

Budget and Planning Committee
Meeting Minutes
November 30, 2010
Inlow Hall 201

Present: Ken Watson, Doug Kaigler, Travis Paulson, John Knudson-Martin, Sue Cain, Mike Heather, Katrina Gaines, Megan Greenfield, Virginia Key and Teresa Carson-Mastrude

Ken Watson called the meeting to order at 12:05pm

1) APPROVAL OF MINUTES FROM PREVIOUS MEETING

Motion: John Knudson-Martin moved to approve the minutes from the previous meeting.

Second: Doug Kaigler

Action: Motion passed

2) OLD BUSINESS:

a) Updates – VP Finance & Administration

i) Capital projects

1) Zabel : Virginia Key reported to the group that Provost Steve Adkison and Dean Michael Jaeger had met and Beth Upshaw will chair this project. Virginia also noted that she had asked Facilities Director, David Lageson to ensure that there is a student on every capital project committee. The Zabel project is approx. \$6.2 million of which 1/3 is to go for energy conservation. Doug Kaigler asked what level of decision making the executive committee for this project has. Virginia noted that the President Davies will make the final decision but that the executive committee will have a lot of input into this project.

2) Pierce Library Project: Allied Works is working on this project and when their planning document is received, it will be forwarded to the Budget & Planning Committee from David Lageson.

3) Landscape: Still working on the paperwork for the Master Plan and hoping to roll Landscape into this.

ii) Post BART Review – Virginia reported that the departmental reviews would be posted to the President's website. The group discussed the need for a BART Review. Virginia noted that this would close the book on BART.

b) Tuition committee – This committee has not met this year. Jeff Vermeer is the chair. Virginia noted that President Davies would be in contact with this group and they would begin meeting after the first of the year. Virginia reported to the group that OUS says we need to consider that we will have to charge out-of-state tuition in the near future. Virginia noted that it is hoped that we could keep in-state tuition for boarder states and other natural fits (i.e., Montana and Wyoming). Virginia also noted that these changes could not take place until September 2012 as marketing materials have already been printed for 2010-2011. President Davies is to report to OUS with a financial plan by February 2011.

c) 1% for the Arts-Inlow: David Lageson has tried to contact them in Salem but has had no response as yet. He will keep trying.

- d) University Council: The group discussed representation on University Council. John Knudson-Martin is a member and attends the meetings.
 - e) Communication Discussion:
 - i) Discuss the value of the B & P Committee website: The group discussed the website and what information could be on the website and if budget information could be linked to the website. Virginia suggested generating an electronic version to be posted to the website. This would show transparency to the EOU community. Anyone with questions could contact Sue and FAQ could also be posted to the website.
 - ii) Reporting committee proceedings: The group noted that often decisions are made at the OUS level and the Budget & Planning Committee has no power or those decisions. When meeting minutes are posted, this can help control the rumor mill. Items that could be on the web page include: minutes, agenda and links to the President's page and also budget information.
- 3) NEW BUSINESS:
- a) The committee needs to develop its own procedures for budget review and planning and needs to fit that procedure to support accreditation. Teresa will email the documents that are being used for the accreditation process to the group. The group will ask Sarah Witte to attend the next meeting to discuss this process.
 - b) PRC – Position Review Committee: This committee consists of Dennis Hopwood, Budget & Planning Chair, and cabinet members. The committee will look at positions as they come open and decide if they should be filled internally or with an open search. Virginia noted that this is an opportunity for EOU to grow and make changes. Ken will report back to the group on meetings.
 - c) Discuss Initiative process:
 - i) Ken will be meeting with VP Virginia Key and President Davies and will have more information to report at the next meeting.

The next meeting will be January 11th at noon. Teresa is to find a room.

The meeting was adjourned at 1pm.

Respectfully submitted,

Teresa Carson-Mastrude