RPA MEETING MINUTES

Date/Time/Location: 27 September 2007 Meeting; 8:00-9:00 AM; 104 Lab of Mechanics
Attending: Travis Sapp (Bus), Margaret Torrie (CHS), Ricardo Rosenbusch (CVM), Arnold Van Der Valk (LAS), John Jackman (Engr), Chris Martin (Design), Jack Girton (Research Chr), Sedahlia Crase, Clark Ford, Gregory Palermo

1) Approved Agenda for 9/27/07. Added discussion item 5e: Senate networking of Budget Advisory Committee representatives.

2) Approved Amended Minutes of 9/06/07. Added note regarding Tuition Increase Distribution Policy under ¶4 RMM Implementation Update.

3) College RMM Implementation Status & Process
ACTION ITEMS:
   a) Motion: “The RPA is concerned that the Guiding Principles for College Level Budget Processes outlined by President Geoffroy on November 1, 2006, are not being instituted by the colleges. The implementation of the Guiding Principles was a condition of the Faculty Senate’s approval of the RMM Model, and the RPA believes that Provost Hoffman must ensure that the Deans implement the Guidelines this autumn in time for meaningful faculty input to the ’09 budget.” By: John Jackman; second A. Van Der Valk. Passed unanimously.
   b) This is to be discussed with the Provost at the Oct. 4, meeting of RPA.
   c) S. Crase will send Caucus Chair reports on collegiate processes to G. Palermo.
   d) Senate President S. Crase will discuss this item with the Provost and President.

THE GUIDING PRINCIPLES:
At 9:09 AM -0600 11/1/06, Geoffroy, Gregory L [PRES] wrote:
Statement of Guiding Principles for the College-Level Budget Processes
Colleges are responsible for strategic decision-making about revenues and expenses allocated through the university budget process. Each college will determine its decision processes in keeping with its governance documents. Should a new budget model be adopted, college budgeting processes will be adjusted under these principles:
1. College review of revenues and expenses will be consultative. Each Dean will use an advisory council/committee with significant faculty membership, including at least one faculty senator. Size and representation of each college council/committee will likely differ, because of substantially different college organizations and missions.
2. The Dean will communicate to members of the college annually on college goals, priorities, planning, and budget.
3. Deans retain administrative responsibility for all budget decisions. As is currently the case, deans will consult with faculty and department chairs on academic and curricular priorities.

DISCUSSION
Reports from the college representatives indicate the following range of understanding regarding the processes put in place:

CALS: Dean meets monthly with the Senate Caucus; the chair of the caucus sits on the Dean’s executive cabinet and participates in budget policy decisions; full data is made available to the caucus. Faculty participants in this process are elected. Although only one faculty member is on the cabinet, the dean regularly uses the caucus as a sounding board.

ENGR: No plans for instituting the Guidelines seem to be in place.

CHS: The Dean’s executive cabinet will make the decisions; faculty are expected to be appointed by the dean at some point time for a consultative role; not all departments will be represented; no information on a senate member.

BUSINESS: The Dean’s executive cabinet will make the decisions; one faculty member, the chair of the Faculty Executive Committee will participate. The Senate Caucus is the body of the FEC, but the chair, elected by the college faculty, cannot be a senator. The Dean does not typically meet with the FEC.

DESIGN: The Dean meets regularly with the Faculty Liaison Council, which includes the Senate Caucus chair. The chair of the Liaison Council is the sole faculty member on the Dean’s Cabinet, which makes the budget plans. A separate Budget Advisory Committee has been appointed that includes faculty from all departments including a few senators. The committee met a few times last year to review and advise re cut concepts; financial plans made available to the group. Has not met this semester.

LAS: The Representative Assembly and the Caucus operate as parallel elected bodies. The chair of the Assembly is on the Den’s cabinet. No process has been spelled out to meet the Guidelines.

CVM: There is a Budget sub-committee of the Planning & Performance Committee. All faculty members on this committee are appointed by the dean. The sub-committee is also appointed by the dean and includes 3 faculty and 3 dept. chairs; detailed budget data is not shared. The dean does not meet with the Senate Caucus.

LIBRARY: The Library has its own Budget Advisory Committee chaired by a faculty member as part of the RMM. Members of the Library leadership cabinet sit on the committee ex officio without vote. There is also a separate internal budget advisory group with elected faculty & a senator on it.

SUMMARY OBSERVATIONS:
   a) A single faculty member at the table is not ‘significant faculty membership’ in the budget advisory process
   b) The senate representative participation outlined by the president is not being met.

4) RMM Implementation

DISCUSSION ITEMS FOR RPA OCT 4 MEETING WITH PROVOST HOFFMAN:
   a) College implementation of the Guiding Principles (see item 3 above)
   b) RPA review of Budget Advisory Committee Recommendations (G. Palermo to prepare revised Implementation Schedule showing RPA reviews). The Cost Center proposals are on track to be developed by the end of this semester. As these will undoubtedly affect academic resources, and student and faculty support, the RPA as advisor to the provost on academic budget should be involved in review prior to UBAC. This is in keeping with the RPA/Provost Working Relationship memorandum of July 16, 2007, Section on Academic Budget, previously distributed and discussed with the provost.

5) Committee Reports
a) Research – Girton. A first draft of the Research Policy has been prepared and is being reviewed by the Research Committee.
b) IT – Palermo. Palermo met with Jim Davis, CIO. The IT area has two committees and a third in the development stages. The first is the Budget Advisory Committee which has budgetary and strategic overview missions. The second is a Research IT committee jointly developed with J. Brighton; and a third focusing on Teaching and Learning with C. Brooke and D. Holger is in development. J. Davis is open to broad input. The Senate IT Committee could serve the following functions: as a liaison to the full senate including having an annual presentation to the full senate; review of policies generated by the other committees; review of initiatives being considered by the IT leadership; would like feed back not only on what is being done, but where we are headed, “what faculty need”.
c) Bus & Finance – Palermo. Palermo met with VP Warren Madden. During 06-07 the initial committee under direction of J. Girton began the process of understanding Business and Finance operations. There are already numerous committees working within the business and Finance portfolio: Welfare and Benefits, Health and Safety, Facilities Quality Vision, Reiman Gardens, University Museums, Energy Committee, Council on Sustainability, Traffic Advisory and Adjustments, and RMM Budget Advisory Committee chaired by Larry Ebers. Within this array, we charted a course: W. madden will prepare an updated organizational chart and a chart of committees/advisory bodies; the Senate committee can focus on liaison role and informing the senate and faculty at large, reviewing and advising regarding new initiatives, reviewing and advising regarding policies these various committees may generate.

NOTE: Both the IT and Business and Finance committees need leadership of vision and members with a passion to instigate effective advice. Faculty welfare and academic advancement are central. G. Palermo to work with C. Ford and S. Crase on appointments.

6) Next meeting:

Thursday, October 4, 1550 Beardshear, 8-9:00 AM

7) Fall Schedule

- All meetings are scheduled for one hour: 8:00 – 9:00 AM. Meetings with the provost will be in Beardshear 1550; the other meetings will be in Lab of Mechanics 107
  - **Oct 4 (w/ provost)** NEXT MTG.
  - Oct 18
  - Nov 1 (w/ provost)
  - Nov 15
  - Nov 29 (w/ provost)
  - Dec 13 (exam week)

Please forward comments and corrections to G. Palermo

Minutes prepared on behalf of the Council by G. Palermo, chair.