

Strategic Planning and Resource Council
Executive Committee
September 5, 2014
MINUTES

Dr. Reese opened the meeting at 8:05 am in Wingo Hall 211.

Members present:

Dr. Nancy Reese, Chair

Dr. Tammy Rogers, Chair Elect

Ms. Ashley Ross. President, Student Government Association

Mr. Chad Hearne. President, Staff Senate

Members absent:

Dr. Don Bradley, President, Faculty Senate

Handouts:

(1) Request for New Funding form (2) Financial Report (3) SBAC Budget Proposal Instructions

Business:

A.) Approval of minutes from July 29, 2014

Ashley Ross moved to approve. Chad Hearne seconded the motion. Motion passed, all in favor.
Minutes will be posted on the website.

B.) SPARC Annual Report

Tammy Rogers moved to approve. Ashley Ross seconded the motion. Motion passed, all in favor.

C.) Key Task List

Tammy Rogers recommended date changes on the Key Task List and that it be included with the SPARC Annual Report. Nancy Reese and Tammy Rogers will work together on date revisions.

D.) New Funding Proposal Form and Instructions

1. Each Vice President is allowed four new funding requests. Nancy Reese asked if Academic Affairs should have more than the standard four new funding requests since they have the largest division. If granted, Tammy Rogers asked what the increase would be based on – the total number of reporting units? Chad Hearne suggested basing the increase as a percentage of the total E&G budget allocated to Academic Affairs. Nancy Reese suggested as a percentage of the total budget. Members recommended this issue be addressed at the next SBAC meeting.
2. Nancy Reese suggested adding a new instruction to the Requests for New Funding form that asks how the request links back to the Strategic Plan. Members were in agreement.
3. Nancy Reese will update the instruction form to reflect (1) the deadline to submit new funding requests on October 24, 2014 (2) posting the requests for two weeks on the *myUCA* channel for campus viewing on October 27, 2014 (3) the SBAC hearings on November 13, 2014 and (4) voting on new funding requests at the SBAC meeting on December 11, 2014.
4. Nancy Reese reported on the current status of approved revisions to the Strategic Plan. She will send these to the campus as an information item and include them on the agenda for the next

Board of Trustees meeting in October. Tammy Rogers asked if this was also the time to modify the charge of the SPC and revisit the format of the Strategic Plan. Members agreed it was time to revisit these items.

E.) Financial Report for Strategic Plan Progress Report

Tammy Rogers suggested changing the term from “cost” to “resources” to more accurately reflect the investment required to accomplish the desired goal/action. Resources would include personnel costs in addition to cash expenditures. Responsible persons would also need to identify funds as reallocated, existing or new.

F.) Financial Report Card

Members asked if the Financial Report Card could be provided to SBAC and the campus at least quarterly. Tammy Rogers inquired if the Financial Report Card could include pie charts of revenues and expenses and accounts receivable figures.

G.) Potential Change to SPARC Meeting Dates

Due to other meeting obligations, members agreed to move the second monthly SPARC meeting from the third Thursday at x-period to the third Friday at 8:00 am.

H.) Upcoming SBAC and SPC Meetings

1. Board of Trustee member, Mr. Bunny Adcock will present a Financial Analysis on UCA at the SBAC meeting next Thursday.
2. The Strategic Planning Committee approved with revisions the Strategic Plan Progress Report for FY2014 Overview of Progress.
3. Nancy Reese will be attending a conference on October 9th and will not be able to chair the SBAC meeting. Tammy Rogers agreed to chair the meeting in her absence.

Meeting adjourned at 9:00 am.