Council of Chairs

February 20, 2020

Present: Trisha Folds-Bennett, Mark Clark, Amelia Harris, John Cull, Andy Cox, Robin Benke, Robin Woodard, Jacob Somervell, Michael McNulty, Bryan Hoyt, Amy Clark, Cathie Collins (via phone), Tom Costa, Scott Bevins, Dawn Meade (for Nursing Department)

**Budgeting**

1. Mark and Trisha are slated to present slimmed down budget on March 4. They will focus on the overall mission of the College.
2. Trisha and Mark don’t know if they will have to present a reduced budget, but must be prepared to do so.
3. Chairs need to think proactively and creatively about the budget. It will be important to collaborate on it. All of this should be about priorities and what’s being investing in.
4. Chairs need to:
5. Consider other funding sources (fundraising, grants, etc.)
6. Look at their department’s data and think of ways to help her understand trends in each department. Including number of majors and number of grads in each division.
7. Compare divisions and analyze data.
8. Think about instructional costs outside the classroom.
9. Consider faculty development needs. Different divisions have segmented their OTPS in ways that fit their needs.
10. Consider and let her know how they will manage if they do not get any new lines, operating money, etc. and to consider how that will affect what their departments need to accomplish.
11. Help Trisha understand what was more of a wish list, what can be deferred, and what are the absolute necessities. Give her a narrative. If the department absolutely has to have an enhanced budget (OTPS, wages) next year then explain why and give details.
12. Send Trisha feedback by 2/26/20.
13. Have clear records of all budgets, reductions, restorations, etc.
14. Travel budgets
15. Bryan asked if they should limit conference attendance for faculty and students. Trisha responded that the Council needs to come up with some guidelines about how to approach travel funds.
16. The Council discussed student development needs to support their conferences, travel, etc., it is a perfect opportunity for fundraising. Distribute those funds through an application process.
17. Trisha asked about the College’s policies regarding course scheduling and management. She feels it may be time to implement standardization.
18. She wants Chairs to look at enrollments and look at minimum and maximum number of students and come up with some guideline suggestions.
19. A lot faculty are doing overloads, Trisha will be reviewing carefully as to why. Chairs stated they need adjuncts because they do not have enough faculty to teach the classes needed/required.
20. Chairs will need to truly do zero based budget next year.