

Draft-minutes will be approved at February meeting

**Strategic Planning and Budget Study Committee**

Minutes of the Meeting of January 18, 2017

Bibb Graves Board Room

**Call to Order**

The Strategic Planning and Budget Study Committee was held in Bibb Graves Board room on January 18, 2017. The meeting convened at 3:30pm, Dr. Molly Vaughn presiding, and Bliss Adkison, secretary.

**Members in attendance:** Dr. Jeffrey Bibbee, Dr. Kimberley Greenway , Dr. Katie Kinney, Dr. Donna Lefort, Mr. Mark Linder, Dr. Sandra Loew, Ms. Audrey Mitchell, Dr. Debbie Shaw, Dr. Brian Thompson, Dr. John Thornell; Mr. Evan Thornton, Dr. Ryan Zayac

**Members not in attendance:** Dr. David Shields, Mr. Hugo Dante

**Approval of Agenda and Minutes**

Motion was made to approve agenda. Motion carried.

Members not in attendance should be added to the November meeting minutes. Motion was made to accept the minutes with this revision. **Motion carried.**

**Old Business**

**A. Creation of Form for Staff Line Proposals**

Dr. Kimberly Greenway explained the development of the Staff Line Proposals form. She explained each section to the committee using the uploaded template on Canvas. Floor was open for discussion. Dr. Thornell suggested adding different “units” instead or “department”. Dr. Greenway will make revisions and post to Canvas. Each committee member will provide feedback via Canvas concerning the form before the next meeting. This form will be voted on for approval at the February meeting. After revisions have been made, the form will be sent to Staff Senate.

**New Business: Funding Requests**

**A. Academic Affairs- Flowers Hall Pool (\$8,073.80)- Dr. Hall’s supervision of pool**

Dr. Thornell explained that Dr. Hall is currently being compensated for the supervision of the pool during the summer out of the summer school budget. Due to his non-teaching duties, this payment should be funded from a different department. Floor was open for discussion.

***Motion was made by Dr. Brian Thompson for the Academic Affairs-Flowers Hall Poll- Dr. Hall’s supervision of the pool to be placed on the prioritized list. Motion carried.***

**B. Academic Affairs- Graduate Admission (\$3,227)-Supplies, event fees, printing, travel, recruitment efforts, staff development, etc.**

Dr. Thornell stated that a Graduated Admission office was created several years ago independently from the Admissions office. However, they were not given an expense budget to operate. Floor was open for discussion.

***Motion was made by Dr. Kimberly Greenway for the Academic Affairs –Graduate Admission expense account of \$3227 to be added to the prioritized list. Motion carried.***

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**C. Academic Affairs – On Campus Internship Program (\$36,020)- Tuition remission and stipend for 20 students**

Dr. Thornell discussed the use of students through internships to help different departments with certain tasks. These positions would be paid internships and students would be working on campus. Tuition remission for a three-hour course and a stipend of \$1000 would be given to each internship. Floor was open for discussion.

***Motion was made by Dr. Greenway for Academic Affairs –On Campus Internship Program (\$36,020) to be added to the prioritized list. Motion carried.***

**D. Academic Affairs- Study Abroad-\$15,000-Half-time Administrative assistant**

Dr. Thornell stated that the coordinator for Study Abroad is in need of clerical support. This clerical support would include helping students with international travel coordination. Currently the coordinator is responsible for all travel coordination as well as their faculty duties. The growth in study abroad reflects the need for this half time position.

***Motion was made by Dr. Thompson for Academic Affairs- Study Abroad (\$15,000) Half Time Administrative Assistant to be added to the prioritized list. Motion carried.***

**E. Academic Affairs- University Awards Gala- \$12,000**

Dr. Thornell stated that this annual event does not have a budget, and is funded through several different departments.

***Motion was made by Dr. Greenway for the Academic Affairs-University Awards Gala budget of \$12,000 to be added to the prioritized list. Motion carried.***

**F. Academic Affairs-Salary needs for Experience Factor Increase (\$39,780) + benefits (increases with COL)**

Dr. Thornell discussed the obligation of the university to pay faculty members for meeting certain criteria through experience. Dr. Thornell discussed this item needing to be a fixed cost instead of budgetary costs. Floor was open for discussion.

***Motion was made by Dr. Thompson for Academic Affairs- Salary needs for Experience Factor Increase of \$39,780 to be moved to an information item. It will be determined if this item should be a fixed cost instead of a budgetary item.***

**G. Academic Affairs- Council of Academic Deans (\$15,000)- Student travel associated with field courses.**

Dr. Thornell discussed that currently there is no compensation for students wanting to take field courses, which include travel. Students are responsible for all the costs of the program. However, in study abroad courses, scholarships are available for travel expenses. Floor was open for discussion.

***Motion was made by Dr. Zayac to add Academic Affairs Student travel associated with field courses to the prioritized list. Motion carried.***

**H. Athletics- \$176,666- Graduate Assistantships**

Mr. Mark Linder discussed that graduate assistants have been paid a \$600 stipend per month for the past ten years. Currently this amount is inconsistent with other departments who are

Draft-minutes will be approved at February meeting paying graduate assistants a \$1000 stipend per month. This request would increase the total amount of stipend per month for twenty graduate assistants. Floor was open for discussion. Members of the committee suggested that other assistantships be reviewed in order to ensure consistency in stipend amount.

***Motion was made by Dr. Greenway to add Athletics (\$176,666) Graduate Assistantships budget to the prioritized list. Motion carried.***

***Motion was made by Dr. Bibbee for the committee to review the non-academic consistency in payment to graduate assistants. The business office will provide payment information concerning graduate assistants to the committee at their earliest convenience. If a policy is not in place for the consistency of payment, one will be created. Motion carried.***

### **Announcements**

Next meeting will be February 8, 2017 at 3:30pm in the Bibb Graves Board Room.

### **Adjourn**

**Motion was made by Mr. Linder to adjourn. Motion carried.**

Submitted by,  
Bliss Adkison  
Secretary (2016-2017)