

Budget and Finance Planning Council – Minutes

Wednesday, October 9, 2019

Time: 3:00- 3:50pm

Green Hall 207

Attendance: Norma Garza, Katie Hooven, Steffen Marcus, Joao Neves, Lloyd Ricketts, Casey Schulhafer

Agenda item #1 - Minutes from September 25, 2019 approved

Agenda item #2 – BFPC Website Template

Discussion of Website

- We need to know specific details and information before Matt Winkel's office can build the template – Katie spoke with Matt Winkles' student worker
- Review of the website template for updates and ideas
 - Adding tableau chart – having a real time dashboard
 - Communication from President – short video – message from the President
 - Incentivizing campus community – what are they going to receive
 - We need to start thinking of the incentive structure and add to the website. Ideas: parking spot, recognition ceremony, public recognition
 - Adding exemplars on the website to highlight what others are doing
 - Qualtrics recommendations
 - We need to vet a process of reviewing suggestions and next steps – the BFPC will route your suggestions to the appropriate department
 - Is there a way to keep qualtrics anonymous
 - Responses – feedback to those that submit specific
 - Incentivizing both idea generation and the actual realization of the cost containment initiatives
 - Criteria for incentivizing: feasibility, impact in terms of dollar savings or revenue generation, and timeliness of implementation
- Lloyd will reach out to Dave Muha for strategy regarding the campus communication and roll out

Agenda item #3

Cost Savings presentation

- Review of the TCNJ Cost Savings Initiative presentation
- Goal - to give us a framework for a presentation that we bring to different groups on campus and initiative conversations regarding our goals and answer questions
- Lloyd will pull together data for budget slides from the President's budget presentation

Next Steps

- Meeting October 30 – 3-350
- Review mockup of website, qualtrics
- Joao – will send updated qualtrics write-up to Katie
- Katie to reach out to Lauren Adams to discuss the video by the President