**Budget and Finance Planning Council**

**Minutes**

**October 10, 2018**

**Attendance:** Elizabeth Gallus, Katie Hooven, William Keep, Bozena Leven, Steffen Marcus, Lloyd Ricketts, Nonna Sorokina

1. **Introductions- Goal of the meeting**

UPenn and NYU operational excellence and cost savings documents emailed

The work of the committee will be to formulate an appropriate charge to give to the president Dr. Foster to encourage the campus

1. **Discuss functional efficiencies page**
2. **Develop a draft charge**

Overall goals

 Cost savings and reduction of inefficiencies

 Decrease cost of education

 Keep conversation to non-personnel cost savings

 Keep it data driven

 Engage students in the conversations

1. **Discussion**

N. Sorokina discussed analyses of data campus wide and also grass roots cost savings (build a website as a repository working with Dave Muha, John Donahue) where faculty and staff could offer suggestions for campus improvements

Classroom as the biggest income generator- need to look at class sizes

Administration costs- are we reviewing these?

Committee responsibilities- looking at budget and making recommendations, suggest structures to keep this council moving forward

Google document will be opened for group to comment on