

College of Arts & Sciences
Budget Advisory Committee
MINUTES
Wednesday, October 30, 2013

Present:

Voting members: Professors Stepan Simek, Bryan Sebok, Susan Glosser, Janis Lochner and Ellen Seljan
Ex-officio: Tuajuanda Jordan - Dean of the College, Gary Reiness - Associate Dean of the College, George Battistel - Associate Vice President of Finance
Guests: Katherine Shallenberger – Budget Accountant, Robert Nayer - Director of Operating and Capital Budgets and Harrison Chase – student representative
Recorder: Anne Boal - Mathematical Sciences

The minutes from the previous two meetings were approved as written.

Chair Simek attended the Curriculum Committee meeting and reported what he had learned about the Core proposals. The original 3 proposals are still being considered, along with the Idea Studio model and the English department's proposal. Rob Kugler's proposal is being considered as an elaboration of the other proposals.

This committee will work on budgetary analysis of these 6 proposals for the December 3rd faculty meeting. These budgetary presentations do not have to be precise but approximate based on logical assumptions. Dean Jordan stressed that this is important work to be done by the December meeting, so that decisions and further discussions can proceed in the spring.

Mr. George Battistel shared a handout on gifts and grants to CAS for the last few years. The unrestricted gifts go directly into the operating budget of the college. Restricted gifts are only spent on the specified purpose of the gift, such as for a specific department or project. Chair Simek asked if advancement has a targeted amount of gifts per year. There is a budgeted target for annual gifts to the current fund, but Mr. Battistel does not have information on the total target for gifts to the institution. Advancement does send out a breakout of the origin of the donations and Dean Jordan will share this list with the committee. Mr. Battistel believes that the high turnover of staff in Advancement does hurt our ability to establish long-term relationships with larger donors.

Professor Glosser is concerned about the lack of contact between the faculty and the board of trustees. Faculty members are often at the college longer than advancement staff, and she is interested in direct involvement with trustees. Dean Jordan is working on improving relationships between the faculty and the deans with the trustees. The Board of Trustee meetings have been shortened and now there is not much time for interaction or for the trustees to attend classes.

Professor Seljan will be meeting with the Registrar, Judy Finch, and Mark Figueroa from Institutional Research on Friday to work on budgetary models of the new general education requirements. Anyone from this committee is welcome to join her.

Professor Lochner thought that it might be helpful to speak to the professors, who contributed the different Core proposals, to clear up any misconceptions and assumptions.

Professor Glosser addressed a spreadsheet that Mr. Nayer sent to the committee about the budget for the Library versus athletics. It showed the CAS budget by function, rather than by natural classifications. Mr. Nayer explained the budget by function, which answered Professor Glosser's concerns regarding the budgets for the library and athletics.

Several of the faculty committee members asked Dean Jordan about their faculty salary memos. They would like to know what percentage increases were given for each of the five merit levels. She will email this to the committee. She would like the faculty members' input on whether they prefer that everyone receive at least a small raise, or if the bulk of the increases are given to the highest levels of merit with the bottom levels receiving no raise.

Professor Glosser asked if the bonus increases given to faculty for their promotion from assistant to associate and to full professor, be stabilized so that professors know what to expect. Dean Jordan said that these amounts are set at \$3K and \$5K, plus that year's merit increase.

Chair Simek will be meeting with Professor Jerusha Detweiler-Bedell from the Curriculum Committee to discuss the Core and General Education proposals.

This committee will meet again on Monday, November 11.