## CACBSP MINUTES MAY 25th, 2017

**Meeting Date:** Thursday May 25, 2017  
**Meeting Title:** CACBSP Meeting  
**Recorder:** Sarah Lippert (Committee Secretary)  
**Meeting Start:** 1:00 PM  
**Meeting End:** 2:15 PM  
**Presiding:** Cathy Miller (Chair)  
**Ex-officio:** none present  
**Present:** Mike Hague (Vice-Chancellor for Business and Finance), Cathy Larson, Connie Creech, Tess Barker (Chancellor’s Chief-of-Staff), Matt Wolverton, Matt Wyneken, Sarah Lippert (Committee Secretary), Cathy Miller (Committee Chair), Cameron McLeman (as observing new member), DJ Trela (as observing new member—on conference call starting 1:35pm)  
**Guest Speaker:** None

### Excused: n.a.
### Absent: n.a.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
<th>ACTION</th>
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<tr>
<td><strong>Welcome &amp; Call to Order</strong></td>
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| **Minutes** | Motion made and seconded to approve February 23rd, March minutes, April 13th, April 27th, May 11th | All draft minutes reviewed passed with minor revisions.  
Lippert will disseminate the approved minutes to the committee and FC. |
| **Updates from the Chancellor or her representatives** | Delivered by the Chair: Howard Hughey will be invited to speak with us at one of our summer meetings on the issue of generating greater communication.  
Delivered by the Chair: The Chancellor asks the committee to move its review of monthly financial results further up in its agenda. | Committee voiced no objections. |
| **Agenda Item: Topics and planning for upcoming meetings** | Some of the topics are going to be shuffled around to accommodate things for new members and ongoing work.  
Agreement by consensus that Glasco should come back and do another presentation at the beginning of the fall semester for the benefit of both new and old members. Discussion of how to share this info with the faculty. Possibilities to include having small groups of 10-20 faculty who are interested in understanding the budget able to sign up to meet with Glasco and his staff.  
We will revisit the transparency concerns and Hague’s suggestion that we start by looking at the existing statement | New members need to be added to the list of e-mail recipients for committee documents.  
Mike Hague will work with Miller and Glasco to schedule the visit.  
Revised agendas will be disseminated by Miller.  
Committee will review the report on the Economic Status of the Faculty to discuss at the June meeting. |
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posted on the homepage and shared by Michigan public institutions.

- We will revisit the budget information access issues affecting faculty later in the summer.

**Agenda Item: Consultation of the committee on how to review the financial results**

- Discussion of how we will look at the expenditure reports.
- Suggestion that we have a 3-year window of June reports to evaluate from one year to the next.
- We will need to see the approved budget for the upcoming year when it is available.
- Hague will be able to attend the Regents meeting where the annual campus budget will be approved and will brief us on the events.

- Hague will acquire June expenditure reports for the last 3-5 years to help us compare with prior years when June 2017 becomes available.
- Glasco will be asked to attend a meeting (same method as above) to help us decipher the expenditure reports.
- Hague will update CACBSP on the Regents meeting and approved budget for the campus.
- Committee members should review at least the summary page for all reports received for this academic year, but will look closely at April and January for the upcoming meeting. Members should note their questions.
- The committee will review the June report carefully in the future.

**Agenda Item: Review of the 1st draft of the CACBSP Annual Report**

- Discussion of draft report. Recommendation to add a section on recommendations for operating procedures and goals for the upcoming year (things the committee recommends in business for the present and future)
- Elaborate on description of budget committee.
- Mention updates from FC.

- Miller will revise (based on the discussed recommendations) and send a 2nd draft by e-mail.
- Revisions to include everything in the column to the left.

**Approval of New Program Budgets**

None

**Matters Arising**

None

**Announcements**

None

**Adjournment**

2:15 PM

**Meeting Schedule**

Upcoming Meetings: July 12 and August 16 from 3-5 PM

Next Meeting: Wed. June 7th 3-5 PM