

Draft-minutes will be approved at the March meeting

Strategic Planning and Budget Study Committee
Minutes of the Meeting of February 8, 2017
Bibb Graves Board Room

Call to Order

The Strategic Planning and Budget Study Committee was held in Bibb Graves Board room on February 8, 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. Donna Lefort, Mr. Mark Linder, Dr. Sandra Loew, Ms. Audrey Mitchell, Dr. Debbie Shaw, Dr. David Thompson, Dr. John Thornell, Mr. Evan Thornton, Dr. Ryan Zayac, Linda Armstrong (proxy for Dr. Katie Kinney)

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

Approval of Agenda and Minutes

Motion was made by Dr. Loew to approve agenda. Motion carried.

Motion was made by Dr. Greenway to approve last meeting's minutes. Motion carried.

Old Business

A. Creation of Form for Staff Line Proposals

Dr. Greenway reviewed that the change suggested from the previous meeting had been made. Floor was open for discussion. Dr. Thornell suggested adding approval signatures at the bottom of the form.

Motion was made by Dr. Zayac to approve the Staff Line Proposal form with the suggested revision of approval signatures. Motion carried.

B. Fixed Costs

Mr. Evan Thornton reviewed fixed costs and how they originate. Renewals, subscriptions, bad debt, credit card processing fees, insurance, legal expense, and tuition remission were discussed concerning fixed costs. The use of the budget as a guide was emphasized. Floor was opened to discussion.

New Business: Funding Requests

A. Academic Affairs-Student Media Scholarships (\$7,744.40)

Dr. Thornell reviewed the information in this request. He stated that the principal in this request is that the amount of scholarships will reflect the fluctuation in tuition. Floor was opened for discussion.

A motion was made by Dr. Greenway to table this item in order to gain more information from the scholarship committee in regards to how many scholarships are awarded that are similar to this request and the amounts of these scholarships. The committee will reach out to Shauna James for this information.

B. Academic Affairs- Supplies and Travel Monies for Four New Faculty Positions (\$4000)

Dr. Thornell reviewed this request. According to the faculty handbook, each new faculty line

Draft-minutes will be approved at the March meeting that is added to a department will be granted \$500 for travel and \$500 for supplies. Dr. Thornell stated that this should be considered a fixed cost due to the policy stated in the faculty handbook. Floor was opened for discussion.

Dr. Thornell will have Renee Vandiver forward the policy in question to the committee. It will be posted on Canvas for review.

A motion was made by Dr. Greenway to move this request to an informational item. Furthermore, this specific policy will be forwarded to the Shared Governance Executive Committee, who will then forward it to the appropriate committee for review.

Announcements

Dr. Greenway announced the successful combination of available staff lines in order create several new positions within her department.

Next meeting will be March 15, 2017 at 3:00pm in the Bibb Graves Board Room.

Adjourn

Motion was made by Ms. Mitchell to adjourn. Meeting adjourned at 4:12pm Motion carried.

Submitted by,
Bliss Adkison
Secretary (2016-2017)