

**Strategic Planning and Budget Study Committee**  
Minutes of the Meeting of February 10, 2016  
Bibb Graves Board Room

The Strategic Planning and Budget Study Committee (SPBS) met on February 10, 2016 in the Bibb Graves Board Room. The following members were present: LTC Wayne Bergeron, Dr. Miranda Bowie, Dr. Kim Greenway, Dr. Dan Hendricks, Dr. Donna Lefort, Mr. Mark Linder, Dr. Sandra Loew, Ms. Audrey Mitchell, Mr. David Shields, Dr. John Thornell, Mr. Evan Thornton, and Dr. Molly Vaughn. Dr. David Brommer, committee chair, presided over the quorum.

**Call to Order**

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

**Approval of Agenda and Minutes**

The agenda and the minutes from the November 11th meeting were approved by consensus.

**Old Business**

**New Business: FUNDING REQUESTS**

- a. ENROLLMENT MANAGEMENT (\$8,000) :  
Ms. Hillary Coats stated that last semester, she and Dr. Vince Brewton agreed that the graduate management module for Recruiter should be purchased for year two of the ongoing maintenance. This software will be able to provide the personal communication needed for the program and would cover annual subscriptions for emails and a white list of students to be contacted. Dr. Brewton added that the software comes with an annual maintenance fee and this request would be for year two forward. Ms. Coats stated that there are currently 25 users of the software and the fee is based on a percentage of that number.
- b. EDUCATOR PEPARATION PROGRAM GRADUATE ASSISTANT (\$14,400):  
Dr. Katie Kinney explained the performance based assessment that has been developed by Stanford. In the fall of 2018, it will be consequential to student certification. A pilot was started in the fall where UNA applied for a grant for this program. All of the funds have paid for the assessments for the candidates during this pilot phase. She and Dr. Whitten utilized some of the department's rollover money and acquired a graduate assistant. This person provides support for the candidates. This request asks for a graduate assistant as support for this effort. Dr. Lefort added that this position definitely needs to be funded as a lot goes into this program. LTC Bergeron inquired concerning what would happen at the point when your graduate assistant leaves? Wouldn't this be better served as a permanent employee so that retraining is not necessary? Dr. Kinney acknowledged that this is indeed a limitation of a graduate assistant. Dr. Brommer asked what the \$14,000 would cover. Dr. Kinney replied that this would cover their stipend for up to 9 hours for fall, and spring tuition.
- c. DEPARTMENT OF HPER GRADUATE ASSISTANTS (\$36,620):  
Dr. Tom Coates offered commendation to Dr. Thornell for helping to find funding for this in the past; however, the time has come to find funding for this going forward. This is needed to raise the stipend as well as afford the opportunity to be more aggressive in recruiting graduate assistants. These individuals are essential positions as they test 150-175 students per semester in the Human Performance Lab. They also do maintenance in the Wellness Center as well. Dr. Thornell added that this is part of a larger effort to standardize graduate assistant compensation for equity purposes. LTC

Bergeron inquired about the 1:4 ratio for graduate assistants. Dr. Brommer advised that this is not related to Education, but only Arts and Sciences.

- d. DEPARTMENT OF HPER—CENTER FOR THE STUDY OF SPORT AND RECREATION (\$6,800):  
Dr. Coates stated that the faculty is doing research, presentations, and publications but he would like to establish a focus for research and service. This would reach across lines to other colleges and go externally into the community and could potentially establish partnerships. It would then be possible to go out and market to the community. The faculty members could utilize the backing of the research that has been done. The potential is now there to partner with the Natchez Trace to do research on people who make use of the Trace for exercise purposes. This request is for startup funds that would give the program three years to become self-supportive. We would also be offering reports/updates to be certain that we are accomplishing the objective. The seed money is needed to begin the initiative. Dr. Brommer inquired if this could open up federal funding. Dr. Coates responded that every opportunity would be sought out. The goal is to have the research and the entire package ready when needed to present to potential partners. There are also other departments across campus that might be able to partner with us. LTC Bergeron asked if there were benchmarks in place. Dr. Coates responded that this hadn't been done at this time, but reporting would be done to maintain transparency and to prove viability.
- e. DEPARTMENT OF HPER—CENTER FOR THE STUDY OF SPORT AND RECREATION (\$6,800):  
See Above (Items d and e submitted together)

*Prior to the next item, Dr. Maynard offered a brief explanation of the requests for faculty lines. He stated that SVRI had saved the university over a million dollars in Arts and Sciences, growth was noted of over 39%. He added that their mission is their majors as well as general education. The growth has become very difficult to manage. Students have been turned away from classes and there has been a marked increase in transient class requests. With enrollment expected to grow again, there is now a crisis point. Dr. Maynard then advised that he had provided a prioritized list where the highest needs are within Arts and Sciences.*

- f. DEPARTMENT OF ENGLISH FACULTY (\$148,693.48-two faculty lines):  
Dr. Cynthia Burkhead stated that there is a high degree of unpredictability in the English Department. Every adjunct that could be found was utilized including two that are teaching online for the university from Nashville and St. Louis. Currently there are 55 unassigned courses. Nine adjuncts will be needed to fill classes that are not assigned. This has become such a crisis for the department that they are now unable to focus on recruiting majors. Dr. Maynard added that in the fall, there may not be a tenure track professor available to teach or meet the expected enrollment for next year.
- g. DEPARTMENT OF MILITARY SCIENCE ADMINISTRATIVE ASSISTANT (\$33,951.60)  
LTC William Pruett began by highlighting the changing environment in terms of government and military education. The department has lost two positions due to this. The future is uncertain concerning ROTC and Cadet Command. These programs will be judged by the investment made in the program. The university now has the largest program since the 1980's and with this growth has come increased administrative needs. The department has done without a secretary since 1980. Most other departments have an administrative assistant. This position would be part of a strategy to put UNA ROTC in the best state it has been in since the 1960's. This is an opportunity for UNA to prove they're invested in the ROTC program. Two years ago, there was an erroneous announcement that ROTC would close. We would like to be proactive in investing in the future success of the program. Enrollment is solid now and we have about \$200K in federally funded scholarships annually. Dr. Maynard added that this is the only department that does not have an administrative assistant. The university needs to invest back into the program.

- h. DEPARTMENT OF ENTERTAINMENT INDUSTRY TECHNICAL DIRECTOR (\$29,454.54)  
Dr. Bob Garfrerick stated that the \$29,454.54 is the amount needed to bring the technical director all the way up to receive full benefits. The Mane Room has no budget. Its budget is only the funds that are collected when there is an event. He gave an example that there is an event coming up that includes dinner and a show. The Mane Room will get nothing out of this; however they would be responsible for staffing the event. Dr. Greenway asked if the money comes back to the university when the space is leased. Dr. Garfrerick advised that it does, however since the university doesn't own the space, they can't help with upkeep (i.e. new carpet).
- i. DEPARTMENT OF ENTERTAINMENT INDUSTRY FACULTY (\$75,000)  
Dr. Garfrerick stated that the Department of Entertainment Industry is growing, but has reached its saturation point. The department grew by four majors, but graduated 41 students. Credit hour production has flattened out. More faculty is needed as he "cannot do it all". Dr. Greenway made note of the phenomenal in field employment rate for this major. Dr. Garfrerick added that the employment rate is currently at 76%
- j. DEPARTMENT OF HISTORY FACULTY (\$77,729.64)  
Dr. Sarah Franklin stated that the university does not have a historian of African American history. There are student requests for these types of classes. This is much needed. The faculty is currently maxed out. Courses are maxed out. The dramatic increase in enrollment has created this situation and our department does not know what to do. Dr. Greenway noted that the history department has quite a few adjuncts. Dr. Maynard replied that the department has asked for this for the last eleven years. It is an embarrassment to the university to not have this position in place. Dr. Franklin reiterated that there is a "huge hole" that should be filled.
- k. DEPARTMENT OF SOCIOLOGY AND FAMILY STUDIES FACULTY (\$80,600)  
Dr. Yaschica Williams stated that this department has not only an undergraduate program, but also a graduate program. The graduate program is really growing. Faculty is involved in the community as well. Over the last two semesters, there have been overloads due to courses being filled to capacity. Another faculty member is desperately needed.
- l. FAMILY STUDIES TITLE IX GRADUATE ASSISTANT COORDINATOR (\$8,300)  
Dr. Yaschica Williams noted that last fall, a new graduate assistant was hired to help with Title IX. This student also helps with the campus climate survey. The request is for the university to assist with hiring a graduate assistant. Mr. David Shields added that Student Affairs had agreed to cover up to \$6,000 of the cost. Dr. Williams noted that this request would make up the remaining balance for the position.

*Following the presentations by various departments, Dr. Brommer opened the floor for discussions in general prior to individual discussion.*

Dr. Thornell stated that Arts and Sciences has additional proposals in the works and it should not be assumed that what was submitted to date was the final request. Dr. Brommer noted that the faculty lines would need to be turned around quickly. Dr. Lefort mentioned that simply looking at credit hour production may not provide the context needed to make decisions. Dr. Greenway suggested that we look at non-faculty items first. Dr. Brommer noted that since the committee is aware that more requests are coming, it is prudent that the deadline is expressed to the campus again. After further discussion concerning enrollment, retention, credit hour production, etc. the following motion was made:

DRAFT – will be submitted for approval at the next meeting

***Motion to defer personnel request until the March meeting when the deadline has passed for further submission. (Dr. Greenway)***

*Motion 2<sup>nd</sup>: (Dr. Thornell)*

*Motion Carried*

Dr. Lefort made mention that her department has been looking at things and it appears that some areas may need to be recalibrated. This is not popular, but sometimes necessary. Dr. Brommer stated that we have graduate assistant requests and asked for any discussion concerning these. Dr. Greenway added that she would like to see a final list of graduate assistant positions and then prioritize at that time. Dr. Thornell stated that the centers need to be funded equally at \$5K and standardization is needed across the board.

***Motion to approve graduate assistants to be on the list with the contingency that the centers will be at \$5K. (Dr. Greenway)***

*Motion 2<sup>nd</sup>: (LTC Bergeron)*

*Motion Carried*

m. COLLEGE BUDGET COMMITTEES

Dr. Brommer stated that these committees may be the first step in vetting the various proposals before they come forward to the SPBS Committee. As much of this that can be done prior to a proposal being submitted the better.

n. 2016-2017 BUDGET REQUEST DEADLINE

Dr. Brommer stated that requests must be submitted fourteen (14) days prior to that meeting. Dr. Thornell added that the word needs to get out to the campus immediately. Dr. Brommer noted that we would continue forward with the March 9<sup>th</sup> meeting.

**Adjourn**

The meeting adjourned at 4:50 PM.