

**Budget Review and Development Council (BRDC)**  
**January 18, 2017 9:00-10:30 am (BA290)**

***Minutes***

Randy Harp  
Stephen Starnes  
Hunter Hayes  
Sarah Baker  
Tim Willett  
Rebekah Cooper  
Shonda Gibson  
Marshall Campbell  
Madeline Justice

Mark Gioffi  
Tabetha Adkins  
Brent Donham  
Greg Mitchell  
Sal Attardo  
Donna Spinato  
Tomas Aguirre  
Mary Beth Sampson  
Ray Green

Linda King  
Dale Funderburk  
Michael Stark  
Dina Sosa  
Tim Letzring  
Paula Hanson  
Tina Livingston  
Ricky Dobbs

I. Welcome (Paula and Tina)

Paula welcomed the committee back and thanked them for their service.

Tina welcomed Hunter Hayes to fill in for Matt Woods. She extended her appreciation to all the work of the sub committees. Tina gave a short update on the Legislature and will continue to give updates as they become available.

II. Minutes (Tina)

No changes were needed and the minutes were approved.

III. Sub-Committee Updates:

*a. Develop a model for allocating additional operating budget (or one-time funds) campus-wide, taking into consideration the metrics-based operating model for academic departments developed last year.* (Janet Anderson)

Sarah Baker gave an update for Janet Anderson. She stated the sub-committee had met and has several questions and would be meeting with Marshall very soon.

*b. Review the option of developing a one-time merit allocation vs. a permanent merit allocation.* Tina mentioned this charge isn't assigned to a committee, but will be kept as a place holder until we see how the legislative session goes.

*c. Develop an allocation method for meeting academic priorities as funding becomes available (i.e. faculty lines, adjuncts, summer school, GAs).* (Shonda Gibson) Shonda stated she felt like she needed to add Madeline and Ricky to her sub-committee. She stated the sub-committee has begun to gather data to put together a proposal soon.

*d. Based on the strategic plan, allocate one-time seed money (approximately \$400,000) for innovative initiatives that would improve operational efficiencies and/or generate future revenues.* (Greg Mitchell) Greg mentioned his committee needed to meet and get

information of awards and follow up on the proposals that were funded last year. They should be making contact with them soon.

- e. ***Based on the strategic plan, identify a minimum of one percent of the annual budget to fund innovative new initiatives and/or meet University priorities, or if needed, to cover state reductions. Note: If one percent is not needed to cover budget reductions, this recommendation can be based on a reallocation within each division level.*** (Ray Green) Ray stated his committee's recommendations to BRDC will be to vote that the 1% reallocation would not include faculty lines. He stated their sub-committee was drafting the memo to the Vice Presidents.

IV. Enrollment update (Dina and Mary Beth)

Dina updated the committee on where enrollment is currently and stated she has some concerns. She reviewed the enrollment report and gave reasons as to why enrollment is down. Ricky updated the committee in detail as to why these numbers are lower than in the past. Dina added that recruitment efforts are ongoing. Discussions began on enrollment and retention efforts. Sal asked if we could get details from the program coordinators to see what areas are down. Dina thanked everyone for working late hours to help get students enrolled. Mary Beth stated that international applications had dropped. Mary Beth mentioned the deadline for International Students had ended but stated we could still get domestic students. For those graduate students who were eligible to enroll, the Fall to Spring retention rate was 95%. Dina added the overall Fall to Spring retention rate is at 91%.

V. Legislative Update (Paula and Tina)

Tina reviewed the formula funding handout and added if the state accommodates our growth we may be okay. Paula explained the formula and the non-formula cut. She added our non-formula amounts are smaller than others. Tina informed the committee of the timeline for the legislative testimony and when it would take place. She stated the Senate version is concerning because they took out all of our special items. She continued to explain how the formula funding works and encouraged everyone to continue to work on enrollment.

Paula stated we will need updates from those that depend on special items for their programs. She stated it will be helpful to provide feedback to support the need for special items. Tina mentioned they are still looking at tuition set asides. Tina stated we need to focus on reducing student debt. Paula reviewed the legislature cards. She covered the legislative processes and time lines. Paula gave an update on what Dr. Keck presented in September 2016 to the LBB and stated updates will be made for the Senate testimony. She asked the committee to review and provide any additional points for our institution. Paula continued to review the timeline of the legislature in detail. Sal reported that we saved the students \$160,000 for low-cost textbooks. Shonda offered the grant for criminal justice was approved and the impact we've had on the competency-based institution. Sal asked to cover the notes regarding administrative costs being down. Tina mentioned the ratio is 10%. Sal stated this should be

widely publicized. Dina added that we have scholars in athletics “back to back also champs in the classroom”.

VI. Closing the Loop Process (Janet)

Tina reviewed the handout and stated that Janet compiled the information from the deans and asked them to review and we’ll discuss at the next meeting.

VII. Reminders: Next Meeting(s) Tina reviewed and stated the Feb 1<sup>st</sup> meeting is cancelled.

Time: 9:00 – 10:30 am

Dates:

Feb 1<sup>st</sup> – CANCELLED-conflicts with System CFO meeting.

Feb. 15<sup>th</sup> – Sub-Committee outline due

Mar. 1<sup>st</sup>

Mar. 22<sup>nd</sup>

Apr. 5<sup>th</sup> – Draft Sub-Committee recommendations due

Apr. 19<sup>th</sup> – Final Meeting/Final recommendations due (tentative)

May 3<sup>rd</sup> – PAC Presentations (tentative)