

Budget Advisory Committee Minutes
2/8/2016

Meeting called to order: 4:06 PM

Present: Jane Huffman, Brian Rizzo, Steve Farnsworth, Michael Lapke, Davis Oldham, Dana Hall, Werner Wieland (chair), Paul Messplay, Rick Pearce

Primary purpose of the meeting was to have Rick Pearce, vice president for administration and finance, discuss his budget requests for the coming year. Rick related that item 1, the full-time position in the human resources office, is a replacement for a half-time position that was a casualty of the last budget reduction. Rick would very much like to have a full-time person on board to help alleviate a couple of “single points of failure” or risks. Item 2 is funding to support two new full-time IT analysts in enterprise application systems, to improve our ability to leverage Banner and enhance operational efficiency. These positions would allow offices to better utilize technology that is already available to them. Item 3 was a list of facilities equipment for replacing equipment that broke down during recent snowstorms and additional equipment needed to maintain the grounds and address things like snow removal. Item 4 requests funding to support the hiring of general maintenance people. These are people with a wide body of skills and are able to manage vendors who would be hired to address specialized maintenance problems as they arise. Item 5 is a position for a new full-time payroll technician to replace a part-time temporary position. The full-time position is needed to handle the overall workload.

After some discussion the committee turned its attention to other budget requests starting with student affairs. Upon reviewing the information the committee had it was decided to ask Juliette Landphair to meet with the committee to help explain the specific requests.

Committee then moved on to the requests from the office of advancement and University relations. Again the committee asked that Torre Meringolo meet with the committee to explain specifics of his budget requests. Specifically the committee had questions regarding the line item for scholarship management software. Committee wishes to determine whether this software is in any way related to the software being used by financial aid. This is a request for a full-time position currently filled by part-time. The individual would be using existing software as opposed to purchasing software. Committee was curious as to exactly how the foundation scholarships and financial aid office function together. Other questions revolved around the request for funding for advertising, funding for the web presence, and request for a videographer.

The committee also received a memo to the Provost from the interim Dean of Education, Nina Mikhalevdsky, which outlined a budget request to support ongoing recruitment, training, and development of mentor teachers as clinical faculty. Jane Huffman attempted to explain some details of this to the committee, however, as the memo was recently received by the committee she had not had time to read to the specifics. The committee agreed to discuss this at a later meeting after everyone had time to carefully read the memo.

Committee discussed future meetings and requested the chair to set up meetings with the vice president of advancement and University relations and vice president of student affairs for February 15 and with the Provost on February 22.

The meeting ended at approximately 5:17 PM.