Budget and Finance Planning Council Minutes
September 25, 2019
Time: 4:00 – 4:50pm
Green Hall 207

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

1. **Approval of Minutes:** The BFPC meeting minutes of September 11, 2019 were accepted unanimously without any changes. A comment was made regarding the formation and personnel assigned to the proposed Revenue Enhancement Taskforce. Lloyd will be consulting with campus leaders in shared governance to determine how best to proceed with this initiative.

2. **Discussion of Action Items from May 8th 2019 Minutes:** We discussed these items and other ideas related to planning for the cost-savings initiative (CSI) rollout.

   a. We will commence with the design of a website to host campus-wide information related to cost containment and to facilitate the gathering and distribution of college faculty, staff, and student ideas/contributions. Katie Hooven will ask Matt Winkle for help getting this website off the ground. Qualtrics will be used to solicit campus contributions.
   b. We discussed the need to identify incentives and/or build awards for cost savings. A framework for this will be the topic of a meeting in the near future.
   c. We discussed the need to identify exemplars in cost savings around campus to help encourage buy in and celebrate successes.
   d. We discussed identifying campus operations where cost-savings can be had. The example of better utilizing class enrollment reporting and forecasting to avoid inadvertent small class sizes was given. We discussed the PAWS operations processes as a potential for cost-savings.
   e. We discussed the need to be thoughtful about building incentives for cost-savings, and to be mindful of the key stake-holders (i.e. deans/unit heads) who can provide the most savings through various incentives.
   f. We discussed the Key Budget Assumptions slide from last meeting's agenda documents.

3. **Discussion of CSI Dashboards – Achieve It vs. Tableau:** Lloyd highlighted the differences between Achieve It and the dashboard on Tableau. We discussed our call on September 24 for Achieve It training, and what our role may be with respect to using the Achieve It platform to monitor cost-savings.

4. **Discussion of next steps for CSI:** We discussed the next steps that need to be taken with some urgency if the CSI is to take shape as soon as we hope:

   a. The informational website needs to be created (see above item 2a).
   b. Campus education: we need to develop a roll-out plan for the CSI. Ideas for this included:
      i. campus wide email with Qualtrics link and a link to the website;
      ii. an introductory email for the initiative from the Office of the President;
      iii. presentations to campus leadership groups (Faculty/Staff Senate, maybe school meetings…) – a draft presentation deck will be put together by Steffen for our review next meeting;

              iv. we must outline our desired output for the CSI and develop a proposed timeline for the initiative – this will be discussed at a future meeting.

5. Our next meeting will be held during our next regularly scheduled time: Wednesday October 8, 3:00pm – 3:50pm.