

Senate Budget & Planning Council
Minutes for April 3, 2012
Library Curriculum Materials Room

Members present: S. Godar, B. McClosky, D. Potacco, P. Theus, H. Wilder, D. Miller, S. Bolyai (administrative rep)

Excused: D. Koistinen, S. Ferris

Meeting convened: 11:00 am

1. Minutes from Feb. 7th meeting were approved.
2. S. Bolyai explained that he would like faculty volunteers to work on Goals 5.C, 5.D and 5.E of the Strategic Plan Implementation Plan. He will know by Apr. 4 what the timeline for this will be and would like faculty to send him email if they are interested in volunteering to be on any of these sub-committees. The chairs are:
 - 5.C: Berdnadette Tiernan and Rosemarie Genco
 - 5.D: John Polding
 - 5.E: unnamed
3. Deans and Associate Deans were introduced to the new online budget submission process. There will be deadlines for departments to submit their requests, which will then be funneled up to respective Dean's offices. All requests need to be tied to the Strategic Plan goals
4. The council reviewed the budget projection form proposed by the Provost's office. This would be a template that all departments would need to follow when submitting new and modified programs. Feedback was given to S. Bolyai on the form, including a need for expense line items such as new lab, new equipment (one-time start-up) and ongoing support (e.g. lab assistant, materials needed for new equipment) for programs that needed this, as well as a revenue item for extra fee to pay for this, if determined. The question of how to determine projected enrollments was discussed – especially difficult without resources to do a rigorous market research study to determine the potential. K. Cohen needs to be part of this discussion. In addition to instructions, which S. Bolyai explained will accompany the spreadsheet, the council discussed offering a workshop at the beginning of each semester that would help departments go through it.

Meeting adjourned: 12:15 pm

H. Wilder, Minute taker