

minutes

# Budget Committee Meeting

## Friday, September 10, 2021

## 8:00-9:00 AM

Minutes approved on September 24, 2021.

**Present:** Joe Barberio, Alexandra Beard, Nancy Dietrich, Gerard Haddad, Andrea Hoagland, Tamara McDiarmid, Eva Menefee, Sally Pierce, Jon Ten Brink, Jean Ramirez, Kabeer Ahammad Sahib, Denise Warner

1. September 3rd meeting minutes were approved.
2. Webex – Tips for Joining a Meeting:
   1. It’s best to join from the Webex desktop app. Please contact the Help Desk if you need assistance installing the app.
   2. If you are not logged on to LCC, you may be asked to join as a guest. You can join as a guest and shouldn’t notice any difference except that you will be put in a waiting room and the host will need to let you in.
3. Meeting Protocol
   1. Because we will be meeting every other week, instead of weekly, and our meetings must end by 9am, Denise made some suggestions for improving the efficiency of our meetings. We discussed the suggestions and agreed to try the following and make adjustments if necessary:
      1. The meeting will be opened at least 5 minutes before 8am to give people time to join and to socialize. The meeting will start promptly at 8am.
      2. Members should raise their hand and be recognized before speaking.
      3. There will be a soft time limit of 2 minutes while holding the floor. Tamara agreed to serve as timekeeper and give a gentle reminder if the speaker is approaching or going past the 2 minutes.
      4. Members can also place ideas in the Chat. Sally agreed to monitor the chat and help with recognizing speakers. Tamara will assist in this.
      5. Denise will continue to run the meeting with Sally’s assistance and Denise will take notes.
4. POPs Form with cover sheet
   1. Complete final revisions to the form and cover page.
      1. Denise will add a drop down box with choices for plan years for the next 10 years. We want POPs to be seen as a living document. The POPs cycle on the cover page will be revised to make it more general so that it doesn’t have to be updated every year. A space for programs/departments to add the date when the plan was last reviewed.
      2. Eva pointed out that the form needs to go to James Mitchell, Sally W, and herself per the MAHE contract (Article IX Section C2a). Denise will send it to them and request that it be approved by Sept. 24, if possible. We would like to roll out the new form to senators at that meeting, or at least let them know it will be coming very soon.
   2. How will we distribute the form to programs/departments?

The distribution to programs/departments is outside of the purview of this committee. However, we will alert senators to the fact that the new form is ready to go and will remind senators to update POPs at key points throughout the year.

Nancy will invite committee members to an upcoming SAALT meeting to present the new form to deans and department chairs.

* 1. Where will the form be housed?

We will recommend to the provost that completed POPs be housed in a public Sharepoint, similar to how Program Review documents are shared. The public forms should be viewable only Editable forms. should be housed in a program/department Sharepoint where all program/department faculty have access to them.

* 1. What type of training or assistance can we offer to programs and departments?

We created the tips on the cover page of the POPs form. Committee members can offer assistance to their departments.

1. Seleana had expressed to Jon that she would like to be invited to one of our meetings this fall whenever we think it’s appropriate.Curiosity was expressed about the CFI ratio and there was discussion about whether that was a relevant issue for our committee. We also discussed inviting Seleana Samuel to a future meeting--both issues and others will be discussed as we plan for the Fall Semester.
2. At our next meeting, we will set goals for this year’s work and prepare for a visit from Seleana Samuels.

Meeting ended at 8:51. It was pointed out that our new procedures worked beautifully today!

Meeting notes respectfully submitted by Denise Warner.

### Next Meeting: Sept. 24

Future Agenda Items: Invite Seleana Samuel, Senior VP of Business Operations