

**Joint Planning and Budgeting Committee  
Meeting Minutes  
Thursday, October 12, 2017  
8:30 – 10:30 a.m., 220 Seymour**

**ATTENDEES:**

**Voting Members**

Mike Andriatch  
Davida Bloom  
Steven Breslawski  
Scott Haines  
Shanelle Hodge  
Debbie Jacob  
Josh Johannes  
Sara Kelly  
Kadathur Lakshmanan  
Teresa Major  
Brad Menear  
Dave Mihalyov  
Chantelle Nasri  
Summer Reiner  
Sandeep Singh  
Kathryn Wilson

**Non-Voting Members**

Denise Copelton: Co-Chair  
Crystal Hallenbeck  
Kathleen Peterson  
Karen Riotto  
Melissa Wight  
James (Beau) Willis: Co-Chair

**Guests**

James Scheid  
Robert Wyant

**REGRETS:**

**Voting Members**

Joy Bhadury  
Josh Johannes  
Jim Haynes  
Tom Hernandez  
Jose Maliekal  
Cherise Oakley

**Non-Voting Members**

President Macpherson

The meeting was called to order at 8:32 a.m.

**1. Approval of September 28, 2017 minutes**

Dr. Copelton asked the committee to review the minutes from the September 28, 2017 meeting. With no corrections, Mr. Menear motioned the minutes to be approved, Dr. Lakshmanan seconded the motion, and all were in favor so the minutes were approved.

## 2. Announcements from the Co-Chairs

None at this time.

## 3. Committee Operating Guidelines

A discussion occurred regarding the committee operating guidelines that were presented to the committee. The following feedback was provided by the committee members:

- Under the “Role of the Committee”:
  - Item 1 to be updated to read: *Decisions* are to be informed by *data*, not opinion
  - Item 6 to be updated to read: Decisions/recommendations will be made by vote requiring a quorum of the body (50%) as well as a quorum of specific constituency groups (faculty, professional and OSU/ASU staff, and student) *and group results will be reported accordingly.*
- Under the “Role of the Co-Chairs”:
  - Item 1 to be updated to read: Meeting agendas and relevant documents are circulated to the members of the committee no later than *three* days in advance of the meeting.
  - Item 9 to be added and to read: *Solicit and consider agenda items from committee members.*
- Methods by which a vote will be taken. Suggestions mentioned were to use a clicker or color-coded index cards to represent the different groups.
- Remembering the need for flexibility, as we are still a new group.

Due to the feedback, the vote on the guidelines will be moved to a future meeting. Any other feedback on the guidelines should be submitted within a week to Dr. Copelton and Dr. Willis.

## 4. Budget 101

Dr. Willis presented background on the budget information and numbers. The presentation can be found on the Blackboard site. The following requests were made during the presentation:

- Mr. Haines questioned in what forum the fringe percentage could be discussed. Dr. Willis encouraged this discussion to occur at the Campus Based Fee Review Committee meeting as a possible item of review for this spring or next fall.
- Dr. Reiner requested the trend information of permanent and temporary staff.

## 5. Enrollment 101

Dr. Wilson, Mr. Scheid and Mr. Wyant presented information on our enrollment numbers and recruitment process. The presentations can be found on the Blackboard site.

## **6. Division Planning Call & Investment Fund**

Due to time constraints, Dr. Copelton requested to receive feedback via email from the committee on the documents related to the Division Planning Call and the Investment Fund. The request was to receive feedback within one week so that the information could be sent out to the campus community in a timely manner.

## **7. Other Items from the Committee**

None at this time.

### **Action Items**

- Dr. Willis will provide a flowchart with the subcommittee membership listings.
- Determine voting method for future meetings.
- Update Committee Operation Guidelines and complete a committee vote on the revised guidelines.
- Provide committee with the trend information regarding permanent and temporary staff.

The meeting was adjourned at 10:33 a.m.

Next Meeting: November 9, 2017, 8:30 -10:30 a.m.

DC/JW/mw