**Budget and Finance Planning Council**

**Minutes**

**March 11, 2020**

**Attendance:** Norma Garza, Elizabeth Gallus, Katie Hooven, Joáo Neves, Joseph O’Brien, Lloyd Ricketts, Casey Schulhafer

1. **Approval of Minutes.** The BFPC meeting minutes of February 12, 2020 were accepted unanimously without any changes.
2. **Rollout for CCRE and campus messaging.** Postponed
3. **Discussion of email text for distribution to campus.** The council reviewed and finalized language for campus email communication.
4. **Discussion of CCRE Website.** We reviewed the CCRE initiative website and Qualtrics. Katie emailed Adam Holsten with website format changes and Qualtrics accessibility issues.
	1. The Qualtrics survey was only visible on the phone browser
	2. Discussion of CCRE website format changes
	3. Discussion of CCRE website title – proposed title change to **Diversification and Efficiency Initiatives**
5. **Next steps:**
	1. Determine final timeline for email distribution
	2. Review website changes emailed to Adam Holsten

Our next meeting will be on the second Wednesday of April at 3pm.