

**Budget and Finance Planning Council Minutes**  
**October 30, 2019**  
**Time: 3:00 – 3:50pm**  
**Green Hall 207**

**Attendance:** Katie Hooven, Norma Garza, Steffen Marcus, Lloyd Ricketts, Trevor Baldwin, Casey Schulhafer, João Neves, Joseph O'Brien, Bozena Leven

1. **Approval of Minutes:** The BFPC meeting minutes of October 8, 2019 were accepted unanimously without any changes.
2. **Discussion of CCRE timeline:** We discussed the timeline and planning for the cost containment and revenue enhancement initiative.
  - a. President Foster will be recording a short video to go out in her unveiling email for campus. The planning for this video is underway.
  - b. We discussed the hope to announce the initiative to campus before thanksgiving this semester. No firm date has been set but will be discussed at our next meeting in two weeks.
  - c. We discussed the hope to conclude gathering date from the Qualtrics in February 2020. No firm date has been set but will be discussed at our next meeting in two weeks.
  - d. We discussed recognition for ideas coming from the Qualtrics website. Campus-wide recognition in the form of an award or announcement was discussed.
3. **Discussion of CCRE website:** We discussed the building and timeline for the cost containment and revenue enhancement website.
  - a. The website will be on its own subdomain separate from the BFPC shared governance website, but will be linked to from the BFPC website. Hopefully <http://ccre.tcnj.edu?>
  - b. The text for the website has been approved for the most part. The video from President Foster's email and the Qualtrics link will be on the website.
  - c. A separate tcnj email account for use by the council in dealing with outreach to campus will be created. Hopefully [bfpc@tcnj.edu?](mailto:bfpc@tcnj.edu)
4. **Discussion of Qualtrics questions:** We discussed the questions for the Qualtrics form:
  - a. They should be blunt and make sense/work for the entire campus community.
  - b. They should be broad enough to allow for all great ideas, but also allow the respondent to focus on their day to day as well as their view of larger campus groups.
  - c. Steffen suggested having three questions about cost containment, beginning with "ideas about your day-to-day activities", moving to "ideas about the campus organizations/units/departments you are a part of", and finally to "ideas about the whole campus". This would be followed one broad question about revenue enhancement.
  - d. Bozena suggested instead to take the first three questions, and ask them both about cost containment and revenue enhancement. The council agreed this would be a good direction to take. Steffen will set up a shared google document with a draft of the questions for everyone to edit.

5. **Discussion of campus unit budget hearings:** The timeline for unit heads to present the campus budget request overviews was discussed. The appropriate group for these hearings was discussed. December is a potential time for this.
6. Our next meeting will be held during our next regularly scheduled time: Wednesday November 13, 3:00pm – 3:50pm.