Draft minutes

# Budget Committee

## Monday, March 29, 2021

## 8:30 to 9:30 A.M.

**Present:** Joe Barberio, Nancy Dietrich, Gerry Haddad, Veronica Johnson, Tamara McDiarmid, Jon Ten Brink, Eva Menefee, Sally Pierce, Denise Warner

1. Minutes from March 22 were approved.
2. Discussion: How to get broader access to budget items that fall outside of POPs?
   1. Compile a list of all areas that do not do POPs. (Future agenda item)
   2. Invite program leaders to our committee to introduce themselves, get to know us, and offer assistance and advocacy for their programs.
   3. Nancy gave the example of a survey of faculty that the Extension Centers do for budget-based faculty input. Results of survey are then used to develop the budget. Results of the survey are reported back to faculty.
   4. Create best practices and tools, such as example survey to share with programs to help them gather valuable data to support their budget requests.
3. Discussion: Based on review of exemplary POPs, create best practices to help programs fill out their POPs, including:
   1. Make sure everyone uses the most recent form.
   2. Encourage programs to reference the document repeatedly, not just a “one-time use form that they are ‘turning-in’”.
   3. Tell a story. Write a narrative.
   4. Encourage Lead Faculty to get input from adjuncts in creative ways, such as meetings at times convenient for adjuncts, meet on Webex, survey adjuncts and distribute surveys in various ways, not just by email.
   5. Make faculty aware of ongoing budget process. Give reminders at Senate meetings and find other ways. Work with chairs, directors, deans, to develop a timeline.
   6. Goal: share the tools that we develop at the April 23rd Senate meeting.
4. Other:
   1. Sally followed up on Alex Azima’s suggestion for making sure that we find ways to follow-through on and develop procedures for activating the charter. Need to develop a template or practices that specify how to act on the items in the charter.
   2. Nancy reminded us that SAALT meets monthly and it is another good place to share surveys and best practices with the deans and others.
5. Discussed agenda items for our next meeting.
   1. Create list of areas that do not do POPs.
   2. Nancy will share example survey
   3. Build a framework for budgetary input.
6. Future agenda items:
   1. Tamara and Eva will report back from the SAALT meeting at our April 12th meeting.
   2. Develop a workshop for PA Days on effective strategies for doing POPs.
   3. Develop example survey and ask to be on Senate agenda (Apr 23) for input on the survey and/or best practices for POPs.

### Next Meetings:

April 5\* and weekly or as needed through May 3.

Denise will not be able to attend the April 5 meeting.