

## Strategic Planning and Resource Council Executive Committee Meeting Note – February 15, 2017

### Order of Business

Members present: Tammy Rogers (Chair), Kaye McKinzie, Kevin Carter, Kelsey Broaddrick

Recording secretary: Suzanne Massey

T. Rogers called the meeting to order at 10:05 am.

Minutes from the January 18, 2017 SPARC meeting were approved.

Ryan Pfaff will replace Carly Jo Riggins on SBAC for the remainder of the semester.

Discussed business for future SBAC meetings:

1. Determine the primary role of SBAC
2. Provide recommendations for reallocating funds or additional money to the base budget.
3. Establish SBAC timelines to address changes to the base budget each Fall and to address year-end issues and Strategic Plan items each Spring.
4. Discuss “How to” and “When to” educate members on functional organization models. K. McKinzie will send T. Rogers a list of prioritization categories used for forecasting.
5. The first Fall meeting should include Vice President Newton’s Budget 101, an updated dashboard to replace the current monthly cash report and a discussion on budget Best Practices.
6. Develop “Standing Questions” for reviewing the budget each year – i.e., give key players advance notice of SBAC’s anticipated questions so responses will be readily available.
7. Consider using a 3 year running average in place of the current forecasting model.
8. T. Rogers will research inputs to the CFI with Jeremy Brunner (UCA Controller).

SBAC Meeting Agenda for February 28<sup>th</sup>:

1. Vice President Newton will discuss the components of the CFI.
2. Discuss Athletic Budget (invite Dr. Brad Teague back in March).

SPC Meeting Agenda for March 2<sup>nd</sup>:

1. Provide update on SP initiatives
2. Set dates and agenda for April forums – maybe hold two?
3. Set date for joint meeting with SBAC to finish discussion / provide update on the performance funding model.

Other:

1. Send T. Duncan and E. Ruble a list of committee members rolling off in May so replacements can be named asap.
2. Discuss changing committee term dates to align with senate and college appointments.
3. K. Broaddrick mentioned SGA is going to the Ark State Capitol on March 2 so some SGA members may miss the SPC meeting.