

## Budget and Finance Planning Council Minutes

November 13, 2019

Time: 3:00 – 3:50pm

Green Hall 207

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

1. **Approval of Minutes:** The BFPC meeting minutes of October 30, 2019 were accepted unanimously without any changes.
2. **Discussion of CCRE timeline:** We reviewed the timeline and planning for the cost containment and revenue enhancement initiative.
  - Lloyd to give update to CSPP
3. **Video:** President Foster will be recording a short video after the thanksgiving break. The council discussed talking points:
  - 2.5- 3 minute introduction video (with captions)
  - Introduce current situation for higher education funding (costs, affordability, etc)
  - TCNJ commitment to maintain quality
  - Through shared governance BFPC was charged to help with overall revenue enhancement and cost containment strategies
  - Take a look around their website, share your ideas to the council on their Qualtrics form
  - We want to hear from you- you know your campus best, I want you to be empowered to help us
  - Look out for the recognition!!! 😊
4. **Discussion of CCRE website:**
  - a. The website template is done and was reviewed by the council. The website will go live at some point in December, but the group will review it again prior to it going live
  - b. Katie will be emailing the IT dept our updates to make to the website
  - c. Links to documents on the website
    - i. NYU Doc
    - ii. Ohio State Doc
    - iii. Power point from Dr Foster
    - iv. Our council powerpoint (Steffen)
    - v. Link to shared governance website

vi. Link to CSPP website

**5. Discussion of Qualtrics questions:** We discussed the questions for the Qualtrics form:

- a. Questions and intro text was edited live during the meeting on the google document.
- b. Demographic information to collect \*\*any of these items can be left blank
  - i. Name
  - ii. Staff
  - iii. Student
  - iv. Faculty
  - v. Other \_\_\_\_ (fill in)
  - vi. Email

**6.** Our next meeting will be held: December 11, 3:00pm – 3:50pm.