

## **Budget Subgroup meeting Dec 9, 2016**

**Members Present:** Richard Alvarez, Alison Armstrong, Lynn Arnold, Kate Brennan, Mike Chatham, Charley Cosmato, Brock Cutler, Farrell Doss, Nozar Hashemzadeh, Jacinda Jones, James Lollar, Rhonda Mah, Colbert Osei-Owusu, Chad Reed, Orion Rogers, George Santopietro.

1. Review of proposed strategic initiative budget template.
  - a. The template is to be used to submit budget estimates for strategic initiatives to this working group.
  - b. Subgroups should prioritize initiatives with budgetary implications
  - c. Submissions should provide as much basis for the estimates as feasible. Some expenses may be easy to estimate, e.g. the cost of a faculty member in a specific discipline; other expenses may be ball park estimates.
  - d. Completed templates will be forwarded to the Strategic Planning Task Force.
  - e. More thorough business plans will be developed for those initiatives selected to move forward.
  - f. Revenue generation section suggested revisions:
    - i. Add lines for potential external funding sources, e.g. Grants, Funds raised from private sources;
    - ii. Instructions should note that this section is intended to gather data on potential increases in revenue that would be generated from the proposed initiative; not a request for proposing sources of funding.
  - g. Cost savings strategies can also be submitted using the template by putting in negative values.
  - h. Assistance to subgroups:
    - i. At the request of any subgroup, members of the working group will be willing to assist with completion of the template;
    - ii. Subgroups can also request data from other university units, e.g. Institutional Research, Finance & Administration.
  - i. Send any additional suggestions to Dr. Chatham. The draft will be available in the subgroup's One Drive folder. Further discussion and finalization at our next meeting.
2. Mr. George Harvey will be joining the subgroup.
3. Next meeting: 3:00pm Jan 27, 2017 in Bonnie 249/250.