

**Budget Review and Development Council (BRDC)**  
**January 20, 2016 9:00-10:30 am (BA290)**  
**Minutes**

Members in Attendance:

|                   |                    |                   |
|-------------------|--------------------|-------------------|
| Linda King        | Tim Letzring       | Barbara Corvey    |
| Tim McMurray      | Tara Tietjen-Smith | Ricky Dobbs       |
| Lavelle Hendricks | Marshall Campbell  | Ray Green         |
| Sal Attardo       | Greg Mitchell      | Dina Sosa         |
| John Humphreys    | Paula Hanson       | Tim Willett       |
| Brent Donham      | Tina Livingston    | Fred Fuentes      |
| Derald Harp       | Janet Anderson     | Lisa Martinez     |
| Arlene Horne      | Donna Spinato      | Derryle Peace     |
| Sean Anderson     | Mark Giossi        | Tomás Aguirre     |
| Stephen Starnes   | Erica Contreras    | Salvatore Attardo |

- I. Welcome (Tina) Tina welcomed Tomás Aguirre to the committee.
- II. Minutes (Tina) Motion was made to approve the minutes from December 16<sup>th</sup> with Lavelle Hendricks first and Tara Tietjen-Smith seconding. Minutes approved.
- III. Orientation Updates (Janet) Janet gave updates on orientations and offered more sessions if needed. She mentioned BRDC should already have budget books, however, she has more available to distribute if necessary.
- IV. Sub-Committees Updates:
  1. ***Develop a zero-based (metric driven) budget for allocating GA budget and Develop a new metrics-based operating budget model for academic departments.*** (Marshall Campbell) Marshall stated the committee had identified a metrics based model to use in evaluating GA categories. The committee plans to review past committee models and identify areas that are in line with the current charge and develop a metrics that fits with the goal.
  2. ***Based on the new strategic plan, allocate one-time seed money for innovative initiatives that would improve operational efficiencies and/or generate future revenues.*** (Greg Mitchell) Greg stated his committee had not had an opportunity to meet, but plans are in place. He expressed concerns on finding research on how to evaluate innovation. Tina mentioned Dr. Jones had already approved \$400,000 and hoped this would help. Erica mentions she will be presenting on resources that the university has available that could be beneficial to Greg and his committee.

3. ***Based on the new strategic plan, reallocate a minimum of one percent of the annual budget to fund innovative new initiatives and/or meet University priorities.*** (Ricky Dobbs) Dr. Dobbs stated the committee had not officially met, but had exchanged emails; they're recommending the exclusion of faculty salaries. The committee will meet on January 25<sup>th</sup> to come up with a systematic way of using the strategic plan to develop a method for using good judgments in reallocating the 1%. Paula mentioned that PAC had approved \$300,000 excluding faculty lines. She mentioned this should be helpful in determining the baseline.
  4. ***Review last year's recommendations (start-up funding, marketing, accountability measures) and prioritize initiatives to be considered if additional funding is available.*** (Brent Donham) Dr. Donham reviewed the charge in detail and stated his committee had identified several of the proposed initiatives worth proposing again. Stating that these recommendations were still viable and will bring them forward again after prioritizing. Dr. Donham shared the committees schedule and hoped to have a draft by April 1st.
- V. Strategic Plan (Linda King) Linda reviewed the dynamics of submitting the strategic plan to the System and stated the plan was submitted in early summer. System is holding everyone's until theirs is finalized. Should happen in March. She stated that we are to continue moving forward with our strategic plan as submitted and approved by P.A.C. Linda continued reviewing the plans for a strategic planning assessment committee and reviewed the members. She continued to explain what system requested from us for our strategic plan. Linda states that any recommendations or ideas that BRDC recommends should be in line with our strategic plan.
- VI. Compensation Study/Exempt/non-exempt Personnel (Barbara Corvey) Barbara reviewed the Fair Standards ACT and when it was developed and how far we have come today. She explained in detail how Commerce contributes to comp time and over time and the difference between exempt and nonexempt positions. Barbara reviewed the recommendations and what affects it could have on personnel within the university. She reviewed part 1 of the hand out in detail. Tina added an additional explanation regarding the types of positions this would affect and the impact to the budget. Paula added these are up for discussion among the CFO's of the A&M System. There is nothing firm at this point.
- VII. EAB (Erica Contreras) Erica began her introduction identifying E.A.B. and outlined the benefits to our university on many levels. She mentioned the resources provided by this company are many topics on the BRDC charge. Erica stated that research finding are concise and relevant to what she has researched. She continued to explain the benefits and hands on assistance the company provides. Erica mentioned our time is valuable and with a resource of this magnitude available to our university everyone can benefit from it. Erica highly encouraged everyone to take advantage of this resource in hopes that we can continue to utilize E.A.B. She mentioned she will be the liaison for our university if any issues arise and offers assistance. Erica stated there are different forums we can join; Academic Affairs, Business Affairs, and Student Success Collaborative, and can be used by all faculty and staff.

She stated it can be used to bench mark our institution against our peers. A discussion took place on how E.A.B. weighs against other research methods with mention to Google searches. Erica mentioned E.A.B. is designed for higher education intuitions. Tina named a few institutions in Texas that have been using E.A.B. Paula reviewed the terms of the 1 year contract and the importance of utilizing E.A.B. while we have the resources. Erica continued to review E.A.B. resources and benefits and mentioned Dr. Jones is excited to offer this for BRDC to use. Greg Mitchell supported and describes the bonus to having a resource of this magnitude. Paula commented on additional contract resources such as campus visits. Tina offered her support and the benefits she identified with as well. Erica offered to meet with anyone to discuss further.

VIII. Timeline

- a. Budget is due to A&M System March 7<sup>th</sup> Paula stated, the System budget deadline is March 7<sup>th</sup>. She reviewed the 1% goal and other recommendations. Paula reviews the deadline for presentations to P.A.C. Tina expressed her concern regarding the time line. Discussions continued on timeline and the next BRDC meeting. February 4<sup>th</sup> was decided on. A discussion began regarding oil market and concerns related to the budget. Linda mentions that Capital projects may not be considered a priority to fund. Paula mentioned we haven't heard for sure about exceptional item requests in the Legislative Appropriation Request.
- b. 1% Reallocation needed for Budget
- c. Other recommendations needed by end of March
- d. Tentative timeline for Presentations to PAC (April 11-15, 2016)

IX. Reminders: Next Meeting(s): February 4<sup>th</sup> was decided.

- i. February
- ii.