Members in Attendance:
Chair Don DeHayes, Vice Chair Bob Weygand, Faye Boudreaux-Bartels, Ray Wright, Peter Larsen, Cheryl Foster, Patricia Morokoff, Linda Barrett, Ann Morrissey, Tom Dougan, Ken Kermes, Gigi Edwards, Mark Higgins (via phone), Ellen Reynolds, Naomi Thompson, Scott Martin, Steve D’Hondt, Sharon Bell, Peter Alfonso

Members Absent:
Stephanie Segal, Michael Smith, Thorr Bjorn

See the complete list of member information at the Strategic Budget and Planning Council website at http://www.uri.edu/budget/sbpc/Membership%2010-2012.pdf

Meeting Minutes
1. Chair called meeting to order at 9:07am
2. Update from the Administrative and Management Review Committee (AMRC)
   a. Steve D’Hondt, the liaison between SBPC and AMRC, and Laura Beauvais, member of AMRC, addressed the SBPC and then answered questions from SBPC members.
   b. The charge of the AMRC is to identify opportunities and mechanisms by which we can reduce the costs and improve the performance of our administration, management, and business practices, and add value to the academic and co-curricular experiences of our students. This committee was not brought together solely to cut costs. Strategies, which are aimed at increasing efficiency, will be pursued even if the net result of implementing the strategies is not a realized cost savings. The AMRC meets each Thursday from 9am-11am. During initial AMRC meetings, each division on campus made presentations to the committee. Other committee activities have included reviewing reports on issues facing institutions of higher education.
   c. The AMRC has four subcommittees: Administrative, IT, University Revenue, and Academic. The website for the AMRC is now online. A message will soon be delivered to the University community conveying the focus and work of the committee and the existence and functionality of the website.
   d. Initially, President Dooley asked for a first report from AMRC in March. The committee has since asked for, and been granted, an extension on the first report. The AMRC is dealing with an enormous charge and will be working with a consultant to fulfill the charge. AMRC is also seeking ideas from the University community. The AMRC website can be used to submit ideas to the appropriate subcommittee. The subcommittees are hoping URI faculty and staff see areas where increased efficiency and collaboration can add value to the University. The AMRC, in exploring opportunities for collaboration, will not limit itself to analyzing business conducted between URI departments.
Collaborative opportunities with other institutions of higher education and private business will be explored. When a subcommittee sees potential in an opportunity, an exploratory group will be put together and tasked with a full vetting of the opportunity. At this point, the AMRC does not have a broad philosophical doctrine it is applying to each issue brought before the committee. Processes and opportunities are being reviewed on a case-by-case basis. In each instance, options related to an issue will be weighed, consequences will be analyzed and recommendations will be made accordingly.

e. Provost DeHayes pointed out that the SBPC has been grappling with similar issues related to increased collaboration and consolidated processes in considering budgets and budget priorities for a longer period of time. SBPC members may be in a unique position to offer suggestions to AMRC. The SBPC conducted a review of legal resources on campus. One outcome of the review was the realization that there is a multitude of legal resources on campus and they are disbursed amongst multiple divisions and departments. SBPC will make a formal suggestion that the AMRC further look into the centralization of legal resources as they had previously recommended to the President in last year’s budgetary recommendations.

f. An Ad-hoc committee of the SBPC once looked at revenue generation. VP Weygand chaired the group and a report was generated and posted on the SBPC website. Passing this report along to the AMRC committee could prove useful. It was pointed out that the President had previously stated to the SBPC that he would expect there to be rich and consistent communication between the two entities.

g. An Entrepreneurial subcommittee of the SBPC made suggestions to the SBPC last year for increasing revenue, including innovative academic program offerings. It was suggested that members of this subcommittee work with the Revenue Subcommittee of the AMRC to move these recommendations forward. UConn’s recent work on streamlining and re-organization was brought up. Their sections on procurement and spend analyses may be particularly relevant to our work. It was suggested that Doug Hales, a faculty expert in the College of Business Administration on supply-chain management, be asked to serve on the AMRC’s Administrative Process subcommittee. We need to continue to have “rich conversations” between the SBPC and the AMRC. It was suggested that an SBPC member be assigned to each AMRC subcommittee. These suggestions include:

- Academic: Steve D’Hondt
- Administrative Processes: Ellen Reynolds
- IT: Sharon Bell
- Revenue: one or more members of the former SBPC Entrepreneurial Subcommittee.

3. Approval of October 25 Minutes
   a. Minutes approved with one amendment: 4a. "couple of years of reviewing requests for additional budget support,".
4. Update on Governor’s FY14 budget (L. Barrett)
   a. Linda reviewed a PowerPoint presentation, which she will post to the website following a review with the President’s team.

5. Subcommittee update on new request submissions process
   a. VP Tom Dougan convened subcommittee. The subcommittee discussed a process for reducing budgets and for requesting additional budget support. The subcommittee met with Provost DeHayes and the Provost asked that a new process for evaluating additional budget support requests be in place for this coming budget cycle, even if the SBPC is not accepting new additional budget support requests. One goal of the new process will be to make writing and reviewing the requests less laborious. Provost DeHayes said that reviewing divisional budget reallocation is within the SBPC charge. The level to which the SBPC is analyzing each division's budget is something the SBPC must consider. Future meetings will determine how the SBPC will approach and provide recommendations relative to any University mandated budget reductions.

   b. The subcommittee has, so far, has developed an outline of a proposal for the annual evaluation of additional budget support requests: Each individual SBPC member would identify their top 10 additional budget requests using the existing SBPC rubric. Using the top 10 lists, a frequency chart would be created and used to identify how often items appear in the top 10 lists. An aggregate top 10 list would be compiled by analyzing the frequency chart. At this point, all SBPC members would vote on the top 10 list using a Likert-scale. There would be strict guidelines for how committee members could use the scale and these guidelines would be enforced. The subcommittee has yet to address who would be presenting the requests to the Council. Discussion about replacing the additional budget request rubric with written justification using the Academic/University Plan. Preparing a process for possible budget reductions - continued discussion

   c. Provost DeHayes stated that if there is a estimated $6 million deficit facing the University in the coming fiscal year, it will be crucial for SBPC to have a defined role in eliminating the deficit and this exercise will be challenging given the tightly allocated resources. The SBPC role should not be at a micro level, but will look at the University operation as a whole and use the budget principles, which protect certain elements of the University’s budget and aid in making difficult decisions.

   d. The looming budget deficit may be a time to ask for increased degrees of freedom from the State of Rhode Island in terms of administering the University to allow for greater efficiencies. VP Weygand pointed out that taking advantage of this opportunity is something the AMRC will look at very carefully. Gaining increased autonomy in certain administrative processes has been a long-standing issue.

   e. Provost DeHayes reminded the SBPC that when comparing URI to other similar institutions in the region, the University's in-state tuition is a great value. URI has also come a long way in competing on out-of-state tuition.

Meeting adjourned at 10:35am. Minutes submitted by John Olerio