

Budget and Finance Planning Council
Minutes
February 12, 2020

Attendance: Norma Garza, Katie Hooven, Steffen Marcus, Joshua Muenzer, João Neves, Joseph O'Brien, Lloyd Ricketts, Casey Schulhafer

1. **Approval of Minutes.** The BFPC meeting minutes of November 13, 2019 were accepted unanimously without any changes.
2. **Discussion of CCRE Website.** We discussed the CCRE initiative website and the plan to have the President Foster's video produced.
 - a. The Qualtrics survey is now linked to from the website.
 - b. Discussion of CCRE Incentives: amazon gift card or Barnes and Nobel gift card, once per semester.
 - c. Discussion of target cost savings: a decision was made to have this goal dollar amount to roll-over from year to year.
 - d. Discussion of rollout strategy: announcements will be made at student government meetings, staff senate, faculty senate, and cabinet. We will ask for emails to campus from the President Foster (including her video) and from Deans.
3. **Discussion of email text for distribution to campus.** Katie will develop language for an email blast to campus that will be distributed by google doc. The goal will be to agree on this language in our March meeting.
4. **Rollout timeline for CCRE.** Our goal will be to initiate this rollout before Spring Break.
5. **Discussed analysis of campus suggestions.** We discussed reading through campus Qualtrics responses and how we hope to communicate the gathered responses back to the campus.
6. **Discussed reaching out to other stakeholders before rollout.** We discussed consulting with CSPP prior to rollout to inform them and ask for feedback.

Our next meeting will be on the fourth Wednesday of February at 3pm.