrdad and Adam. Chris Douglas will be informed to find replacements for these members.

Meeting concluded at 2:15pm.

Minutes drafted by CACBSP Chair Cathy Miller

Minutes approved January 12, 2017