**MINUTES**

**February 19, 2013, 8:30 a.m. -12:00 p.m.**

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| **Present** | Angi Brenton, Mark Lord, Dale Carpenter, James Zhang, Darrell Parker, Mimi Fenton, Robert Kehrberg, Marie Huff, Regis Gilman, Richard Starnes, Carol Burton, Dana Sally, Brian Railsback |
| **Guests** | Scott Philyaw, Joe Philpott |
| **Recorder** | Anne Aldrich |

**DISCUSSION**

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| **Strategic Planning (Angi)** | Angi expressed hope that all are continuing to work on their strategic plans. Angi will review those items that have been submitted as soon as possible. |
| **Budget Requests Presentations (All)** | Each member of COD will present their budget requests. We will then ask the deans to prioritize overall via separate rankings for one time recurring – rankings will go to Joe who will develop a spreadsheet with this data. We may meet again before next scheduled COD meeting to discuss these results.  A&S – Richard Starnes: CJ is moving to A&S in July, so Richard included their information with the other departments in A&S. Richard distributed a handout and reviewed with COD.    EO – Regis Gilman provided handouts and reviewed EO requests with COD.    HHS – Marie Huff presented her budget request. She will email her handouts later today.  CFPA – Robert Kehrberg provided a handout and reviewed CFPA requests with COD.  GS&R – Mimi Fenton presented her college needs and reviewed with COD.  COB – Darrell Parker distributed a handout and reviewed with COD.  KS – James Zhang presented his budget requests and reviewed with COD.  HC – Brian Railsback reviewed his budget requests and will email his handout to COD later today.  CEAP – Dale Carpenter distributed a handout and reviewed with COD.  HL – Dana Sally distributed handouts and reviewed with COD.  Mark Lord’s direct reports are requesting no budget requests. These include the OneStop, Coulter Faculty Commons, Student Disability Services, Student Support Services, and Registrar.  Angi reviewed the requests that came to her from direct reports aside from the deans (Program for the Study of Developed Shorelines, International Programs and Services, Highlands Biological Station, Mt. Heritage Center).  Carol presented budget requests for her units (Advising Center, Writing and Learning Commons, Mathematics Tutoring Center, First Year Experience, Career Services, and Center for Service Learning). |

**REPORTS AND UPDATES**

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| **Academic Partnerships (Angi)** | Angi provided Tim Haak with feedback based on his meetings at WCU. The sense so far is there is not a very good match between what we want to offer and what they would like partner with us to offer. However, we have decided on our own there are some niche markets that we may wish to develop. Angi would still like to talk with some other institutions that have utilized AP. Discussion ensued. |
| **Budget Roll-up Plan**  **(Angi)** | We plan to do this early this year, by late April or early May. Some deans voiced challenges in getting approval from IT on certain items that will need to receive bids – this can make it very difficult to get these items purchased in a timely manner. Angi asked for deans that are experiencing these issues to let her know and she will follow up with Craig. |
| **Possible Permanent Budget Cut (Angi)** | There is the possibility of a permanent 2% cut to our budget. We are looking at unfilled positions. Academic Affairs portion would be $1.2 million. We still do not know how this will play out but wanted you to be aware this is a possibility. |
| **E&T Funds**  **(Joe Philpott)** | Previously, E&T funds was a set state budget allocated based on who needed it and who was utilizing it. Starting with this year, we received a substantial increase in the fee. Now state law labels student fees as non-state funds so it gives us a lot more flexibility and we can roll them over. Joe has given everyone what they collected last year plus a little extra. Next year, units may choose to roll over some funds to save up for a particular equipment need, etc. You now have the flexibility to do that. Distant E&T funds are disseminated the same way. |