**Council of Chairs**

**January 21, 2020**

Present: Mark Clark, Amelia Harris, Trisha Folds-Bennett (via Zoom), Jacob Somervell, Tom Costa, John Cull, Andy Cox, Robin Benke, Michael McNulty, Cathie Collins, Brandy McCarroll, Robin Woodard, Bryan Hoyt, Scott Bevins

Reminders from Mark & Trisha:

1. Tenure and promotion documents are due
2. April 15 will be a pre-law/law day
3. Heather Evans will be at the next Chairs meeting discussing UVA Wise Connects
4. Students need to be aware of sessions in Feb. to meet with UVA to develop more culture and infrastructure to support our students applying for awards (Fulbright, etc.). More details will be forthcoming.
5. Budgeting
6. Positives
7. For the first time there is close to full transparency. They did not see all of the personnel budgets, but we can have access to those.
8. Going to help all of us prioritize in important ways
9. Conversations in meetings were open and honest. Still a lot of work to be done.
10. First attempt of creating a thorough record of what people’s requests are. Body of evidence that can persist for the future. Cuts also need to be documented and become part of those records. Budget reporting needs to be accurate (administrative vs. instructional to make sure academic side doesn’t appear to be getting more than it actually is).
11. Decision process needs to be made collaboratively, not unilaterally
12. Trisha wants all Chairs to be an active part of looking at the budget as a whole, not just as leaders of each department.
13. We are collecting data from Scott to look at this from all angles (student perspective, faculty profile, etc.)
14. As an academic unit, we want to make sure that we are driving the decisions rather than having them imposed on us. We need to create a way to respectfully navigate the process and look at the whole.
15. Trisha and Mark asked for more time and want Chairs to think about prioritizing their budgets so they are included in the decision making. Mark wants Chairs to think about budgets in terms of mission critical.
16. Mark & Trisha will be sitting down in Feb. (20 & 21) to look further into budgets.
17. Awaiting on final budget from Richmond, etc. to be able to finalize budgets.
18. We still need some answers & clarification from departments.
19. Terry Kilgore has put forth a bill asking for additional funding, but we will not know if we will receive it.
20. We also do not know what the state will do about raises, which is a huge budget item. We hope to have answers in March.
21. Michael said we are waiting to hear from the state about our request to be exempt for 5 years from the tax that the auxiliary side pays to the academic side. That is a good chunk of money that we would not necessarily have.
22. Trisha wants to understand how decisions are made for the entire College - to send people to conferences, are we being careful about expenditures? Can they be justified? What is mission critical? We must set the strategic plan carefully and prioritize our mission critical needs.
23. More aspirational requests will more than likely not be possible at this stage.
24. We aren’t sure how often we will do zero based budgeting.
25. What does our current budget look like for this spring? Do we have a tentative budget cut off?
26. Mark: We have not been told or warned about a budget cut off at this time. I think it is unlikely that we will be cut off any time soon if at all, but that is speculation.
27. Trisha: We all want to collectively get a handle on what we can and should do to be judicious in our spending. All spending should be done thoughtfully and should be mission critical and addressing a specific need. We discussed incentives of saving now and carryover, but we don’t have any understanding of how that would work yet.
28. E&G state budgets cannot be carried over, but auxiliary and foundation funds can.
29. How can information regarding budget types be shared? Mark will ask Valerie regarding foundation funds. Mark: E&G budget can only be used for certain things and are only good for that.
30. Trisha: We need policies and processes that can categorize how much is being invested in each category and show the resources that support that (faculty research, undergraduate research, etc.)
31. Michael was shocked at what percentage of our budgets were spent on travel, faculty, staff, etc.

VI Enrollment projections

1. Sim updates his projection model each week. He combines numbers Scott pulls and information from Admissions.
2. As of last week, we were one behind from this time last year. Our retention this spring from last year’s cohort is up. Had some increase in first time freshmen. Transfers are pretty stagnant.
3. There were approx. 160 on the unpaid/drop list.
4. SCHEV projections: we are graded on predicting our grads, graded on full time in-state students, we must hit within 95% of our projections. We are seeing good results from things that we’re doing. Need to keep that out in our forefront. Scott pulls back on some of the numbers and present them to Senior Staff to make final numbers.
5. We don’t know final numbers from ARC to have a good projection of how it will affect us yet.
6. There is a lot of data for us to look at and we need to look at it in a systematic way. There are a number of unknowns in the admissions process.
7. New VC for Enrollment, is creating a different scholarship award timeline which will make a big difference, we moved to common app, but we won’t know the effects of those factors yet.
8. We are trying to be conservative, but once we have more solid patterns of enrollment and retention and once we know more about our students then we can respond to the information in a thoughtful way.
9. There is a lot faculty can do to affect yield, but we must understand the behavior of our students before we can guess what will help our retention and enrollment.
10. Data can help us understand how we can support the majors, departments, etc. where students are showing the most interested and where they are showing declining interest.
11. Mark & Trisha are in regular conversation. Mark said Trisha was relentless in her questioning at zero based budgeting. He wants Chairs to know they can count on both of them defending the academic program.
12. Mark & Trisha will need to spend time with each Chair on Feb. 20th & 21st.